

NDACC Steering Committee Appointments and Elections

Introduction

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

- Two Co-Chairs;
- Nine pairs of Working Group Representatives selected from Principal Investigators (PIs) representing the main NDACC instruments and sub-activities (i.e., Lidar, UV/Visible, Microwave, FTIR, Spectral UV, Dobson and Brewer, Aerosol and Ozonesondes, Theory, and Satellite);
- A group of Peer and *Ex Officio* Representatives from countries, agencies, or organizations that provide support for the explicit NDACC activities (i.e., site implementation and use of resulting data); and
- Representatives from Cooperating Networks.

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 two Representatives for each Working Group shall be from different institutions and geographical locations to facilitate attendance at the various meetings and international investigator contact and communication.

Election of Co-Chairs

The NDACC SC should apply the following voting procedures for the election of these two Officers:

- Insofar as possible, the Officers should be current members of the SC and possess overall expertise/understanding of NDACC activities. Furthermore, they should have some managerial experience and the means to support an Executive Secretary for the NDACC SC. The nomination of an individual not presently serving on the NDACC SC will require confirmation that the candidate possesses the above qualifications.
- SC members shall submit nominations for either of these two positions at or (preferably) before one month prior to the SC meeting during which the elections will be held.
- 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. Proxy voting is authorized. A minimum of two-thirds of the SC membership shall constitute a quorum for such elections.
- The election of an Officer shall require a majority of the total votes cast.

- The term of office of the Co-Chairs shall be three years each. There shall be no limit to the number of terms served.
- A pre-term resignation (to be announced at least six months prior to its occurrence) or an unexpected departure should be dealt with at the following SC meeting.

Selection of Working Group Representatives

- The various NDACC Working Groups (corresponding to the nine measurement and analysis activities mentioned above) will nominate their two SC Representatives and will submit the nominations to the SC at or (preferably) one month prior to the SC meeting during which approval will be requested.
- 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 can conduct a poll via e-mail with the rest of the Working Group in advance of the SC meeting. Alternatively, the Working Group Representatives can wait to discuss the selection of a new Representative (or reelection of the current Representative) with the members of the Working Group at their meeting, and then present the Group's decision to the Co-Chairs for final approval.
- The terms of the Working Group Representatives nominally will be three years. The terms can be extended/reduced on a case-by-case basis if agreed upon by members of the appropriate Working Group and the SC. There shall be no limit to the number of terms served. If necessary, the SC shall have the ultimate authority for a unilateral decision in such matters (for example, in resolving a conflict situation involving a Working Group Representative).
- The resignation of a Working Group Representative should be submitted to the NDACC SC Co-Chairs and to members of the relevant Working Group at least six months before the effective date. An unexpected departure should be dealt with as quickly as possible. In such a case, the new nomination should be submitted to the SC (via the Co-Chairs) for an immediate decision rather than waiting for the next SC meeting.
- Both Working Group Representatives 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 Peer and *Ex Officio* Representatives

The NDACC SC has the authority to evaluate and make decisions regarding the nomination, appointment, and terms of Peer and *Ex Officio* Representatives. Such flexibility shall ensure that specific science matters are tasked and/or reviewed, that special NDACC-related issues are adequately addressed, and that international organizational interests are represented.

Designation of Cooperating Network Representatives

Each Cooperating Network may request *Ex Officio* representation on the NDACC SC to provide information about collaborative activities at the annual NDACC SC meeting. Where appropriate, NDACC may request representation on the corresponding oversight group of the Cooperating Network.

Protocol Limits and Revisions

The SC, on a case-by-case basis, shall address any issues not covered by the above guidelines. Similarly, the SC can implement changes to these guidelines if approved by a majority vote (i.e., a two-thirds SC membership quorum).