

## Guidelines for members of the Standing Committees and Chairpersons (August 2006)

Standing Committees are elected bodies that supervise activities within the Society designed to promote and facilitate the exchange of ideas and materials. An integral part of their task is to organize Workshops, address topical and current issues common to members, animate collaborative actions, enable laboratories to maintain high standards and encourage research.

### 1. Types of Standing Committees

There are two types of Standing Committees:

- a) Applied Genetics Standing Committees that propose and supervise the organization of Comparison Tests, and discuss the obtained results.  
The guidelines for the conduct of ISAG Comparison Tests are covered in the ISAG Constitution and By-Laws.
- b) Standing Committees with a particular research focus.

### 2. Membership of ISAG

- All members of Standing Committees must be current individual members of ISAG. Members of Applied Genetics Standing Committees must be affiliated with Institutional Members.
- Membership status is to be confirmed by the Secretary following notification by the Chair of the names of all Committee members.
- If an elected member is not a current member of ISAG, the Chair has to terminate the membership.

### 3. Membership of Standing Committees

- All members of Standing Committees must be elected by Workshop participants, except in the case where a new Standing Committee has been approved by the Executive Committee and the General Business Meeting.
- In the latter case, the Executive Committee establishes a Steering Committee whose function is to organize a Workshop at which a Standing Committee will be elected.

- Members of Steering Committees must be individual members of ISAG.
- The size of Standing Committees is to be decided by the Workshop. It is advised that such Committees may, as a rule, have two to five elected members.

#### 4. Guidelines for the Conduct of Business

- When items are to be proposed on behalf of participants of a Workshop, there should be a formal Motion in writing from the Proposer presented to the Chairperson and a Secunder of the Motion. The Motion has to be discussed by the Workshop before it is voted on by the Workshop.
- Voting is restricted to individual members of ISAG attending the Workshop. Individuals should be appointed by the Workshop to monitor and count the votes.
- All Motions carried at Workshops must be passed onto and ratified by the ISAG Executive Committee.

#### 5. Election of Members of Standing Committees

- Elections must occur formally as an agenda item of the Workshop organized by the Standing Committee. Members of a Standing Committee are elected at a bi-annual international Conference of the Society. They serve for four years and may be reelected for another four years. The Standing Committee elects from among their members a Chairperson.
- The election process to be followed must be the agreed decision of the Workshop.

#### 6. Reports of the Proceedings of the Workshop

- The Chair has to compile a report of the Workshop, to circulate it to members of the Standing Committee for their comments and revision, and to transmit it to the Secretary during the Conference or within a few weeks following the Conference. The names of all members of the Standing Committee have to be included in the report.
- The Secretary will arrange for all reports to be published as part of the Minutes of the General Business Meeting, and be accessible to all ISAG members on the Society's Web site.
- It is recommended that reports should be about 0.5 - 1.5 A4-sized pages, single-spaced in 10-12 font typescript.

## 7. Frequency of Workshops

- It is the usual practice for a Standing Committee to hold a Workshop at every bi-annual Conference. A Standing Committee can decide not to do this. In this case, the Secretary and the Conference Organizers must be informed.
- Where Workshops are not held every two years, Standing Committees may be required to provide evidence to the Executive Committee that they are still functioning and are essential to ISAG. Such evidence may consist of records of correspondence, activity on web sites, email conferences, etc.

## 8. Organization and Notification of Workshops

- Chairs of Standing Committees are required before each international Conference to provide Conference Organizers and all Standing Committee members with the following information: a full Workshop agenda; an estimate of the Workshop session length; expected number of Workshop attendees; and audio-visual requirements.
- This information must be provided in a timely manner to the Conference Organizers to ensure that they can make the appropriate facilities available and to place these Workshop agendas on the Conference Web site so that attendees are adequately informed.
- Conference Organizers can, in turn, provide timely assistance to Chairs of Standing Committees by: beginning their consultation about facilities early in their planning; notifying Chair names of plenary speakers so that Chairs may plan to use them to contribute to their Workshops; and providing Chairs with access to abstracts of posters so that chairs can select particular presentations for discussion at their Workshops.

## 9. Other Duties of Standing Committees and Chairs

- These may include: answering inquiries relevant to their field from ISAG members and from scientific or general public; providing assistance to the Secretary, e.g. in updating material on the ISAG Web site and notification of planned Comparison Tests.
- To facilitate these additional duties, the contact email address of the Chairs will be placed on the ISAG Web site.

## 10. Resource Issues

- The members of Standing Committees and their Chairs are regarded by ISAG as being honorary positions and do not entitle office holders to any payments, gratuities, honoraria or other forms of financial support by the Society.
- ISAG has no constitutional authority to approve the payment of Society funds to any activity of a Standing Committee.

#### 11. Terminating Standing Committees

- A Standing Committee can only be terminated on the specific recommendation of its Workshop.
- This recommendation must be communicated to the Executive Committee, for ratification at either a General Business Meeting, or at a meeting of the Executive Committee.