

Guidelines for the Governance of the International Society for Biocuration (ISB)

The following are guidelines for the governance of the International Society for Biocuration approved by the Executive Committee as mentioned in the Constitution. The guidelines can be modified by proposition of a member of the Executive Committee and do not need to be accepted by the general assembly. These guidelines are available to all the Society members.

1. Membership renewal

Memberships last for 1 year from the time of the last payment.

2. Executive Committee electoral process

- The use of a free tool to manage on-line elections is favoured.
- All members of the ISB who are registered (and paid) at the time the elections begin are eligible to vote during the election.
- The voting period shall be announced to all society members at least 2 weeks (14 calendar days) in advance of the first day of voting.
- The voting period shall be open for a minimum of one week (7 calendar days) and a maximum of 2 weeks (14 calendar days).
- Results shall be made public not later than 2 working days after the election terminates.

3. Candidates for ISB executive board

- All registered (and paid) members of the ISB can be candidates for membership on the Executive Committee.
- Members must submit their candidacy no later than 1 week (7 calendar days) prior to the election start and in accordance with the candidacy schedule set up by the Nominating Committee.
- Potential conflicts of interest from a candidate should be disclosed to the Nominating Committee prior to elections.
- The maximum length of a term is limited to 2 consecutive 3-year mandates, *i.e.*, 6 years.
- After the maximum term length is reached, there must be at least two years before a member is allowed to run for a position on the EC.

4. Recommendations for setting up Nominating Committee

Per the Constitution, the Nominating Committee is an *ad hoc* body composed of 5 members elected by the general meeting following the recommendation of the Executive Committee.

- The nominating committee composition should reflect the geographical distribution and the domain distribution of the society members.
- Candidacy for the nominating committee can be proposed by the Executive Committee.
- Members of the Nominating Committee cannot run for a position on the Executive Committee.
- Current members of the Executive Committee cannot be on the Nominating Committee.
- The Nominating Committee will make sure the candidates for the Executive Committee are eligible, *e.g.*, candidates must be registered (and paid) members of the society upon submission of their candidacy.
- The Nominating Committee may invite members of the society to run for election.

- The Nominating Committee will set up a calendar for the members of the society to submit their candidacies.
- The Nominating Committee will make sure that only candidacies received in accordance with the candidacy calendar are retained.
- The Nominating Committee will ensure that the final list of candidates proposed for the election reflects the geographical and the domain of interest distribution of the society members.
- The number of candidates proposed by the nominating committee should be less than three times the number of positions to be filled. An internal election may be required.
- The Nominating Committee will ensure that candidates provide letters of intent for posting on the ISB website.

5. Instatements

- Nominating Committee is to be instated no earlier than 6 months prior to the election, no later than 4 weeks prior to election.
- Executive Committee is to be instated no later than 6 weeks after election (to allow some transition)
- President, Treasurer and Secretary of the EC are selected by an internal vote of the Executive Committee upon instatement.
- The same member cannot fill the function of President, Treasurer or Secretary for more than 6 years in a row.
- After the maximum term length is reached, there must be at last two years before a member is allowed to run for a position on the EC.

Society calendar:

- Instatement of the Nominating Committee: Early June
- Yearly election: mid-September
- Executive committee to be instated on November 1st

6. Executive Committee meetings

- The Executive Committee will meet approximately once a month.
- Decisions can be made by simple majority (*i.e.*, more than half of the votes expressed) according to the Constitution, but, whenever possible, the ISB Executive Committee favours unanimous decisions.
- Highlights of the minutes will be posted on the ISB website (list of discussion topics and decisions).

7. Financial responsibility

- Spending must be approved by the Executive Committee. At the beginning of each year (and no later than March 31st), the Treasurer will provide the Executive Committee with the list of planned expenses for the year to be preapproved, included (but not limited to): accounting fees, website registration fees, bank account management fees.
- Two members have authority to make transactions: the Treasurer and the President.
- The Executive Committee, in particular the Treasurer, must ensure that all financial transactions are recorded and made available to the Executive Committee.
- The Executive Committee, in particular the Treasurer, must ensure that the Society abides by the fiscal law of the incorporation country.
- Financial statements must be shared with the executive committee at least yearly, no later than March 31st.

8. Conflicts of interest

- Potential conflicts of interest from a member of the Executive Committee should be disclosed to the other members of the Executive Committee.

Prepared on May 23, 2014

Accepted by the Executive Committee:

Alex Bateman, Chair

Monica Munoz-Torres, Secretary

Marc Robinson-Rechavi, Treasurer

Teresa Attwood

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