

Standing Rules of the Scientific Advisory Committee (SAC) of the Inter-American Institute for Global Change Research

RULE 1

The Scientific Advisory Committee shall be comprised of ten members elected by the Conference of the Parties, pursuant to Rule VII (2) of the *Agreement*, and up to three alternates.

RULE 2

The Conference of the Parties shall elect six Scientific Advisory Committee members from nominations received from the Parties; three from nominations received from the Scientific Advisory Committee itself; and one from nominations received from the Institute's Associates.

RULE 3

The Conference of the Parties shall elect up to two alternates for the Scientific Advisory Committee from nominations received from the Parties; and up to one alternate received from the Scientific Advisory Committee itself.

RULE 4

Candidates nominated by the Parties but not selected for the SAC will be considered as alternates. In the event that there are more than three nominations, the first three candidates who received the greatest number of votes by Parties for membership in the SAC will be invited to submit their nominations as alternates.

RULE 5

Alternates may not vote and shall not be considered part of the quorum but may participate in meetings of the SAC as observers.

RULE 6

To comply with the provision in the preceding Rules, the Parties, at the request of the Conference of the Parties, may propose up to two candidates for each of the SAC vacancies to be filled from nominees by the Parties, taking into account the need for geographic and gender balance, participation by under-represented groups, *per the Gender Policy on IAI scientific projects and activities*¹, and recommendations from the Scientific Advisory Committee. Using the slate

¹ See: [Gender Policy on IAI scientific projects and activities](#)

received, the Conference of the Parties shall elect the number of persons necessary to fill the vacancies that exist².

RULE 7

The Scientific Advisory Committee, at the request of the Conference of the Parties, may propose up to twice the number of candidates for the number of vacancies to be filled from nominations from the Scientific Advisory Committee itself.

RULE 8

At the request of the Conference of the Parties, the Associates of the Institute shall submit, by mutual consent, a slate of four candidates for their corresponding position on the Scientific Advisory Committee.

RULE 9

Should a position on the Scientific Advisory Committee become vacant prior to the Scheduled end of term, the Conference of the Parties may fill this vacancy from the roster of alternates through an election via electronic communications.

RULE 10

All candidates nominated must have a curriculum vitae that fulfills at least the requirements set forth by the Conference of the Parties.

RULE 11

Pursuant to Article VII (3) of the *Agreement*, the Scientific Advisory Committee shall meet as necessary and at least once a year.

RULE 12

Pursuant to rule 11, the Scientific Advisory Committee will meet jointly with the Science-Policy Advisory Committee, pursuant to Decision XXVI/9, once per month unless otherwise determined.

RULE 13

The Scientific Advisory Committee shall perform the duties stipulated in Article VII (4) of the *Agreement*:

² See also : [Standing rules of the Conference of the Parties \(CoP\) of the Inter-American Institute for Global Change Research](#), Chapter X --- Election of Members of the Scientific Advisory Committee (SAC)

- a) *Make recommendations to the Conference of the Parties regarding the Scientific Agenda, long-range plans and annual program of the Institute;*
- b) *Direct the peer review system of the Institute, ensuring through its rules of procedure that individual Committee members do not participate in the evaluation of proposals which they have themselves submitted;*
- c) *Adopt its own rules of procedure;*
- d) *Establish scientific panels for particular issues;*
- e) *Assess the scientific results obtained by the Institute; and*
- f) *Perform any other functions entrusted to it by the Conference of the Parties.*

RULE 14

The Chair and Vice-Chair of the Scientific Advisory Committee shall be nominated by members of the Scientific Advisory Committee and be elected by secret ballot equal to the number of votes by members constituting more than half of the number cast. Elections shall be held during the first joint meeting of the Scientific Advisory Committee and the Science-Policy Advisory Committee following the CoP. Chairs and Vice-chairs will serve for a term of two years with eligibility for a single additional term.

RULE 15

A quorum shall consist of an absolute majority of Scientific Advisory Committee members.

RULE 16

The Chairs of the Scientific Advisory Committee and the Science-Policy Advisory Committee will co-Chair joint meetings.

RULE 17

Recommendations by the Scientific Advisory Committee or joint recommendations by the Scientific Advisory Committee and the Science-Policy Advisory to the Conference of the Parties shall be made by consensus to the extent possible. Should consensus be not possible, a two-third voting majority is required for the submission of a recommendation to the Conference of the Parties.

RULE 18

The Chair will communicate with members of the Scientific Advisory Committee that have not attended three consecutive meetings to ascertain if they are able to continue as members of the Committee.

RULE 19

The Chair, following consultation with members of the Scientific Advisory Committee, may bring to the attention of the IAI Executive Council, any behaviour or action by a Committee member

that is contrary to the IAI's policies³, and other relevant policies, or that on review are deemed inappropriate by the SAC Committee. The Chair will bring to the attention of the IAI Executive Council consecutive, and without just cause, non-participation in meetings of the Committee by members for remediation.

³ See: [IAI Conflict of Interest and Standards of Ethical Conduct Gender Policy on IAI scientific projects and activities](#)