

# Procedure for Nominations of Members to Commissions and Executive Council at the 33rd General Assembly of IUPAP

## Nominations for Commissions

The positions Chair, Vice-Chair and Secretary are collectively called the Officers of the Commission. Other members are called Ordinary Members when it is necessary to distinguish them from Officers. People who are nominated for membership of Commissions should be aware that service on a Commission requires work on their part: responding to questions from the Chair or the Secretary, attending face to face or audio or video meetings, evaluating bids for conference support, and doing tasks that may be requested of them. The workload is clearly uneven in its pattern. Averaged over the year it may be a few hours a week, but there could be times when full days need to be devoted to Commission work.

Normally Commission Members serve from a General Assembly to the one 3 years later, which is a three-year term. Those elected at the 33<sup>rd</sup> General Assembly in October 2024 serve until the 36<sup>th</sup> General Assembly of 2027. Chairs may not be re-elected to any position on the Commission beyond their term as Chair, and Vice Chairs/Secretaries may not be re-elected to the same positions nor be re-elected as an ordinary member - except in extraordinary circumstances, and, in such circumstances, special approval by the General Assembly is required. Ordinary members of a Commission, who have served two terms and have been absent from the Commission for two terms, may be re-elected for no more than one further term. Service in all capacities shall not exceed three terms, whether or not those terms are consecutive. Ordinary members may be elected twice. Please refer to Article 6 of [IUPAP's internal regulations](#) for more details on the terms of office.

Commission Members, individually and collectively, have responsibility to:

- Represent their sub-discipline, according to IUPAP's mission and statutes, with distinction
- Contribute to meetings of the Commission, in person and/or via electronic means
- Ensure applications from the most appropriate international conferences, which support their sub-discipline and which satisfy IUPAP rules, reach IUPAP for consideration in the annual round of applications for conference support
- Contribute to the Commission's consideration of applications for conference support
- Ensure nominations for the Commissions Early Career Scientist Prizes are sought from the broad spectrum of their physics community, including with due regard to representation of equity groups, particularly women
- Contribute to the process of deciding the Early Career Scientist Prizes following processes that ensure unconscious bias is identified and avoided
- Explain to their national physics community the part that IUPAP and their commission of IUPAP plays in assisting in the worldwide development of physics, in fostering

international cooperation in physics, and in helping in the application of physics toward solving problems of concern to humanity.

- Assist their national physics community and their commission to identify, nominate and propose candidates for the next Commission.
- Contribute to reporting activities within their physics community, especially those involving international cooperation, through IUPAP Newsletters and Commission reports, which in turn lead to an overall, high-quality profile of current Physics in the international context. This profile is to be one of which the physics community can be proud.
- Contribute to identifying projects and issues that should be the subject of an IUPAP Working Group.

The expected workload of those who become Chair, Vice-Chair or Secretary is significantly higher. Those asked to consider nomination to an officer position should ideally consult the present Chair about the likely workload, because it varies from Commission to Commission. However, they should expect a high workload at the time of Commission meetings, Conference bids and evaluation of nominations for their successor commission. Chairs are also expected to attend the annual two-day meeting of the Council and Commission Chairs. Some commissions have a connection with a Working Group and are expected to attend meetings of that working group. A crude estimate of a Chair's workload is about 4 weeks of full-time work, and quiet times of 3-4 hours a week in between. The Vice-Chair and the Secretary would have about half the workload of the Chair.

The officers of a Commission are responsible for leading the Commission in exercising the above responsibilities, and for ensuring that the views of their sub-discipline of physics are adequately represented to IUPAP, and that the views of IUPAP about physics as a whole are adequately represented to their Commission and to physicists working in their sub-discipline.

There is no defined succession path from Vice-Chair to Chair, or from Secretary to Chair, but these officers often do go on to become the Chair of the Commission.

When submitting a nomination, nominees are asked to confirm that they have read the above description of the responsibilities of the positions for which they are nominating.

## **Nominations by Liaison Committees of Territorial Members for positions on Commissions**

- Nominations by Liaisons for positions on Commissions are to be made on the form on the IUPAP web via a link that will be provided as soon as possible, and the Liaison Committees will be advised at the time.
- To give you an early look at the information that will be required, an image of the 2017 form is included in the appendix. The 2024 form asks approximately the same information. The continuity of Commission members who have contributed to the work of their Commission and who have not exceeded their terms of office is desired. To help Liaisons in this regard, we will share with them preliminary information provided by Commission Chairs on continuity and/or possible changes. Although Liaisons are

not obliged to follow the recommendations of Commission Chairs, it is important that they are taken into consideration to expedite the subsequent nomination process.

- If, after you complete and submit a form, and receive a copy, you wish to make a correction, you will need to submit a new form. When you do so, the new form will replace the previous form on our database.
- Nominations may be made for Chair, Vice-Chair, Secretary and Nominees for Chair, Vice-Chair and Secretary will also be considered as nominations for members, in the event that they are not recommended as officers, if they are eligible for an additional term as a member.
- The initial nominations of members for Commissions are made by the Liaison Committees of Territorial Members. They are kindly asked to complete their nominations before **1<sup>st</sup> June 2024**. The closing date for these nominations is **14<sup>th</sup> June 2024**.
- Liaison Committees are encouraged to include women and people working on applications of physics in their nominations.
- The Executive Council has determined that, in 2024-2027, there should be at least 4 members of each Commission who are women and at least 4 who are men. Our internal regulations require and that at least one of the Officers of a Commission should be a woman and at least one of the Officers of the Commission should be a man.

WG5 on Women in Physics can help you identify women nominees, through their Country Contacts for your country. Go to the WG5 website <http://wgwip.df.uba.ar/>, and click [Country Contact](#) on the left hand side, to discover your country contact or get in touch with the chair or other members of WG5 as listed here: <https://iupap.org/who-we-are/internal-organization/working-groups/wg5-women-in-physics/wg5-members/>.

Invited speakers in relevant conferences is another source for potential women and men candidates.

- Liaison Committees are asked to nominate at least the number of physicists equal to the integer greater than 1.3 times their numerical category of membership (please refer to Article 10 of the [Articles of Association of the Union](#)). The proposed minimum number of nominations is

Membership Category Number	Minimum Nominees	Membership Category Number	Minimum Nominees
1	2	2	3
3	4	4	6
5	7	6	8
7	10	8	11
9	12	10	14
11	15	12	16
13	17	14	19
15	20	16	21
17	23	18	24

This is to help ensure that each territorial member gets a number of Commission members, averaged over a nine-year period, approximately equal to their membership category, and to help the Commissions, the Nomination committee and the General Assembly elect a Commission with adequate subdiscipline, gender and geographic diversity.

- To help us understand how our very different liaison committees work we are asking those making nominations to tell us a little about the consultation process which generated the nomination
- The nominations for a particular commission are automatically sent to the Chair of that Commission, to the secretariat@iupap.org and are copied back to the nominator.

### **Nominations for additional terms**

- Existing Commission members who have served one term may be renominated for the same position or for another position on the same Commission.
- Existing Commissions members who have served two terms as ordinary members may be nominated only for Chair, Vice-Chair or Secretary.
- Ordinary members of a Commission, who have served two terms and have been absent from the Commission for two terms, may be re-elected for no more than one further term.
- Vice-Chairs, or Secretaries who have served two terms may be nominated as Chair, or for the officer position they have not served.
- Retiring Chairs may not be nominated to any position on the Commission.
- Commissions may suggest possible nominees to Liaison Committees.

## **Nominations by Corporate Associate Members and by WG16 on Physics and Industry**

**Corporate Associate Members** may nominate members of Commissions via a link that will be provided as soon as possible, and they will be advised at the time.

- To give you an early look at the information that will be required, an image of the 2017 form is included in the appendix. The 2024 form will ask approximately the same information.
- If, after you complete and submit a form, and receive a copy, you wish to make a correction, you will need to submit a new form. When you do so, the new form will replace the previous form on our database.
- Nominations may be made for Chair, Vice-Chair, Secretary and Nominees for Chair, Vice-Chair and Secretary will also be considered as nominations for members, if they are not recommended as officers, if they are eligible for an additional term as a member.
- Liaison Committees should include women and people working on physics applications in their nominations.

The Executive Council has determined that, in 2024-2027, there should be at least 4 members of each Commission who are women and at least 4 who are men. Our internal regulations

require that at least one of the Officers of a Commission should be a woman and at least one of the Officers of the Commission should be a man.

Those whom you nominate for a position on a Commission should be willing and able to be active members of the Commission contributing to the work of the Commission.

Nominations by Corporate Associate Members for members of Commissions will close on **14<sup>th</sup> June 2024**. Corporate Associate Members are kindly asked to submit their nominations by **1<sup>st</sup> June**.

**WG16 on Physics and Industry** may make nominations for members of Commissions. To this end, the Chair of WG16 should contact the Chair of the corresponding Commissions by **1<sup>st</sup> June 2024**, so that the Chairs can make the nomination on behalf of WG16, following the procedure described below.

## **Nominations by Commissions for members of their commission, and recommendation by Commissions of members of their 2024-2027 Commissions**

- **Commissions may nominate** additional members to their Commission from **15<sup>th</sup> June 2024** to **24<sup>th</sup> July 2024**. The nomination form will be accessible via a link to be provided before 15<sup>th</sup> June.
- **Commissions will provide a recommendation** for the officers and members of the Commission by **31<sup>st</sup> July 2024**, with their comments on the nominations. Chairs will be provided with the instructions and the link will be open for this on **15<sup>th</sup> June 2024**. It is expected that Commission chairs will give a list of their preferred 11 ordinary Commission members, and to give additional names of people who they consider could be members of their commission to allow the Nominations committee to introduce changes as needed to meet the many conditions on composition that are required in terms of territorial members, gender, etc. To help with this selection process, it is expected that Commission chairs will explain the reasons that motivate each nomination.
- Commissions are reminded of the requirement that to the extent practical, at least one member shall be from industry. If a Commission believes that this requirement is not practical, it shall inform the Council of its reasoning.
- The Executive Council has determined that, in 2024-2027, there should be at least 4 members of each Commission who are women and at least 4 who are men,. Our internal regulations require that at least one of the Officers of a Commission should be a woman and at least one of the Officers of the Commission should be a man.

WG5 on Women in Physics can help you identify women nominees, but a good source of potential nominees for Commissions is the Invited speakers at their conferences.

## Nominations for additional terms

- Existing Commission members who have served one term may be renominated for the same position or for another position on the same Commission.
- Existing Commissions members who have served two (consecutive) terms as ordinary members may be nominated only for Chair, Vice-Chair or Secretary.
- Ordinary members of a Commission, who have served two terms and have been absent from the Commission for two terms, may be re-elected for no more than one further term.
- Vice-Chairs, or Secretaries who have served two terms may be nominated as Chair, or for the officer position they have not served.
- Chairs may not be renominated to any position on the Commission.

## Review by the Executive Council

- After nominations and Commission recommendations are received, the Executive Council will convene to produce the first draft of the slate. The Executive Council may delegate this task to a nominations committee chaired by President Designate Silvina Ponce Dawson, with other members to be appointed.
- The draft slate will endeavour to balance geographical distribution, coverage of sub-disciplines and to ensure that each Territorial Member has on average, over a nine year period, a number of commissioners approximately equal to its membership category number.
- The Executive Council may make additional nominations to Commissions, and this task may also be delegated to the nominations committee.
- The draft slate will be discussed by a meeting of the Nominations Committee with the EC&CC before the meeting of the 33<sup>rd</sup> General Assembly, about 9<sup>th</sup> October 2024. The draft slate will be considered by Executive Council, modified if necessary, and provided to the delegates to the General Assembly before the first day of the meeting.

## Nominations for Executive Council

### ○ Nominations by Liaison Committees

Liaison Committees may, with a closing date of **7<sup>th</sup> August 2024**, make nominations for the following positions on the Executive Council, on the form available via the same link as the one used for Commissions (unless otherwise noted):

- President
- President Designate
- Secretary General for Legal and Financial Affairs
- Secretary General for Administrative Affairs
- Associate Secretary General

- Deputy Secretary General for Administrative Affairs
- Treasurer
- Vice-President at Large with responsibility as Gender Champion
- Vice-President at Large with responsibility for Members: Relations and Development
- Vice-President at Large with responsibility for Outreach and Ethics
- Vice-President at Large with responsibility for Projects and Sponsorship

Nominees for the above positions should consult the President for information on the likely workload.

Now that the Vice-Presidents at Large have defined responsibilities they should note that the positions have a non-trivial workload attached. The workload pattern will be very uneven, but it should be expected to add up to about 6 weeks a year.

Questions about the responsibilities of the Vice-Presidents at Large should be directed to the President.

## **Review by the Nominations Committee of Executive Council, and Executive Council**

- The Nominations committee referred to above will recommend to the Executive Council the four Vice Presidents to be elected from the Commission Chairs, and for the four Vice Presidents to be elected at large.
- The committee may, on behalf of the Executive Council, make additional nominations for the positions of Vice Presidents at Large.
- The President, the Past President, the President Designate and the Secretaries General for Administrative and for Legal and Financial Affairs will recommend to the Executive Council nominees for President, President Designate, Secretaries-General, Associate Secretary General, and Treasurer making additional nominations if necessary.
- These recommendations will be discussed by the Executive Council, modified if necessary, and provided as the slate of nominees to the General Assembly on 10 October 2024, before the first day of the General Assembly.

## **The Election Process at the General Assembly**

The General Assembly devotes some of each of its three days to the election of new members of Commissions and of the Executive Council.

### **o Receipt of the slate of nominees**

The slate of nominees is simply the list of Commission members, and Executive Council members, which the Executive Council recommends to the General Assembly. Only people who have been nominated by Liaisons, Commissions, or the Executive Council, as described above, can appear on the slate.

The slate of nominees will be received by the General Assembly the day before its first day. The personal details of the nominees, whether they are placed on the slate, are

confidential to the delegates to the General Assembly, and to members of Commissions and the Executive Council.

Access to the nomination papers which contain those details is restricted to the above and will be available from the presentation of the slate on 10 October 2024.

Liaisons may of course note that some of their nominees are not on the slate. They may note their special concerns during the discussion on the first day and indicate an intention to re-nominate.

Facilities and time will be provided during day 1 for the slate to be varied by negotiation. One nominee for a Commission listed on the slate, may be replaced by another nominee for that Commission, not originally listed on the slate, if the exchange is agreed to by the leaders of the delegations representing the nominating members for each, and the Chair of the Commission and the President Designate.

- **Re-nominations**

On the second day of the General Assembly, people who were not placed on the slate may be re-nominated by the member or Commission which originally nominated them. If this re-nomination is supported (seconded) by an additional member, the person who is re-nominated and seconded will be added to the slate, which will then have more names on it than the number of members of that Commission, thus requiring a vote.

- **Election and ballot for positions on Commissions**

If the slate for any Commission now contains more names than there are positions on the Commission, on the third day a secret ballot will be held to elect the members of that Commission. In the ballot the leader of a members' delegation will cast the number of votes held by that member.

If the slate for any Commission now contains a number of names equal to the number of positions on the Commission, on the third day of the General Assembly those members will be declared elected without any ballot.

- **Election of members of the Executive Council**

The General Assembly elects the next Executive Council by a procedure completely equivalent to the above procedure for elections to Commissions.

- **Privacy policy**

Nominees are providing personal details so that members of IUPAP can reach a decision on whom they wish to be members of Commissions and the Executive Council for the period 2024-2027. The personal details of the nominees may be accessed, on a confidential basis, only by present members of the Executive Council and Commissions, and by the delegates to the General Assembly. When submitting a nomination, nominees are asked to confirm that they have read and accept this privacy policy.



# Appendices

## Appendix I Relevant Existing Internal Regulations regarding Commissions and Elections to Commissions

### TITLE II COMMISSIONS

#### Article 5 Membership

1. Commissions shall be composed of a Chair, Vice-Chair, Secretary and eleven other members. Collectively the Chair, Vice-Chair and Secretary are referred to as the officers of the Commission, and normally at least one of them shall be a woman, and at least one shall be a man.
2. If the Chair of a Commission is unable to continue to serve in that position, the Executive Council shall appoint a new Chair from the officers of the Commission, and shall appoint a replacement for that officer, except when the Commission has determined whom it wishes to nominate as its next Chair. In that case the nominee shall in principle be appointed as the next Chair.
3. Normally, the members of a Commission will be from different Territorial Members of IUPAP. In the case a Commission may believe its work would be hindered by this rule, the Commission may ask the Executive Council for an exception. If the Executive Council believes the exception is warranted, it will propose an exception to the General Assembly for ratification before the election.
4. When representatives of Corporate Associate Members are members of Commissions, they are not, when performing their functions within the Commission, acting in their quality of representative of the Corporate Associate Members nor from their territory and the provisions of Article 5.3 do not apply.
5. Commissions may have important links to other Commissions, scientific unions or international organizations. To maintain these links, each Commission may propose to the Executive Council the nominees of such institutions as associated members to the Commission. The Executive Council will appoint associated members to the Commission about one year after the election of regular members of the Commissions. Associated members do not vote at Commission meetings and are not eligible for travel funds.
6. To the extent practical, at least one Commission member shall be involved in the applications of the relevant field of physics. If a Commission believes that this requirement is not practical, it shall inform the Executive Council of its reasoning.

7. When new Commissions are formed, the Executive Council will make ad hoc arrangements for membership until the normal rotation of membership can be established.

### **Article 6 Terms of Office**

1. All elections are for a term of three years.
2. Chairs may not be re-elected to any position on the Commission beyond their term as Chair, and Vice Chairs/Secretaries may not be re-elected to the same positions nor be re-elected as an ordinary member – except in extraordinary circumstances, and, in such circumstances, special approval by the General Assembly is required. Ordinary members may be elected twice.
3. For the purpose of calculating the rotation periods defined in Article 6.2 above, when a member is appointed following the resignation of another member, if they serve more than half of the term they are regarded as having served a term, and if they serve less than half the term they are regarded as not having served a term.
4. Ordinary members of a Commission, who have served two terms and have been absent from the Commission for two terms, may be re-elected for no more than one further term.
5. Normally the Secretary, the Vice-Chair and the Chair are to be chosen from among those who have served at least one term on the Commission.
6. Service in all capacities shall not exceed three terms, whether or not those terms are consecutive.
7. The General Assembly may grant exceptions to the provisions of Article 6 for those Commissions that undertake long-term projects or where continuity is particularly important.

## **TITLE III ELECTION OF MEMBERS OF COMMISSIONS AND THE EXECUTIVE COUNCIL**

### **Article 7 Nominations**

1. A call for nominations to Commissions and the Executive Council shall be sent to all Members (and in particular to Liaison Committees and Commissions) at least eight months before an in-person General Assembly preceding the end of the term of the present Commissions and Executive Council.
2. Since the number of members that Territorial Members and Corporate Associate Members should have at the Commission is proportionate to the number of units they hold (limited to 18 if they pay dues of more than 18 units) (see Article 5.3 above and Article 10 (C) of the Articles of Association), and taking into account the special considerations in preparing the slate of Commission members, each Territorial Member or Corporate Associate Member should submit a number of nominations at least as large as the smallest integer which exceeds 1.33 times their number of units.
3. The nominations must be received by the Secretary-General for Administrative Affairs no later than on the date determined by the Executive Council and specified in the call

for nominations. A statement of the candidate's qualifications sufficient to allow an evaluation of the candidate must accompany nominations. Nominations should be submitted electronically on the appropriate website, but in special circumstances will be accepted if submitted by other means. The Executive Council may approve the acceptance of late nominations.

4. The Executive Council will prepare a slate of nominees for the Commissions and Executive Council from the nominations and may itself suggest names (in which case a statement of qualifications will be prepared and provided to the General Assembly). Special consideration will be given to continuity, geographic distribution, gender distribution and coverage of major sub-fields within the Commissions. The Executive Council may appoint a nomination sub-committee to assist it in the process of determining a slate. The Executive Council may call a meeting of Chairs of Commissions with the nomination subcommittee or with the Executive Council to assist in the determination of a slate.
5. Nominations and the slates for the Commissions and the Executive Council as determined by the Executive Council shall be provided to official Delegates at the General Assembly and to Liaison Committees electronically at the start of the General Assembly.
6. In the case of unforeseen circumstances, such as the unavailability of a candidate due to changed conditions, nominations can be made by the Delegation Heads, Commission Chairs, or members of the Executive Council.
7. Liaison Committees may resubmit their nominations at the General Assembly of persons not on the Executive Council's slate, but these renominations must be supported by at least one other Delegation. The Executive Council then will prepare a final ballot with its recommendations and any renominations for a position.
8. A reasonable minimum expected number of territory-elected positions to Commissions and the Executive Council, as a function of the membership category, is equal to the number of units, limited to maximum 18 units, averaged over a period of 9 years.

### **Article 8 Ballot procedure**

1. If more names are included on the final ballot than there are positions, the election will be by secret ballot. Each Delegation Head will vote its block of votes.
2. The votes shall be counted as specified in Article 4.

## **Appendix II 2017 form for nominations**

We include images of how the nomination form looked like in 2017.



29<sup>th</sup> General Assembly of the  
International Union of Pure and Applied Physics

11 to 13 October 2017  
São Paulo, Brazil

### Nomination From Liaison Committees

International Union of Pure and Applied Physics - 29th General Assembly

(NOTE: \* indicates required information)

**Nomination For:**

Please select ▼ \*

**Nominee Information:**

First name  
(Given Name):  \*

Last name  
(Family Name):  \*

Gender: Please select ▼ \*

Current IUPAP Position:  \*

Current Position in Organization:  \*

Name of Organization:  \*

Current Address of the Organization:  \*

Country: Please select ▼ \*

Phone: (Mobile)  -  -  \*

Phone Preferred: + [Country Code]-[Area Code]-[Phone Number]

Email:  \*

**Area of Expertise, Brief Summary of Experience:**

(max 500 characters)

**Brief Previous IUPAP Related Experience:**

(max 500 characters)

**Key reasons why this person should be elected \***

(max 500 characters)

Has this nominee agreed to serve if elected:\*

Yes  No

**Nominator Information:**

First name  
(Given Name):  \*

Last name  
(Family Name):  \*

Email:  \*

On behalf of the Liaison Committee for:

Select Country ▼ \*

**Who was consulted about this nomination: \***

(max 300 characters)

I, and the nominee, have read the responsibilities of the position I am nominating for

in Section 1 of the [Procedure for Nominations of members to Commission and Executive Council](#).

I, and the nominee, have read the [Privacy Policy](#).