



## Guideline for Chairs and Co-Chairs of ECNP Networks and Thematic Working Groups (TWGs)

### Chair and Co-Chair of a Network and TWG

Each ECNP Network is led by a Chair and a Co-chair. Each Thematic Working Group (TWG) is led by a Chair. Chairs and Co-chairs of Networks and TWGs form the Networks Taskforce, which reports to the Networks Board and meets twice a year. The Networks Board guides the ECNP Networks and TWGs. See [here](#) for more information.

Requirements of chair/co-chair are the following:

- Steer the Network/TWG.
- Be the contact person between the Network/TWG and the ECNP Networks Board/ECNP Office.
- Be an ECNP member.
- Attend all Taskforce Meetings and the Core Network meetings.
- Make sure the Network/TWG follows its aims and objectives and send the annual report and budget to the ECNP Networks Board and ECNP Office before the deadline stated by the ECNP Office.
- For Networks Chair and Co-Chair: assess the new applications to join their Networks, following the [guideline](#) for membership.

### Election of Chair and Co-Chair of Networks

Chairs and co-chairs of Networks in principle serve a three-year period but can be re-elected. In line with ECNP's code of conduct, a transparent and democratic procedure for their election and discharge is in place and supported by the Office. Whenever elections have been held, the ECNP Office must be informed immediately.

How to apply for candidate for Chair or Co-chair of a Network:

- A candidate can be nominated by the Chair and Co-chair of the Network or express their interest to the chair and co-chair within 3 weeks after the announcement of open position. The Chair and Co-chair inform the Networks Board about the candidates.
- When there is more than one candidate interested in the same position, a ballot will be held within three weeks after the nominated period. All candidates should have the opportunity to present themselves during a meeting, e-mail or teleconference before the ballot.
- Chair and Co-chair make sure all Network members are informed about the candidates who have expressed their interest and the procedure for the ballot.
- Voting will be done by e-mail or electronic ballot. The ECNP Office can support anonymous voting via e-mail or electronic ballot. Decisions will be passed by majority rule.
- In the case of a draw, the chair will decide (have a double vote).

### Chair of Thematic Working groups (TWGs)

The main applicant of the TWG proposal becomes Chair once the TWG is approved. The TWG Chair has the same requirements of the Networks' Chair. TWGs are meant to have a limited duration and therefore new elections of the Chairs are in general not required.