



CODATA Executive Committee Nominations Procedure Document 2021

This document summarises the process for nominations and elections to the CODATA Executive Committee at the **32nd CODATA General Assembly to be held on 15-16 November 2020 online.**

The following Offices are open for nomination and election:

Executive Committee Ordinary Members (10 positions, to serve 2021-23)

Secretary General (to serve 2021-25)

Treasurer (to serve 2021-25)

Nominating Committee, 2021

The Nominating Committee will be chaired by the Past President, Geoffrey Boulton, and comprises eminent members of the CODATA community. The full membership of the Nominating Committee for 2021 Elections and General Assembly is [listed here](#).

Nominations, 2021

CODATA Members and Task Groups are invited to make nominations for the election of Officers and Ordinary Members of the Executive Committee.

- For Members (National, Institutional, ISC Bodies, Affiliate and Partner Members) nominations should be submitted by the Members' respective CODATA delegate.
- For Task Groups, nominations should be submitted by the Group's Chair(s), with the agreement of the members.
- The Constitution does not specify how many candidates a Member or Task Group may nominate for a given position.

The deadline for nominations is **12 July 2021**.

Nominations are collected via a [form available at CODATA website](#).

The Nominating Committee is tasked with soliciting additional nominations to ensure that there are candidates for all positions and alternates if so desired. It is the *Nominating Committee's* responsibility to ensure that all candidates meet the eligibility requirements.

By **17 September 2021**, the Nominating Committee will distribute to CODATA members a Balanced Slate of candidates for election to the Offices of Secretary General, Treasurer, and ten places on the Executive Committee. This must include at least one candidate for each post.

Eligibility

Above all, candidates should be nominated for their ability to contribute to CODATA’s mission and its strategic objectives and activities, as articulated in the [CODATA Strategic Programme](#) and, in particular, the [Decadal Programme: ‘Making Data Work for Cross-Domain Grand Challenges](#).

Please note the following eligibility criteria: ‘A candidate for Officer or Ordinary Member of the Executive Committee, at the time of election, must be a long-term resident of, or have primary affiliation with, a National, Institutional, or ISC Member **or** must be the official Delegate of a Member **or** be a Member (or past Member) of the Executive Committee **or** be active (or have been active within the last three years), in CODATA, its Task Groups, Working Groups, Committees or Strategic Initiatives, **or** be active in their national data community.’ [Statute 7.3.] Please consult the [CODATA Constitution](#) for other eligibility criteria (relevant statutes are also outlined in Appendix of this Procedure Document).

Rules Relating to Officers and Executive Committee Positions

Office	Term	Restrictions on renewal	Constitutional Article
President	4 years	Non-renewable, max 4 years.	7.6.b.
Two Vice-Presidents	4 years	Non-renewable, max 4 years.	7.6.b.
Secretary General and Treasurer	4 years	Renewable once, max 8 years (not subject to 6.2 a)	7.6.c.
Ten Ordinary members	2 years	Renewable twice, max 6 years	8.2.
Co-Opted / Ex Officio Members		Provision of 6.2.a may be exceeded in exceptional circumstances.	6.2.c

Offices and Current Incumbents

Office	Incumbent	Term of Incumbent*	Observation
President	Barend Mons	2 years (since 2018); ExComm member since 2018	Position not open for election at this GA
Past President	Geoffrey Boulton	4 years as a President ExComm member since 2014	<i>Position not open, ex officio; the current President will be an Officer and chair of the Nominating Committee as Past President for four years (2018-2022).</i>
Vice-President	Li Jianhui	2 years (since 2018); ExComm member since 2014	Position not open for election at this GA
Vice-President	Alena Rybkina	2 years (since 2018), ExComm member since 2014	Position not open for election at this GA
Secretary General	Bonnie Carroll	4 years (since 2016); ExComm member since 2012	Position open, incumbent eligible for nomination.
Treasurer	John Broome	8 years (since 2012); ExComm member since 2010	Position open, incumbent NOT eligible for nomination as Treasurer having served for two terms.

Ordinary Member	Toshihiro Ashino	2 years (since 2018)	Position open, incumbent eligible for nomination.
Ordinary Member	Ernie Boyko	2 years (since 2018)	Position open, incumbent eligible for nomination.
Ordinary Member	Tyng-Ruey Chuang	2 years (since 2018)	Position open, incumbent eligible for nomination.
Ordinary Member	Simon Cox	2 years (since 2018)	Position open, incumbent eligible for nomination.
Ordinary Member	Richard Hartshorn	2 years (since 2018)	Position open, incumbent eligible for nomination.
Ordinary Member	Virginia Murray	2 years (since 2018)	Position open, incumbent eligible for nomination.
Ordinary Member	Daisy Selematsela	2 years (since 2018)	Position open, incumbent eligible for nomination.
Ordinary Member	Joseph Wafula	4 years (since 2016)	Position open, incumbent eligible for nomination.
Ordinary Member			Position open (Constitution of 2018 expanded the ExComm to ten Ordinary Members)
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Ordinary Member (<i>ex officio</i>)	Mark Parsons (Editor in Chief of the Data Science Journal)	DSJ Editor since 2019	<i>Position not open, ex officio</i>
Ordinary Member (<i>ex officio</i>)	Mark Leggott (Chair of the Data Policy Committee)	DPC Chair since 2020	<i>Position not open, ex officio</i>
Ordinary Member (<i>ex officio</i>)	Shaily Gandhi (CODATA Connect Representative)	CODATA Connect Representative since 2020	<i>Position not open, ex officio</i>

* Important note: in June 2020 a CODATA Extraordinary General Assembly voted due to the global pandemic to postpone the 2020 Elections to 2021 and stipulated that, for the current incumbents, 2020 should not be included when counting the number of years served.

Appendix: Nominations in the CODATA Constitution

The following are the parts of the CODATA Constitution that are relevant to the nomination process and elections. The full Constitution may be accessed at <https://codata.org/about-codata/codata-constitution/>

Statute 6 - The Executive Committee

- 6.1 The role of the Executive Committee is to safeguard the purpose and mission of CODATA, its values, reputation, and financial robustness, to provide strategic vision, and to have oversight of its directorate and management.
- 6.2 The CODATA Executive Committee consists of the Officers (see Statute 7) together with ten Ordinary Members (see Statute 8) as well as Co-opted Members as deemed necessary (see Statute 6.2 c)). The Executive Committee is normally chaired by the President (see Statute 7).
 - a) The maximum, aggregate number of consecutive years which an individual may serve on the Executive Committee, whether as Ordinary Member or Officer, shall be twelve years. Upon completion of such a term of service, the individual shall not be considered eligible for election to any Executive Committee position for the next two years but may be so considered after the expiry of that two year period.
 - b) In defining terms of office, the two year period shall normally be the time between the end of a General Assembly at which the election was held and until the next GA after two years hence.
 - c) The Executive Committee shall have the power to co-opt additional members to assist in the handling of matters requiring particular or additional skills and experience. Years served by a Co-opted Member shall normally be included in the total described in Statute 6.2 a). In situations where such a Co-opted Member's contributions are critical to the successful accomplishment of CODATA's goals or strategic activities, the Co-opted Member may be appointed to the Executive Committee in an ex officio capacity until such time that the goal or strategic activity has come to completion or is no longer deemed essential. In such cases, the provisions of Statute 6.2 a) may be exceeded.
 - d) The Governing Board of ISC may send an Observer to participate in CODATA Executive Committee activities.
 - e) The President may invite as Observer, to part or whole of a meeting of the Officers or Executive Committee, any individual whose presence is likely to be particularly useful.
- 6.3 Between General Assemblies of CODATA, the responsibility for transacting the business of CODATA is vested in the Executive Committee. In its transactions, the Executive Committee requires a quorum of one-half of its members. Decision shall be by a simple majority of the number of votes cast. The Chair shall have a casting vote.
- 6.4 The Executive Committee shall meet regularly virtually (see Statute 17) or face-to-face throughout the year. A face-to-face meeting shall normally be held at least once per calendar year.
- 6.5 The Executive Committee may consult Delegates between General Assemblies to obtain guidance or decisions by vote on major issues (see Statute 5.4 d)). When a decision by vote is deemed necessary, participation by voting Delegates equaling one-half or more of the total number of CODATA voting Delegates shall constitute a quorum.
- 6.6 A summary of the Executive Committee's activities shall be reported at the subsequent General Assembly in the reports of the Secretary General and the Treasurer.
- 6.7 The roles and responsibilities of Executive Committee Members are fully outlined in an external CODATA Executive Committee Roles and Responsibilities document.

Statute 7 - The Officers

- 7.1 CODATA shall elect a President, one or two Vice-Presidents, a Secretary General and a Treasurer. Prior to each General Assembly, the Executive Committee shall review CODATA strategic initiatives and determine the need for one or two Vice-Presidents during the two following years. This decision shall then be reflected in the Call for Nominations.
- 7.2 The roles and responsibilities of CODATA Officers are briefly described as follows:
- a) The President's role is to lead the Executive Committee and its Officers in setting the policies and strategic direction for CODATA, both for the near term and for the foreseeable future. The President is the legal representative of CODATA and has the authority to delegate these powers, normally to the Executive Director. The President is the lead liaison with ISC.
 - b) The Vice-Presidents support the President to ensure CODATA's policies and strategic directions are supported and brought to successful completion.
 - c) The Secretary General's role is to support the President to ensure the smooth functioning of the Executive Committee. Among other responsibilities, this includes ensuring meetings are effectively organised and recorded, legal requirements are observed, and communication and correspondence is smoothly maintained.
 - d) The Treasurer is responsible for oversight of financial management of CODATA, and works closely with other Executive Committee Members to safeguard the organisation's finances (see Statute 10). This includes general financial oversight, financial planning and budgeting, and financial reporting.
- 7.3 A candidate for Officer of the Executive Committee, at the time of election, must normally be:
- a) A long-term resident of, or have a primary affiliation with, a National, Institutional, or ISC Member,
 - b) The official Delegate (or past Delegate) of a Member,
 - c) A Member (or past Member) of the Executive Committee,
 - d) Active (or have been active within the last three years), in CODATA, its Task Groups, Working Groups, Committees or Strategic Initiatives, or
 - e) Active in their national data community.
- 7.4 In exceptional circumstances, the Executive Committee may, by resolution, nominate an outstanding candidate whose background in CODATA does not meet the criteria in Statute 7.3.
- 7.5 The President, Vice-President(s), Secretary General and Treasurer may not serve CODATA in any other elected capacity during their term of office. On assuming office, the President, Vice-President(s), Secretary General and Treasurer, if they are Delegates, shall cease to be so. In accordance with Statute 3.3, the Members shall designate alternative Delegates in their place.
- 7.6 The Terms of Office for Officers shall be as follows:
- a) The Immediate Past President, exceeding if necessary the provisions of Statute 6.2 a), shall remain, ex officio, an Officer for the first four years following the conclusion of her or his term of office as President.
 - b) The President and Vice-President(s) shall be elected for a term of four years, without the possibility of renewal. Once elected the candidate may exceed the provisions of Statute 6.2 a) in order to complete their term.
 - c) The Treasurer and Secretary General shall be elected initially for a term of four years with the possibility of a renewal for a maximum of one further four year term and may, if necessary, exceed the provisions of Statute 6.2 a) in order to complete their terms.

- 7.7 In the event of the death, incapacity or resignation of the President, the VicePresident shall be Acting President, to hold office until the Executive Committee completes the process to elect a new President at the next in person General Assembly. If there are two Vice-Presidents, the more senior of the two Officers shall normally be Acting President, unless the alternate option is mutually agreed upon. If the Vice-President(s) is (are) unable or unwilling to serve as Acting President, the Executive Committee, with the Secretary General acting as Chair *pro tem*, shall appoint an individual from among its own members or, failing that, from among present and past Officers, Ordinary Members, or Delegates, to be Acting President. The Past President shall serve in an advisory capacity to the Acting President.
- 7.8 In the event of the death, incapacity or resignation of the Secretary General, Vice-President(s) or Treasurer, the Executive Committee shall appoint an Acting Secretary General, Acting Vice-President(s) or Acting Treasurer from among its own members or, failing that, from among present and past Officers, Ordinary Members, or Delegates, to hold office until the Executive Committee completes the process to elect a new Secretary General, Vice-President or Treasurer at the next in-person General Assembly. The two year hiatus for exceeding term limits shall not govern in this case.
- 7.9 Between meetings of the Executive Committee, responsibility for transacting the business of CODATA is vested in the Officers, in consultation with the Executive Committee by means of additional meetings or teleconferences (see Statute 17). All decisions of the Officers shall be submitted for approval to the Executive Committee at its next meeting.

Statute 8 - The Ordinary Members

- 8.1 A candidate for Ordinary Member of the Executive Committee, at the time of election, should normally be a long-term resident of, or have a primary affiliation with, a National, Institutional, or ISC Member or must be the official Delegate of a Member.
- 8.2 The term of office of Ordinary Members shall be two years and may be renewed no more than twice (i.e. for a total of six years service). If up to three Ordinary Members are unable to complete their term, the positions remain vacant until the next General Assembly Elections. If more than four Ordinary Members are unable to complete their term, the Executive Committee shall invite one or more co-opted individuals or previous Ordinary Members to complete the terms of the absent members. The term maximum established in Statute 6.2 b) shall not apply in these cases.
- 8.3 The Ordinary Members of the Executive Committee need not necessarily be past or present Delegates but must normally have participated in recent activities of CODATA such as Task Groups or the liaison committee of a Member.

Statute 11 - Nominating Committee

- 11.1 The General Assembly at which a new President is elected shall appoint a Nominating Committee to support the election of Officers and Ordinary Members to the Executive Committee.
- 11.2 The Nominating Committee shall consist of between five and nine members with sufficient experience with CODATA to perform the role effectively. The Immediate Past President, or, if she or he is unable or unwilling, another previous Officer, shall serve as Chair. The Executive Committee shall prepare a slate of the four remaining members, for approval by the General Assembly. Members of the Committee shall be appointed for four years.
- 11.3 The roles and responsibilities of the Nominating Committee are fully outlined in an external CODATA Nominating Committee Roles and Responsibilities document.
- a) The Nominating Committee shall ensure that candidates meet eligibility requirements and are of sufficient calibre and experience to effectively serve on the Executive Committee.

- b) The Nominating Committee shall prepare an electoral slate which strikes a balance with regard to disciplines, countries, and specialized expertise relevant to CODATA and its current activities, while also reflecting the diversity of the global data community.
- c) If required to ensure a full and balanced electoral slate, the Nominating Committee, in collaboration with the Executive Director, shall actively recruit additional candidates. It shall also confirm eligibility of candidates (subject to the relevant criteria of the Statutes then in force), and confirm their willingness to serve if elected.
- d) In order to achieve excellence and diversity on the slate of candidates, the Nominating Committee has the authority to proactively solicit and/or accept exceptional candidates for a position on the Executive Committee even if they do not have a background in CODATA.

By-Law 3 - Relating to Nominations

- 3.1 Not later than six months before a General Assembly at which elections shall be held, the Nominating Committee shall invite all Delegates as well as Chairs of Task Groups, hereafter referred to as Parties, to propose names for election as Officers and Ordinary Members of the Executive Committee. The proposed names, along with the names of past and present Delegates, must be submitted to the Executive Director not less than four months before the General Assembly, and will form a basis for the Nominating Committee to prepare a Provisional List of candidates.
- 3.2 The Nominating Committee will review the candidate nominations and shall prepare a balanced slate (see Statute 11), which will be distributed to Delegates eight weeks prior to the General Assembly. This List shall include at least one nomination for each open Officer position, and a nomination for all eight positions of Ordinary Member of the Executive Committee.

By-Law 4 - Voting Procedures

- 4.1. The election of the Officers shall be by secret ballot from names listed on the Official Slate of Candidates. Each voting member shall vote for no more names than there are vacancies to be filled. Any ballot not complying will be considered invalid.
- 4.2 A candidate for Officer shall be declared elected when she or he receives more than one-half the valid votes actually cast. Absences, failure to vote and abstentions are not taken into account.
- 4.3 The election of the Ordinary Members shall be by secret ballot from names listed on the Official Slate of Candidates. Each voting member shall vote for the same number of names as there are vacancies to be filled. Any ballot paper not complying will be considered invalid.
- 4.4 Candidates for Ordinary Members shall be selected in descending order of their vote count until all positions are filled and shall be declared elected if their vote count is more than one-half the number of valid ballot papers actually cast. Absences, failure to vote and abstentions are not taken into account.
- 4.5 If vacancies remain after any ballot for Ordinary Member, the name of the candidate receiving the least number of votes and the names of the elected candidates shall be removed from the next ballot. This procedure shall be repeated until all vacancies have been filled. If at any time a choice must be made among candidates who have obtained the same number of votes, a separate ballot shall be taken to resolve the tie. Should the tie remain after two consecutive ballots, the President shall have the right to cast the deciding vote.