

## **BSM Council Guidelines**

1. The BSM Council is an intermediary between the Board, which takes decisions on daily matters, and the General Assembly, which typically only convenes once a year. The BSM Council provides checks and balances for the actions of the Board, and provides guidance to the Board. The Board will copy the BSM Council on all decisions and minutes, and will consult the BSM Council on major decisions that require broad support in the Society. Like the Board, the BSM Council is accountable to the General Assembly

2. The BSM Council is formed by representatives of all major sections of the Society. This includes :

- One or two representatives from each university in Belgium
- One representative from the group of Individual Members
- One representative from the group of Corporate Members
- One representative from the non-university Research Institutes
- One representative from the Industry labs.

3. Members of the BSM Council are elected or dismissed by the General Assembly

4. Members of the BSM Council are elected for a period of two years. They can be re-elected. Candidates for the BSM Council must be members of the Society. Board members "ex officio" belong to the BSM Council.

5. The BSM Council has a Chairperson who coordinates the activities of the BSM Council. The Chairperson is elected by the members of the BSM Council. Members of the Board cannot be Chairperson of the BSM Council.

6. The BSM Council will meet face-to-face as often as necessary, but at least once a year, preferably immediately before the General Assembly. The BSM Council can also meet by telephone conference, or by e-mail discussion, e-mail vote or internet vote. A Council meeting will be held if the Chairperson, the board, or at least two Council members call a meeting.

**7.** The BSM Council takes decisions by consensus. If the BSM Council cannot agree unanimously, a 2/3 majority is required. If a disagreement cannot be resolved, the issue is referred to the General assembly.

**8.** Council meetings (face-to-face or by telephone conference) are valid if the Chairperson (or his/her assigned replacement) and at least one third of the BSM Council members attend. Voting by e-mail or internet poll is valid if the Chairperson and at least two-thirds of the BSM Council members have voted.

**9.** The Chairperson will be responsible for proper documentation of the BSM Council's actions.

**10.** Council members are elected as follows:

- The BSM Council will send a call for nominations to all BSM members at least 6 weeks before the General Assembly
- Nominations must be sent to the BSM Council within two weeks, by letter or by e-mail. The nomination will also specify which section in the Society the candidate intends to represent. If the nomination is for a new section within the Society, the candidate will substantiate why a new section is being proposed
- The BSM Council verifies the validity of the nominations.
- The BSM Council sends the list of candidates, with the sections they represent, to the BSM members at least 10 days before the General Assembly
- The General Assembly votes on acceptance or rejection of Council candidates
- If there is a nomination for a position on the BSM Council that is already filled, the General Assembly will decide whether the current representative will be replaced, or whether an additional representative is justified

**11.** If a member of the BSM Council resigns before the General Assembly takes place, he/she can assign a replacement from the same section. The replacement should also be a member of the Society. The replacement will function as a full Council member until the next General Assembly, at which time his/her nomination will be confirmed or rejected.

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