Guidelines 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 (one chair for Networks) and the Core Network meetings.
- Make sure the Network/TWG follows its aims and objectives and sends in the annual report and budget requests to the ECNP Networks Board and ECNP Office before the deadline stated by the ECNP Office.
- Assess the new applications to join their Network or TWG, following the guidelines 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. Chairs can be re-elected once and serve a max of two terms. Co-chairs can be re-elected once and additionally be elected for the chair position, thereby serving a total of max three terms. 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. In order to promote an anonymous procedure, the ECNP Office can organise the elections and voting using their e-mail instead of the Chair and Co-chair.

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/ECNP Office within 3 weeks after the announcement of the open position. The Chair and Co-chair/ECNP Office 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/ECNP Office 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. 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.