

ESBES Section Guidelines

I. Establishing a Section

Sections may be formed to deal with special fields with the objective of achieving active international collaboration, for example, by preparing reports, investigating important problems and suggesting symposia to be held.

The decision as to the formation of Sections rests with the Executive Board on the recommendation of the Scientific Vice-President.

The recommendation shall be accompanied by a proposal which includes the objectives and tasks of the proposed Section as well as a list of initial members.

II. Section Leadership

1. An ESBES Section shall be led by a Chairperson and Vice-Chairperson, who must be members of a Member Society or employees of an Institutional Member.
2. Sections shall have at least one meeting a year, which all section members shall be invited to attend.
3. The Section Chairperson shall be elected by the voting members of the Section at a Section Meeting with a two-thirds majority of the members present and voting. The Section Chair may permit participation in Section Meetings by electronic means, in which case any member participating electronically shall be allowed to vote.

Votes may also be taken via email without a Section Meeting, in this case the vote has to be carried by a two-thirds majority of Members entitled to vote.

4. For avoidance of doubt, Section members who are not members of a Member Society or employees of an Institutional Member are guest members. They do not have voting rights and cannot stand for an officer role. The Chairpersons of Sections are voting members of the Executive Board and non-voting members of the General Assembly.
5. The Chairperson shall serve for a term of four years starting on 1 January following the election and may be re-elected once before retiring.
6. Following (re-)election by the voting members of the Section, the (re-) appointment of the Chairperson shall be subject to approval by the ESBES President.
7. If the ESBES President does not approve the (re-)appointment of the Chairperson and the situation cannot be solved between Section and ESBES

President the matter shall be brought before the next meeting of the General Assembly. The General Assembly shall then decide whether or not the Chairperson should be (re)appointed for a (further) term office.

8. The Chairperson has the right to propose a Vice-Chairperson to the Section. The Vice-Chairperson shall be elected by simple majority of the members present and voting. The Section Chair may permit participation in Section Meetings by electronic means, in which case any member participating electronically shall be allowed to vote.

Votes may also be taken via email without a Section Meeting, in this case the vote has to be carried by a two-thirds majority of Members entitled to vote.

The Vice-Chairperson shall serve for a term of four years starting on 1 January following the election and may be re-elected once before retiring.

9. The Chairperson may be dismissed by a two-third majority vote of the Executive Board if the Chairperson fails to carry out his or her duties in the Executive Board by failing to submit a satisfactory report to the Executive Board for two consecutive meetings or if the Section is not represented either by the Chairperson or the Vice-Chairperson in two consecutive meetings of the Executive Board.

III. Membership

1. Voting Members

Any members of a Member Society or employee of an Institutional Member with the appropriate expertise or interest may apply to join a Section. The decision whether to admit the person into Section membership rests with the Section Chair.

2. Guest Members

Individuals who are not members of a Member Society or employees of an Institutional Member may, with the approval of the Chair, join a Section as a guest member but will not have voting rights.

IV. Voting

Problems that might arise in the Section should preferably be resolved by general agreement among the Section members. Should it be necessary to vote on a controversial issue, the decision shall be taken by the simple majority of the members of the Section. If the vote is taken at a physical meeting, the required majority shall be a simple majority of members present; if the vote is taken via electronic means such as emails, the required majority shall be a simple majority of all members.

V. Activities of the Sections

Sections shall draw up a programme, indicating the order of priority and urgency of the various challenges for which it is responsible.

Examples for Section activities are:

1. Investigation of problems and exchange of experience; preparation of related studies, technical guidelines, and summary reports.
2. Preparation and organisation of specialised symposia, workshops, summer schools, courses, etc., based on the respective ESBES best practice guidelines.
3. Organisation of technical meetings, colloquia or excursions – experts being invited as guests, if necessary.
4. Preparation of recommendations for research, application and training.
5. Drafting of proposals for research activities at European level, incl. integrated projects, networks of excellence, etc.
6. Maintenance of a Section website, and regular publication of Section activities
7. Initiation of the exchange of scientists.

VI. Duties of Chair

The Chair shall:

1. be responsible for maintaining contact with the Section members and guests, with the ESBES Executive Board, other Sections/Sections and third parties,
2. convene business meetings of the Section at least once every year, wherever possible in conjunction with a suitable scientific or technical event,
3. produce a summary report within a month of the business meeting and circulate this to all members of the Section, the Scientific Vice-President and the three offices of the General Secretariat,
4. admit persons to the Section as members or guest members
5. maintain an up-to-date list of the Section members and guest members, including their full contact details, in cooperation with the Frankfurt office of the General Secretariat.

6. submit a written report on the activities of the Section and its future programme to the Scientific Vice President at least two weeks in advance of an Executive Board Meeting,
7. represent the Section in the annual meetings of the Executive Board. If the Chair is unable to attend, the Vice Chair should deputise,
8. participate in an advisory capacity in the meetings of the ESBES General Assembly.

VII. Duties of Vice-Chair

The Vice-Chair shall support the Chair in his or her duties. The distribution of work shall be defined within the Section and shall be noted to its members.

VIII. Duties of Members

1. Within the framework of the Section, it shall be the duty of the members to
 - a) regularly participate in the business meetings of the Section;
 - b) participate in the technical activities;
 - c) participate in the scientific preparation of symposia, etc.
 - d) obtain from their respective countries information of significance for the activities of the Section.
2. It shall be the duty of the members to distribute the results of their work to their colleagues in their own country, in particular by transmitting the summary reports of their Section to their Member Societies/Institution and the respective national working parties.

IX. Finances

Sections may generate their own funds in accordance with the rules and purpose of the ESBES. The accounts will be held for the Sections by the General Secretariat under the supervision of the Executive Vice-President. Funds generated from section activities shall normally be allocated by the board to support the further activities of that section.

Save as set out in the Statutes, the Sections shall carry out their proceedings as they think fit, subject to any requirements of the Executive Board.

X. Amendment of the Section Guidelines

These Guidelines can be amended through a vote by the Executive Board, requiring a 2/3 majority.

XI. Winding-up of a Section

The decision whether to wind up a Section shall be taken by the Executive Board based on a recommendation by the Scientific Vice-President and must be supported by a two-thirds majority vote.

Possible reasons for the discontinuance of a Section may be:

- a) No proof of activity on the part of the Section for two successive years;
- b) A vote of two thirds of the members present and voting to discontinue its activities;
- c) A recommendation of the Scientific Vice-President based on a review of the Section activities (see Paragraph III.8).

Formally accepted by the ESBES Board on 31 January 2017