

Standing Rules of the Science-Policy Advisory Committee (SPAC) of the Inter-American Institute for Global Change Research

RULE 1

The Science-Policy Advisory Committee shall be comprised of five members elected by the Conference of the Parties, and up to two alternates.

RULE 2

The Conference of the Parties shall elect three Science-Policy Advisory Committee members from nominations received from the Parties and two from nominations received from the Science-Policy Advisory Committee itself.

RULE 3

The Conference of the Parties shall elect up to one alternate for the Science-Policy Advisory Committee from nominations received from the Parties; and up to one alternate from nominations received from the Science-Policy Advisory Committee itself.

RULE 4

Candidates nominated by the Parties but not selected for the Science-Policy Advisory Committee (SPAC) will be considered to submit their nominations 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 SPAC shall be invited to submit their nominations as alternates based on the available seats to fill vacancies that exist.

RULE 5

Alternates may not vote and shall not be considered part of the quorum but may participate in meetings of the SPAC 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 SPAC vacancies to be filled from nominees by the Parties, taking into account the need for geographic and gender balance and participation by under-represented groups, *per the Gender Policy on IAI scientific projects and activities*¹, and recommendations from the Science-Policy 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 Science-Policy 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 Science-Policy Advisory Committee itself.

RULE 8

Should a position on the Science-Policy 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 9

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

RULE 10

The Science-Policy Advisory Committee shall meet as necessary and at least once a year.

RULE 11

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

RULE 12

The Science-Policy Advisory Committee shall perform the duties stipulated in Decision XXI/13:

... The committee will provide advice to the CoP and the IAI Directorate on how to use and design science for policy and decision-making.

RULE 13

The Chair and Vice-Chair of the Science-Policy Advisory Committee shall be nominated by members of the Science Policy Advisory Committee and be elected by secret ballot equal to the number of votes by members constituting an absolute majority (more than half of the SPAC members). 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.

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

RULE 14

A quorum shall consist of an absolute majority of Science-Policy Advisory Committee members.

RULE 15

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

RULE 16

Recommendations by the Science-Policy 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 17

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

RULE 18

The Chair, following consultation with members of the Science-Policy 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 SPAC 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](#)