

AAAS Science and Human Rights Coalition

Policies and Procedures

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.

Working group and committee publications:

Attribution: Any informational material developed by working 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 working group or committee responsible for its development. Members of a working group 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 working 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 working group co-chairs 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

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

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

Composition and Selection:

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| Number | 12 member representatives (i.e., members of Council) plus staff member |
| Composition | Coordinator SRHRL staff member (1) Working group Co-Chairs and Committee Chairs (1 each, up to 6 total) “Members-at-Large” (4) Human rights community representatives (2) |
| Selection | Working group and committee members elected by respective working group/committee 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 |

Exception to Composition:

In the event that a Working Group or Committee has only one Chair and that individual is not a member representative, s/he will be allowed to serve on the Steering Committee until the appointment of a member representative.

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.

Working Group Co-Chairs and Committee Chairs

Term Length and Limits:

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| Term Length | Fixed term of 2 years |
| Term Limits | <p>Maximum of 6 years for one Working Group or Committee. For example, a person could be Co-Chair of one group for 6 years and another group for 6 years.</p> <p>Exceptions to the maximum require Council or Steering Committee approval</p> |

Composition and Selection:

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|-------------|---|
| Number | <p>Working Groups: At least 2 Co-Chairs, more at the discretion of the working group</p> <p>Committees: At least 1 Chair, more at the discretion of the working group</p> |
| Composition | At least one Co-Chair of each working group or committee must be the representative of a member organization (e.g., council member) |
| Selection | <p>Working Groups and Committees with fewer than 5 members: Co-Chairs and Chairs appointed by the Steering Committee after consultation with current Working Group and Committee members</p> <p>Working Groups and Committees with 5 or more members select Co-Chairs by election</p> |
| Approval | Approved by Steering Committee |

Terms:

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

Mid-term Resignations:

In the event a Working Group or Committee Chair resigns mid-term, an interim Chair may be appointed in accordance with the Composition and Selection rules (above). This successor will serve the remainder of the original term. If the term endures past the next Steering Committee/Council meeting, the appointment will require Steering Committee/Council approval.