

AAAS Science and Human Rights Coalition

Policies and Procedures

(Amended January 2017)

Council Meetings

Rules of Procedure: Meetings of the Council will be conducted in accordance with Robert's Rules of Order Newly Revised.

Executive Session: The Council will enter Executive Session only when matters of particular sensitivity are involved. These may include, but are not limited to, matters of personnel. When the Council agrees to enter Executive Session, all Observers will be requested to leave the meeting.

Publications

Scope:

These guidelines apply to informational materials, including at least: reports, teaching modules, primers, brochures, presentation materials (e.g., PowerPoint slides), spreadsheets, databases, and related products.¹

Individual publications:

Individual Coalition members are free, and encouraged, to publish scholarly works addressing science and human rights. Such publications will not include formal or legal attribution of the AAAS Science and Human Rights Program, or the Coalition.

Coalition publications:

Attribution: Any informational material developed by project groups or committees of the Coalition which will be available or distributed to the public, will be attributed to the AAAS Science and Human Rights Coalition and, if appropriate, to the project group or committee responsible for its development. Members of a project team or committee can be listed in Acknowledgments.

Approval process: Any information materials to be distributed in the name of the Coalition must first be approved, in order, by the relevant project group and then the Steering Committee. Finally, an appropriate AAAS representative, such as the Coalition Coordinator, must approve formal or legal attribution.

Checklist for publication of Coalition materials:

¹ According to the Coalition Council's *Rules and Procedures* public statements or opinions will not be made in the Coalition's name. If the Council approves a public statement, it will be published in the name of the Coalition member organizations that endorse them, not the Coalition.

- Submit materials to the project team members for review within the group.
- Submit final draft to the Steering Committee for peer-review. The Steering Committee will review the materials immediately upon receipt and issue recommendations for revision or publication (if no revisions suggested).
- The Steering Committee will seek final approval for publication by the AAAS representative (e.g., the Coalition Coordinator).
- Products approved for public distribution will reside online in an archive and will be made available via a link from the Coalition website.

Tenure, Selection and Transition Processes

<h3 style="margin: 0;">Steering Committee</h3>
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Term Length and Limits:

Term Length	Members: 3 years, staggered Chair: 2 years
Term Limits	2 consecutive terms followed by mandatory 1-year absence

Composition and Selection:

Number	9 members plus 1 staff member
Composition	Coordinator SRHRL staff member (1) Council Members (4) “Members-at-Large” (3) Human rights community representatives (2)
Selection	Council members nominated and elected by Council member organization representatives At-large membership nominated by member and affiliate organization representatives from among member and affiliated organization representatives and affiliated individuals, selected by Steering Committee Human rights community representatives selected by the Steering Committee and approved by the Council
Approval	Approved by Council

Terms:

Official terms begin and end at the Council Meeting of that particular year (currently July).

Mid-term Resignations:

In the event a Steering Committee member resigns mid-term, an interim member may be appointed in accordance with the Composition and Selection rules (above). This successor will serve the remainder of the original term, requiring Council approval *if* the term endures past the next Council meeting.

Mid-term Appointments:

In the event a member association appoints their representatives at times that do not coincide with Steering Committee appointments, the ex-officio member will be allowed to serve until the next Council meeting.