

NDACC Protocol for Steering Committee Elections and Appointments

Introduction

The international Steering Committee (SC) of the Network for the Detection of Atmospheric Composition Change (NDACC) is composed of:

- Two Co-Chairs;
- Representatives for the nine permanent Working Groups (WG) selected from Principal Investigators (PIs) representing the seven NDACC instrument types (Dobson & Brewer, FTIR, Lidar, Microwave, Sondes, Spectral UV, and UV/Visible) and two other relevant activities (Theory & Analysis, and Satellite), usually two per WG, but may be different on a case-by-case basis;
- A group of Emeritus Representatives, that have an interest in continuing contributions to the network beyond former high-level positions in the SC;
- *Ex Officio* Representatives from 1) countries, agencies, or organizations that provide support for the explicit NDACC activities (i.e., site implementation and use of resulting data) and for which SC involvement will help to advertise and promote NDACC measurements and science in national and international projects, 2) countries or institutions, especially those developing atmospheric composition measurements or science, where such SC participation will help to establish and expand NDACC relevant science at the represented entity, 3) representatives of SC dedicated activities usually of limited duration and 4) from NDACC Partner organizations (with MoU) ;
- Representatives from the NDACC Cooperating Networks (CN); and
- Members holding functional positions: Executive Secretary, etc. These positions are determined on an as needed basis by the current members of the Steering Committee.

The replacement of the individual Co-Chairs and Working Group Representatives are to be staggered in time so as to maintain a favorable balance between experienced and new individuals. The two Co-Chairs and the Representatives for each Working Group shall be from different institutions and continents to facilitate attendance at the various meetings and international investigator contact and communication.

Nominations, Voting, Establishment of Quorum, and acceptance to SC positions

Persons accepting nomination to a SC position should establish that their supporting agency supports the membership on the Steering Committee including the requirements to attend meetings, and commit to the SC member duties as required.

For tasks requiring a Steering Committee vote, a quorum is determined by counting the total membership of the Steering Committee. Each person counts as one member even in the circumstance when one person serves in multiple roles. A minimum of two-thirds of the thus determined SC membership shall constitute a quorum. All members listed above can vote if desired. A majority of all votes cast determines the outcome of the vote. Voting can be conducted by secret ballot or by a show of hands, with the former procedure being adopted if a member of the SC requests it. If desired voting by electronic means is also permitted. Proxy voting is authorized and encouraged in order to achieve the required quorum for election.

After the person is confirmed by vote or the appropriate mechanism as defined below a letter of invitation will be sent to the new SC member.

Any SC member may step down as desired with notice (preferably announced at least six months prior to its occurrence) to the NDACC Co-Chairs.

Election of SC Co-Chairs

The voting procedures for the election of the two SC Co-Chairs:

- Insofar as possible, the Co-Chairs should be current members of the SC, possess overall expertise and understanding of NDACC protocols and activities, and have some managerial experience. Furthermore, they must be willing to undertake the responsibility of soliciting the resources required to support an Executive Secretary for the SC from the organizations affiliated with NDACC activities. The nominee must as well as having the resources and permission from their organization for themselves to take on these duties. The nomination of an individual not presently serving on the SC will require confirmation that the candidate possesses the above qualifications.
- SC members shall submit nominations for either of these two positions at least one month prior to the SC meeting during which the elections will be held.
- The term of office of the Co-Chairs shall be three years each, with no limit on the number of terms served.
- A resignation or an unexpected departure of a Co-Chair prior to the completion of a 3-year term should be dealt with at the following SC meeting.

Selection and Appointment of Working Group Representatives

- The members within each of nine NDACC Working Groups mentioned above will nominate and elect the WG's SC Representatives and will present the results to the SC at or (preferably) one month prior to the SC meeting. It is recommended that the WG use a $\frac{2}{3}$ quorum and majority vote as is done in the SC votes.
- The terms of the Working Group Representatives nominally will be three

years and can be extended/reduced on a case-by-case basis if agreed upon by the members of the Working Group and the SC. Some WGs opt for a different term to coincide with WG meetings. There shall be no limit to the number of terms served. The SC shall have the ultimate authority for a decision in matters such as resolving a conflict situation involving a Working Group Representative.

- In those cases where the Working Group Representative's term will expire at the next annual SC meeting, and the Working Group meeting is scheduled to take place after the SC meeting, the Working Group Representatives should conduct an E-mail poll with the entire Working Group in advance of the SC meeting, and then notify the SC Co-Chairs of the results.
- The resignation of a Working Group Representative should be submitted to the NDACC SC Co-Chairs and notice sent to members of the relevant Working Group six months before the effective date. An unexpected departure should be dealt with as quickly as possible via email or other electronic process within the WG. In such a case, the new results should be sent to the SC (via the Co-Chairs) immediately rather than waiting for the next SC meeting.
- The Representatives for each WG will coordinate their SC-related activities and responsibilities, and will make arrangements so that at least one of them is present at all Working Group and SC meetings.

Designation of Functional, Emeritus, and *Ex Officio* Representatives

The NDACC SC has the authority to evaluate and make decisions regarding the nomination, appointment, and terms of Functional, Emeritus, and *Ex Officio* Representatives. Such flexibility shall ensure that the historical perspectives associated with past operational and scientific oversight decisions are retained, that expertise exists for the tasking and/or reviewing of specific science matters and for adequately addressing any special NDACC-related issues, and that international organizational interests are represented. The SC should review *Ex-Officio* and Emeritus membership on a periodic basis and may contact non-participating members to ascertain interest in continuing on the SC, or alternatively vote to remove members who no longer participate.

Designation of Cooperating Network Representatives

Each Cooperating Network shall be asked to appoint one or two representatives to serve on the NDACC SC in order to provide information about their network activities that are pertinent to NDACC interests and to discuss possible collaborative activities with NDACC. Where appropriate, NDACC may request representation on the corresponding oversight group of the Cooperating Network. Refer to the Cooperating Network Protocol for more information.

Protocol Limits and Revisions

The SC, on a case-by-case basis, shall address any issues not covered by the above guidelines, or any conflicts in the nomination process. Similarly, the SC

can implement changes to these guidelines if approved by a majority vote (i.e., a two-thirds SC membership quorum).

Current online Version: **September 15, 2025**

Revision: **September 15, 2025**

Removes Peer member type which is no longer used. Removes Theme Group WG member type, and instead moves this functionality to Ex-Officio since term is limited, and most are renaming of current SC members. Further describes the function of Ex-Officio members. Defines Functional members of the SC. Clarifies logic of establishment of quorum. Clarifies need for SC members to establish ability to perform duties before accepting a position. Clarifies that WG elections are held within the WG, not the SC. SC is notified of the results.

Revision: **March 7, 2017**

Adds explicit mention of representatives for Theme Groups designated as usually limited in duration. Adds explicit Emeritus SC membership type. Notes need to preserve the historical perspective of the network.

Revision: **March 25, 2009**

Changes name of network to NDACC. Adds mention of requirement of ability to support Executive Secretary to roles of co-Chairs. Adds representation from Cooperating Networks. Adds additional guidance on replacement of Science Team Representatives.

Revision: **July 7, 2000**

Removes Chair/Vice Chair with co-Chair, and removes designation of Primary/Alternate for Science Team members. Adds one instrument type. Removes the obligation of Science Team members to attend $\frac{2}{3}$ of meetings. Defines timing for replacement in case of resignation before end of term.

Original Document: **March 5, 1996**