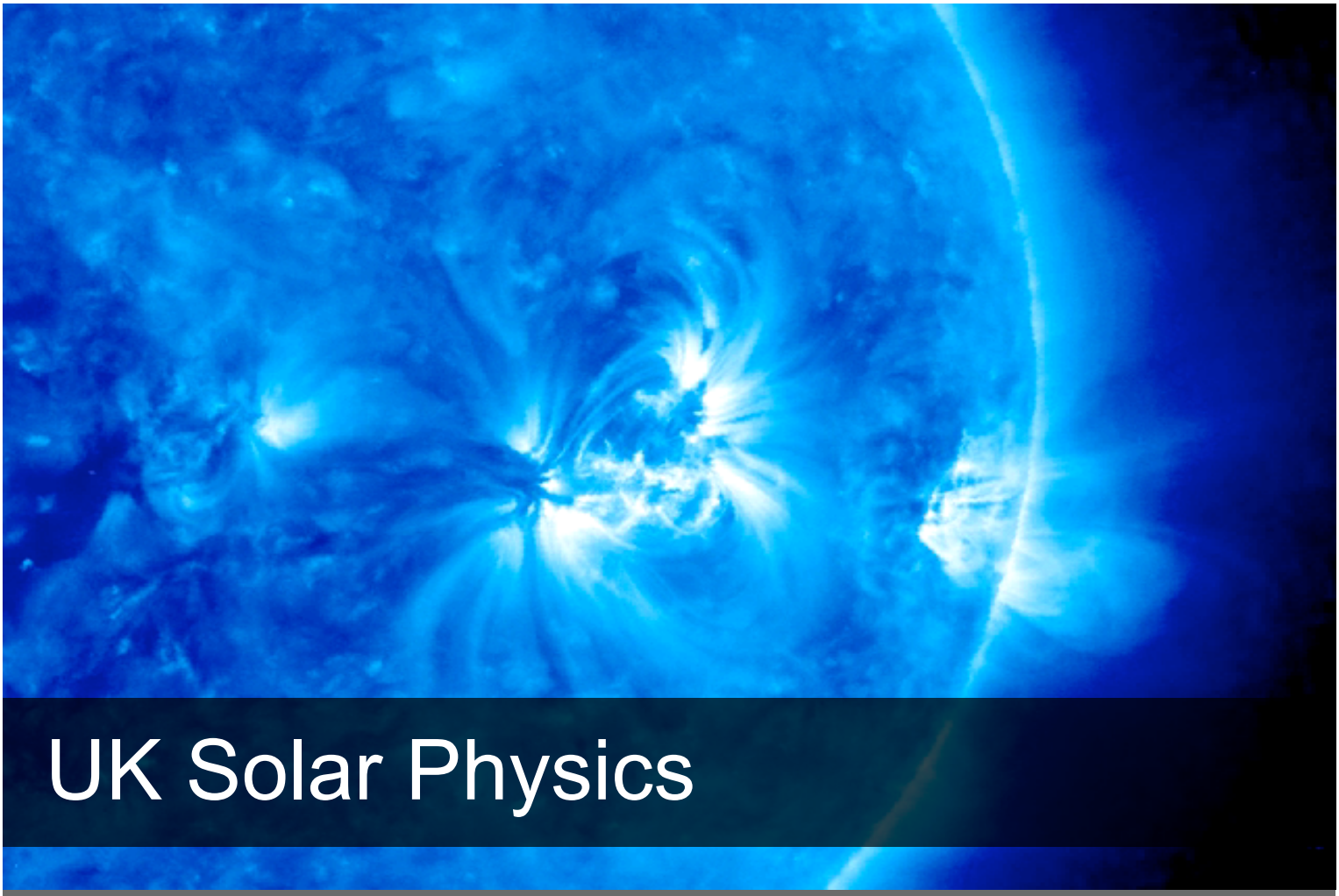

UK Solar Physics

Council Charter

This document specifies the terms and conditions under which the UK Solar Physics (UKSP) Council will operate.

www.uksolphys.org

Established 2009
Amended (new)

Image credit STEREO

1. UK Solar Physics (UKSP)

1.1. UKSP is a community of UK-based scientists with interests in the physical processes of the Sun and the Sun's wide reaching effects on the solar system.

1.2. UKSP is recognised by the Royal Astronomical Society (RAS) as a specialist group affiliated to the Society. As such, UKSP is represented on the RAS's Scientific Groups Council.

2. Community

2.1. Any individual who is an active scientist in a UKSP science area or who joins the UKSP mailing list is considered to be a member of the UKSP community.

2.2. Only UK-based members of the community will be eligible to stand for election to the UKSP Council or have the right to vote on motions or in elections.

2.3. The annual UKSP business meeting will take place during the annual UKSP meeting, usually in spring. At least 14 days advanced notice of the meeting will be given via the UKSP mailing list to all members of the community.

2.4. Motions put to the community by the Council will be carried by a majority of those voting and, in the case of equal voting, the Chairperson or appointed representative shall have the casting vote in addition to their vote as a member.

3. Council

3.1. Purpose

3.1.1. Distribute relevant information to its members via the UKSP website, UKSP mailing lists and other appropriate networks.

3.1.2. Ensure that meetings are conducted as a means of advancing the state of knowledge of UKSP science.

3.1.3. Ensure the promotion of UKSP science within the UKSP community, to a wider scientific community and the public, and to other interested parties.

3.1.4. Represent the interests of its members by informing government and UK research council policy makers on UKSP related science.

3.2. Composition

3.2.1. The Council shall comprise the UKSP Chairperson, the UKSP Deputy Chairperson, and seven ordinary members, all of whom must be members of the UKSP community. There may be no more than two representatives of the same institution on Council at any time.

3.2.2. The seven ordinary members of the Council will consist of four members in permanent employment at UK institutions, two postdoctoral members and one PhD student member.

3.2.3. If the number of nominations plus continuing Council members from an institution exceeds two, new Council appointments from that institution will be in order of votes cast for its nominees, with the exception of the position of Chairperson which, if contested, will take priority over other Council positions sought by members of that institution, and will be decided by the votes cast for that position.

3.2.4. 51% of the Council members shall form a quorum for motions considered solely by the Council.

3.2.5. The Council may make *ex officio* appointments.

3.3. Terms of Office

3.3.1. Each member of the Council shall normally serve a term of three years (except in the case of 3.3.2, 3.3.3 and 3.3.6). A "year" will consist of the period

commencing immediately following the announcement of results from a normal election and ending immediately prior to the announcement of results from the subsequent normal election.

3.3.2. Upon retirement from Council, an ordinary member may stand for election as either UKSP Chairperson or Deputy Chairperson in the term immediately following their retirement and, if elected, shall serve on the Council for a further three years.

3.3.3. For the purposes of giving advice on procedural matters in running UKSP, a retiring Chairperson or Deputy Chairperson may be asked by Council continue in an "advisory" role for one further year, without Council voting rights.

3.3.4. Former members of the Council shall only be eligible to stand for re-election to the Council after a period of two years of non-service. An "advisory" year of a retired Chairperson or Deputy Chairperson shall be considered a year of service.

3.3.5. Any member of the Council who wishes to step down before the completion of three years of service shall inform the Chairperson and Deputy Chairperson of their intention to step down in writing or via electronic mail.

3.3.6. If an ordinary member of the Council or the Deputy Chairperson stands down with more than a six-month period until the announcement of normal elections, a member of the community will be selected by the Chairperson to fill the vacant position for the remainder of the term. This selected member may then stand for election at the end of the term and, if elected, any full years served as an appointed member to the Council will be deducted from the standard term of three years of service.

3.3.7. If the Chairperson stands down with more than a six-month period until the announcement of normal elections, an extra election shall be held to determine their replacement. The term of service of the incoming Chairperson will be for the remainder of the year (as defined in 3.3.1) and for a further three years. If the Chairperson stands down with less than a six-month period until the announcement of normal elections, Council will appoint a temporary Chair from among their number to serve until the next election.

3.3.8. If the employment status of any member of the Council changes during their term of service and they continue to be a UK-based member of the UKSP community (as defined in 2.1), they shall continue to serve on the Council in the position they were elected to for the remainder of their term. If the Council member with changed employment status is no longer a UK-based member of the UKSP community, they must stand down.

3.3.9. Death of a Council member while serving will trigger the same procedures as described in 3.3.6 and 3.3.7

3.4. Electing Council Members

3.4.1. Elections will be organised and coordinated by the Chairperson and Deputy Chairperson.

3.4.2. Elections will be announced by the Chairperson or Deputy Chairperson at the annual UKSP business meeting and shall be completed within six weeks, of which voting will be open for a minimum of two weeks.

3.4.3. The Chairperson and Deputy Chairperson will seek nominations from members of the community. All nominations must have the agreement of the nominee and be seconded by another member of the community.

3.4.4. Nominees for the PhD student member or postdoctoral member of the Council shall have at least one full year of funding remaining to enable them to complete at least one full year of service on the Council.

3.4.5. In the case that no nominations are received for an ordinary Council member's vacant position and the Council comprises at least five members after any current election, the position will remain unfilled until the next annual election.
3.4.6. In the case that no nominations are received for a vacant Chairperson's or Deputy Chairperson's position and the Council comprises at least five members after any current elections, an ordinary member of the Council will fill the vacancy until the next set of annual elections.
3.4.7. Elections for the position of UKSP Council member will be held via an internet poll or electronic mail, at the discretion of the Chairperson.
3.4.8. All UK-based members of the community are eligible to vote and must be offered the opportunity to vote.
3.4.9. In the case of electing a new PhD student Council member, the candidate with the highest number of valid votes will be declared the incoming PhD student Council member and, in the case of equal voting, the Chairperson or appointed representative shall have the casting vote in addition to their vote as a member.
3.4.10. In the case of electing a new postdoctoral Council member the candidate with the highest number of valid votes will be declared the incoming postdoctoral Council member and, in the case of equal voting, the Chairperson or appointed representative shall have the casting vote in addition to their vote as a member.
3.4.11. In the case of electing one or more "permanent employment" member(s), the candidate(s) with the highest number of valid votes will be declared incoming "permanent employment" Council members until all of the vacant "permanent employment" Council positions have been filled and, in the case of equal voting, the Chairperson or appointed representative shall have the casting vote in addition to their vote as a member.

4. Amendment of the Council Charter Statement

4.1. Any member of the UKSP community can offer a suggestion to amend the UKSP Council Charter. Any suggestion to amend must include the proposed text of the amendment.
4.2. Suggested amendments shall be submitted to the Chairperson and Deputy Chairperson. The motion to amend will first be voted on by the UKSP Council and, if passed, the motion to amend shall be put to the UKSP community.
4.3. The motion to amend will be considered carried by the community as detailed in 2.4.