

# E-SWAN Technical Committee bylaws

## Table of Contents

1. Preamble.....	2
2. TECHCOM objectives and tasks.....	2
3. TECHCOM actions.....	2
4. Organization.....	3
5. Composition.....	3
6. Members duties.....	3
7. Members mandate.....	4
8. Members’ selection/nomination criteria.....	4
9. Representation at the E-SWAN Council.....	4
10. Chair role and duties.....	5
11. Chair nomination, election and approval.....	5
12. Vice-Chair nomination.....	6
13. Vice-Chair role and duties.....	6
14. Resolution.....	6

## 1. Preamble

The Technical Committee, as part of the International Not-for-Profit Association "European Space Weather and Space Climate Association", hereafter E-SWAN, is governed by the bylaws laid out in the subsequent Articles.

The Technical Committee is created from the E-SWAN Working Group Technical. The Chair of E-SWAN WG-Technical become the first Chair of the Technical Committee. The members of E-SWAN WG-Technical are the first members of the Technical Committee.

In the remainder of this document, TECHCOM refers to E-SWAN WG-Technical until the Technical Committee is created. Once the Technical Committee is created, TECHCOM refers to the Technical Committee.

The TECHCOM has full and sole authority and responsibility to establish, approve and eventually modify its bylaws under the condition that the bylaws remain consistent with the applicable Statutes of E-SWAN.

Any changes to these bylaws, must be approved by the TECHCOM through absolute majority vote. Once these bylaws and changes to them are approved by the TECHCOM they should be reported to the E-SWAN Executive Board (EB). The EB has four (4) weeks to provide their feedback. The TECHCOM will then address the EB comments, and the process reiterates until agreement is reached.

## 2. TECHCOM objectives and tasks

The TECHCOM's objectives are:

- Providing recommendations for identifying, evaluating, and implementing appropriate solutions for all technical needs arising within the E-SWAN organs and WGs.
- Setting up the mailing lists for each working group and other organs within E-SWAN.
- Administrate the cloud service.
- Support the Publication Committee with the E-SWAN newsletter.
- Maintenance and update of the E-SWAN website.
- Set up the calls and surveys made by the working groups or E-SWAN organs.
- Maintenance of the member database.
- Support the organization of the E-SWAN votes.
- Support the organization of E-SWAN webinars.
- Support the implementation of the ESWW2025 website.

The target public is the E-SWAN members.

The path of success to satisfying these goals consists in regular meetings between the TECHCOM members along with the E-SWAN organs that require technical assistance.

## 3. TECHCOM actions

The TECHCOM will fulfil its objectives through two types of actions

- 1) The TECHCOM may take its own initiatives.

- 2) Any E-SWAN member may propose an action in the technical field to the TECHCOM. The TECHCOM may invite the proposer of the action to a discussion. The TECHCOM may ask for improvements, refuse or accept, also based on compliance with the inspiring values and principles of E-SWAN. The TECHCOM provides recommendations and decides what support may be given to this proposal and finds an agreement with the proposer(s). Upon acceptance, the initiative becomes also an E-SWAN action.

It is under the responsibility of TECHCOM to decide whether the action requires the involvement of the EB and related formal approval.

#### **4. Organization**

The TECHCOM meets at least once per semester. These meetings are organized primarily through teleconferences, although they may also be held in person or in hybrid mode. For a meeting to be quorate, a minimum of 1/3 of the TECHCOM members, including the Chair and/or Vice-Chair must be present.

#### **5. Composition**

The TECHCOM is formed by:

- The Chair.
- The Vice-Chair.
- Representatives from E-SWAN organs and/or existing working groups.
- A minimum of 2 and up to 14 members of E-SWAN voluntarily participating to the TECHCOM.
- Whenever an action is approved (see below), the person in charge of this action is invited to participate in the TECHCOM meetings until this action is over. However, this person cannot vote on the decisions of the TECHCOM to avoid any conflict of interest.

The standing TECHCOM shall be, if possible, composed of a membership that is both balanced and diverse, representing a range of backgrounds, perspectives, and experiences.

The standing TECHCOM shall be nominated based on individual expertise and understood to not represent the interests of a given company/organization within this committee.

#### **6. Members duties**

The TECHCOM members are committed to:

- Participate in the TECHCOM meetings.
- Take part in the voting (if allowed to).
- Advertise TECHCOM actions.
- Follow the action assigned to them.

The E-SWAN organs representatives involved in the TECHCOM actions are responsible for ensuring two-way communication and collaboration between both parties.

Any action approved by the TECHCOM must be followed by at least a member of the

TECHCOM, depending on the complexity of the action and as decided within the TECHCOM members. The designated member(s) is(are) committed to act as contact point for the action, thereby enhancing its success, ensuring effective collaboration with E-SWAN, and ensuring proper acknowledgment of E-SWAN in the action's deliverables and on any products/media delivered by the action.

TECHCOM members should make all reasonable efforts to attend the TECHCOM meetings.

## **7. Members mandate**

- a) The term of office as Chair of the TECHCOM is four (4) years.
- b) Membership of the TECHCOM shall be for a period of four (4) years (automatically extended for those serving as Chair and Vice-Chair).
- c) TECHCOM Membership renewal (including those rolling from the Vice-Chair and Chair rotation) can be for a further period of four (4) years. Any further extension can only be granted upon agreement and a simple majority vote of TECHCOM members who are not due to roll off.
- d) Once a member leaves or rolls off, they must wait one (1) year before being eligible to re-join the TECHCOM.

## **8. Members' selection/nomination criteria**

- a) All members of E-SWAN can be eligible for membership of the TECHCOM.
- b) Applicants should approach an existing member of the TECHCOM stating their interest or should reply to a call for new members as put out to the community by the TECHCOM.
- c) Candidates should provide a short summary of their main interests and activities in space weather and/or space climate, along with their motivation for joining the TECHCOM.
- d) All received applications shall be reviewed by the currently serving TECHCOM members and applicants will be informed at the TECHCOM's earliest convenience of the result of their application (normally within three months).
- e) The process may involve precedence being given for diversity and balance across scientific expertise and experience or any other relevant criteria at the discretion of the existing TECHCOM members and in line with Equity, Diversity, and Inclusion (DE&I) considerations.
- f) Candidates' applications will be accepted upon a simple majority.
- g) TECHCOM has the responsibility to maintain transparency regarding the selection/nomination criteria by ensuring their clear presence on the E-SWAN website.

## **9. Representation at the E-SWAN Council**

The TECHCOM has one position on the E-SWAN Council (as per the E-SWAN Statutes and the E-SWAN Council bylaws). This task should be fulfilled by default by the Chair, if the Chair is not available it will be fulfilled by the Vice-Chair, and if the Vice-Chair is not available either, the TECHCOM has discretion on how it wishes to appoint its E-SWAN Council representative.

## **10. Chair role and duties**

- a) The Chair organises the method of working, the schedule and the meetings of the TECHCOM.
- b) The Chair ensures the TECHCOM composition is complete.
- c) Upon any change in its composition, the Chair will inform the E-SWAN Executive Board of the committee composition.
- d) The Chair reports annually on the TECHCOM actions in a simple written report (the number of pages is not restricted). This report is sent to the Executive Board at least three (3) weeks ahead of the ordinary General Assembly meeting.
- e) The Chair, or one of their representatives, reports about the actions of the past year for approval of the General Assembly.
- f) The Chair has the responsibility to ensure that TECHCOM bylaws are updated with respect to the possible modification(s) of the E-SWAN Statutes and bylaws that may arise in the future.
- g) The Chair is responsible for keeping the TECHCOM actions and bylaws compliant with the inspiring philosophy and mission of E-SWAN.

## **11. Chair nomination, election and approval**

- a) One (1) year to six (6) months before the end of the Chair's mandate, the TECHCOM forms an internal search committee of up to 50% members of TECHCOM. The Chair of the TECHCOM cannot be a member of this search committee, however, the search committee may ask the existing Chair to serve as an advisor. If the quota of 50% is not reached, members of E-SWAN not belonging to the TECHCOM may be invited to join the search committee if these persons are approved by a simple majority of the TECHCOM members.
- b) The search committee announces the Chair's open position through E-SWAN website, newsletter and social media and any possible media and proposes criteria for nominations. The search committee must also publicise the date of the election and approval vote.
- c) The search committee also contacts potential candidates and solicits their applications.
- d) The criteria for being eligible are:
  - 1. The nominee must be a member of E-SWAN.
  - 2. The nominee must have the proper technical experience to pursue TECHCOM objectives and undertake TECHCOM tasks, as per Article 2 of these bylaws
- e) The eligible applicants must provide a one-page motivation letter. Until this letter is received, the application will not be considered valid.
- f) The applicants must be approved by the TECHCOM by simple majority prior to the election.
- g) In a single round of voting, regardless of the number of candidates, the elected individual is the one who receives the highest number of valid votes (blank votes and abstentions are not considered). Members who have a conflict of interest caused directly by their job (for example the applicant for chair is their direct manager) will not vote.
- h) In the event of a tie, a separate vote is conducted, where only the two leading candidates are allowed to participate. This process is repeated until one of them emerges as the winner.
- i) The TECHCOM Chair is elected by the TECHCOM members by simple majority. Exceptionally this vote is quorate if  $\geq 2/3$  of the TECHCOM members participate.

- j) The elected TECHCOM Chair must be approved by the E-SWAN General Assembly at the next General Assembly meeting. If the General Assembly does not approve this election, the process described in Article 11 restarts and the current Chair extends their mandate for another year.
- k) A Chair may be immediately and repeatedly re-elected to the office when the period comes to its end.
- l) The TECHCOM Chair shall take office upon approval of the General Assembly.
- m) If a Chair of the TECHCOM leaves office before the expected end date, the Vice-Chair will assume the role of the chair as Ad interim Chair, until a new chair is elected. The process described in Article 11 starts immediately.
- n) The Chair can only be revoked with just cause by the resolution of the General Assembly.

## **12. Vice-Chair nomination**

At the first meeting following the Chair's assumption of office, the Chair shall call for volunteers for the position of Vice-Chair. The attending members, including the Chair, shall elect the Vice-Chair by a simple majority vote.

## **13. Vice-Chair role and duties**

- To support the Chair as needed.
- To handle the responsibilities of the Chair when they are unavailable.
- To represent the committee whenever the Chair is unavailable.

## **14. Resolution**

The Chair of TECHCOM must bring any dispute that fails to be resolved within the TECHCOM to the attention of the E-SWAN Executive Board, which has the task to find and implement a resolution.