

## **§ European Space Weather Week Programme Committee bylaws**

The European Space Weather Week (ESWW - established in 2004) Programme Committee (PC), hereafter ESWW PC, integrated into the International Not-for-Profit Association "European Space Weather and Space Climate Association" in 2022, hereafter E-SWAN, is governed by the bylaws laid out in subsequent Articles. The ESWW PC has full and sole authority and responsibility to establish and/or modify its bylaws under the condition that the bylaws remain consistent with the actual valid Statutes and bylaws of E-SWAN. These bylaws, and changes to them, shall be approved by the ESWW PC through internal majority vote and such changes must be reported to the E-SWAN Executive Board (EB) within seven days of their approval by the ESWW PC.

### **Objectives and Tasks**

The ESWW PC is primarily responsible for establishing an annual ESWW meeting, including the selection of the location and Local Organising Committee (LOC), the decisions on session types and their general content, and also the organisation of the meeting delegating coordination and composition to the LOC as required. It liaises with the LOC to ensure a successful implementation and delivery of the meeting. The ESWW PC will retain its independence to run the meeting even when under the umbrella of a larger organising body (as it currently stands with E-SWAN). The ESWW PC will ensure it engages with international organisations/bodies beyond Europe undertaking space-weather and/or space climate activities (e.g. ISES, COSPAR, WMO, UN COPUOS, IAGA, URSI, and similar).

### **Composition of the ESWW PC**

The number of ESWW PC members in total shall not exceed sixteen (16) excluding the *ex-officio* members, and should be a minimum of ten (10) excluding the *ex-officio* members to ensure the workload is not too great.

All members (including *ex-officio* members) have full voting rights with the exception of non-voting LOC chairs where they are present on the PC during a cycle other than for the edition for which they are LOC chair (see *Mandate and Tenure of the LOC Chair*).

### **Elected members of the ESWW PC**

The standing ESWW PC (not including any *ex-officio* members) shall be constituted with a balanced number of Europe-based representatives of the relevant communities active in space weather and space climate. These standing members shall be nominated on the basis of individual expertise and understood to not represent the interests of a given company/organisation within this forum.

## **Ex-officio members of the ESWW PC**

In addition, and in order to represent organisations/Organs of E-SWAN taking an active role in structuring European space weather and space climate activities, one *ex-officio* member shall be invited annually from each of the following organisations/entities:

- A representative from the (ESA) Space Weather Working Team (SWWT);
- A representative of the E-SWAN Publications Committee;
- A representative of the E-SWAN Awards Committee;
- A representative of the E-SWAN Education and Outreach Committee; and
- A representative of the ESA Space Safety Programme Office, Space Weather Office.

Inclusion of additional entities in this list shall be considered annually and approved by ESWW PC member votes while updating these ESWW PC bylaws according to the outcome of any said vote(s).

A final *ex-officio* member of the ESWW PC will be the LOC Chair for the current edition of ESWW.

## **Selection/nomination criteria for the ESWW PC members**

All active members of the European space weather and space climate community shall be eligible for membership of the ESWW PC provided their affiliation is based in Europe. Applicants should approach an existing member of the ESWW PC at any time stating their interest, or in reply to a call for new members as put out to the community by the ESWW PC. 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 ESWW PC. Applications are valid for one year. Unsuccessful candidates may repeat their application yearly. All received applications/interests shall be reviewed by the currently-serving ESWW PC members and applicants will be informed at the ESWW PC's earliest convenience of the result of their application/interest (normally within three months). The process may involve precedence being given for diversity and balance across scientific expertise and relevant experience, gender, affiliation location within Europe, nationality, *etc...* at the discretion of the existing ESWW PC members and in line with the ESWW PC Equity, Diversity, and Inclusion (ED&I) Statement as published on the ESWW meeting web pages each year from 2021 onwards. Limitations of the maximum number of members of the ESWW PC as stated in these bylaws will still apply.

## **De-selection of PC members**

The ESWW PC reserves the right to vote to remove (and where possible, replace) an ESWW PC member that misses (without sufficient justification) two (2) or more ESWW PC meetings and/or do not undertake their fair share of the work during the organisation of any particular ESWW.

## **Organisation of ESWW PC**

The ESWW PC must meet a minimum of five (5) times per year (either via video/teleconferences, in-person, or using a hybrid approach). The ESWW PC nominally meets seven (7) times per year/cycle in the following guideline time periods. The meeting

(numbers correspond to the meeting number within an ESWW cycle - the year leading up to and including ESWW. The following guideline time periods give the meeting number, timing relative to the previous (prevESWW) or upcoming edition of ESWW (to allow for cycles less than or greater than 12 months in length) and the month in the year when a meeting typically falls (in parentheses):

1. prevESWW+1 month (December);
2. prevESWW+2.5 months (January/February);
3. ESWW-7.5 months (March/April);
4. ESWW-6 months (May);
5. ESWW-5 months (June);
6. ESWW-1.5 months (September/October); and
7. ESWW (at the end or immediately after the ESWW meeting).

Meetings 7 and 1 act as transition meetings between the old and new PC years. Exceptionally, they may be combined. *Ad-hoc* meetings during the ESWW itself shall be arranged to address the needs of the ongoing conference - nominally these would be at the start and/or the end of each day. These PC meetings may be organised in-person, in hybrid form, and/or through video/teleconferences. For a meeting to be quorate, a minimum of five or  $\geq \frac{1}{3}$  of the ESWW PC members (including the Chair and/or Vice-Chair must be present) - whichever number is greatest.

The ESWW PC shall work using a() suitable platform(s) as agreed at the start of each year giving access to this(these) platform(s) for all ESWW PC members serving for that particular ESWW PC meeting.

### **Organisation of the ESWW PC meetings**

A draft agenda for each ESWW PC meeting shall be formulated at least one week in advance of a meeting by the Chair, with the finalised agenda updated at least three working days in advance of a ESWW PC meeting. At the beginning of each ESWW PC meeting at the Chair's discretion, a volunteer secretary can be called for to undertake the completion of the notes and to produce the Minutes of the meeting. The Minutes (and actions) of the previous meeting are to be reviewed and approved by a vote as an Agenda Item early in the ESWW PC Meeting before new business is undertaken. The Minutes can be made available to community members upon request.

### **Roles and Responsibilities of ESWW PC members**

The ESWW PC members are committed to:

- participate in the ESWW PC meetings;
- take actions in support of the ESWW organisation including as part of any established Working Groups (WGs);
- advertise the ESWW; and
- endeavour to participate in the ESWW.

It is not required to attend all ESWW PC meetings as conflicts may occur. However, the ESWW PC members should make all reasonable efforts to attend and prioritise these meetings.

### Role and Duty of the Chair

- To coordinate, organise, and lead the ESWW PC meetings.
- To publish the announcements relating to ESWW meetings.
- To liaise with the LOC Chair to ensure full coordination.
- To ensure that all required tasks are defined as action items for identified ESWW PC members and verify that these are executed in good time.

### Role and Duty of the Vice-Chair

- To support the Chair as needed.
- To handle the responsibilities of the Chair when they are unavailable.
- To take responsibility/leadership of the Sub-Committee for future ESWW locations when convened.\*
- To take the lead on defining the ESWW PC strategy for the future “evolution” of ESWW taking into account changes across the space weather and space climate landscape and including any other societal/environmental factors.

\*In case the Vice-Chair is conflicted due to a declaration of interest/bid involving their institution they shall immediately hand responsibility/leadership to another PC member - this may be done via a PC vote (at or outside a PC meeting) or in discussion with the Chair if the matter is needing to be resolved more timely than the schedule of PC meetings.

### Rules for the Chair nomination and elections

The next Chair of the ESWW PC is elected on a two (2)-year rotation with a four (4)-year commitment basis, where the successful nominee becomes Vice-Chair in Year 1, Chair in Years 2-3, and Vice-Chair in Year 4. This allows for the learning experience alongside the current Chair of the ESWW PC and within the rotation for the inexperienced person to be alongside an experienced Chair/Vice-Chair in the first two (2) years, and vice versa for the latter two (2) years where they are then the experienced Chair/Vice-Chair. The changeover takes place at the end of the first PC meeting at the end of the ESWW meeting or at the end of the first meeting immediately after ESWW, whichever comes first. Exceptions to this rule are noted in the example following figure due to the COVID pandemic.

ESWW PC Vice-Chair/Chair/Chair/Vice-Chair Rotation									
Rotation Year:	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Chair:	Initial Chair	Person A	Person A	Person A	Person B	Person B	Person C	Person C	Person D

Vice-Chair:	Person A	Initial Vice Chair	Interim Vice Chairs	Person B	Person A	Person C	Person B	Person D	Person C
Actual Year:	2019	2021	2022	2023	2024	2025	2026	2027	2028

### Chair's Nomination and Vote

The nominee for Chair must be a serving member of the ESWW PC for a minimum two (2) years directly preceding nomination and can include *ex-officio* members. The Chair of the LOC shall not be eligible for the position of ESWW PC Chair. Consequently, the nominations for the following rotation's ESWW PC Vice-Chair/Chair shall be collected by the LOC Chair on the eligible years, at least one (1) week in advance of the ESWW. Voting can be undertaken in any way the ESWW PC believes is the best way for each year a vote is needed - the winning candidate is successfully made PC Chair through simple majority - in event of a tie - the outgoing LOC Chair has the casting vote.

### Allowable Variation

At times when there is no suitable ESWW PC member, or no new Chair/Vice-Chair Candidate comes forward (or is willingly nominated), the ESWW PC at its own discretion through majority vote may continue to run without a Vice-Chair (Chair elect) and, where necessary and if willing, the ESWW PC Chair's term of office can be extended for one (1) or more additional years (but no more than four consecutive years in total in the role of ESWW PC Chair) without the need to seek agreement from E-SWAN or any other body outside that of the ESWW PC. Similarly, through majority vote, the PC can decide to elect a less-experienced candidate into the Vice-Chair/Chair rotation but only when all normally-eligible candidates have declined.

### Mandate and Tenure of the LOC Chair

The complexity of ESWW organisation requires close cooperation between the PC and the LOC Chair. To facilitate the establishment of this relationship, the new LOC Chair shall be invited onto the PC as a non-voting member for their given edition of ESWW from the 3rd PC meeting for the edition prior to that for which they are LOC Chair.

The LOC Chair shall become an *ex-officio* member of the ESWW PC for the year leading up to the ESWW for which they are the LOC Chair (*i.e.* immediately after the conclusion of the previous edition of ESWW) until the conclusion of the ESWW for which they are LOC Chair.

To assist in the retention of practical experience the LOC Chair of the previous edition of ESWW shall also be invited to remain on the PC as a non-voting member up to and including the 3rd PC meeting of the new cycle, at which the new LOC Chair will be inducted.

As such there will be a single LOC Chair with voting rights at any one time. The LOC Chair shall also be an *ex-officio* member of the ESWW PC for the year leading up to the ESWW for which they are the LOC Chair, and remain on the PC for the transition meeting(s) for the

next year following their local meeting. Note that the ESWW PC Chair and the ESWW LOC Chair should not be the same individual.

### **Mandate of ESWW PC members**

Membership of the ESWW PC shall be for a period of four (4) years (automatically extended for those successfully nominated and then serving on the Vice-Chair/Chair/Chair/Vice-Chair rotation), with the exception of *ex-officio* members where each ESWW PC member is determined by the organisation they come from, but a rotation every 3-4 years would be encouraged. This role cannot be served consecutively. ESWW PC Membership renewal (including those coming off of the Vice-Chair/Chair/Chair/Vice-Chair rotation) can be for a further period of four (4) years. Any further extension(s) (for a period of one (1) or two (2) years each time) can only be granted upon agreement and majority vote of ESWW PC members not due to roll off. Once a member leaves or rolls off, they must wait two (2) years before being eligible to re-join the ESWW PC.

### **Dispute Resolution**

The Chair of the ESWW PC may bring any dispute that fails to be resolved within the ESWW PC to the attention of the E-SWAN EB, which then has the task to advise/facilitate on an agreed resolution and can also implement the agreed resolution if needed at the request of the PC.

### **Positions to other E-SWAN Organs**

The ESWW PC has two positions on the E-SWAN Council (as per the E-SWAN Statutes and the E-SWAN Council bylaws). Two ESWW PC members are chosen by the ESWW Programme Committee to be Members of the E-SWAN Council (typically, this would be the ESWW PC Chair and one other member). The PC has discretion on how it wishes to appoint the second Council Member from the ESWW PC alongside the ESWW PC Chair, or in the case where the ESWW PC Chair does not want to be appointed or is in some way not eligible (as per the E-SWAN Statutes, E-SWAN bylaws, and E-SWAN Council bylaws) to appoint both members from the PC to the Council, except that neither person appointed can already be an elected member of the E-SWAN EB. Additionally, the ESWW PC Chair is nominally an *ex-officio* member of the E-SWAN Awards Committee and, as above, in the case that the ESWW PC Chair does not wish to be appointed, then the PC may appoint another PC member to the E-SWAN Awards Committee. Finally, in the event of additional Organs of E-SWAN being created requiring *ex-officio* membership from the ESWW PC, then the same decisions would apply as for the E-SWAN Awards Committee or by any variation from the other E-SWAN Organ if these ESWW PC bylaws cannot be updated in time for the initiation of any new/additional E-SWAN Organ. Nominally, these nominations are made annually at the 1st meeting in the PC Cycle.