



FEDERATION OF EUROPEAN NEUROSCIENCE SOCIETIES

Regulations

**Adopted by Vote of the Governing Council
11/07/2008**

Amendments:
28/11/2008; 23/11/2009; 06/12/2010; 29/11/2011

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Article I. Objectives of the Regulations

In conformity with article 17 of the *Articles of Association* of the Federation of European Neuroscience Societies (hereafter referred to as FENS), the present *Regulations* complement the *Articles of Association*, to provide more detailed rules and procedures for the organisation, administration and actions of the FENS.

Article II. Amendments to the *Articles of Association* and the *Regulations*

The *Articles of Association* and the *Regulations* may be modified as required by the development of the FENS in conformity with articles 17 and 20 of the *Articles of Association*.

II.1. *Articles of Association*

Proposals for amendments shall be submitted to the Secretary General at least 3 months before a Governing Council meeting. The proposed modifications of the *Articles of Association* will be prepared by the Executive Committee to be submitted to a vote by the Governing Council in conformity with article 20 of the *Articles of Association*.

II.2. *Regulations*

Proposals for amendments shall be submitted to the Secretary General at least 3 months before a Governing Council meeting. The Executive Committee shall decide whether the proposal will be submitted to the Governing Council. Voting members of the Governing Council can impose the proposal on the agenda of the Governing Council meeting by sending the request for amendment with the signature of an absolute majority of the voting members of the Governing Council in conformity with article 17 of the *Articles of Association*.

Article III. Membership

Membership categories are defined in *Articles of Association*, article 4.

III.1. *Applications for membership*

Candidatures for full or associate membership shall be addressed to the Secretary General in conformity with the *Guidelines & Specifications for Membership Application* at least three months before a Governing Council meeting. The Executive Committee shall ensure that the candidature conforms to the *Articles of Association* and the *Regulations*, and if so, submit it to the Governing Council. Membership is pronounced by a simple majority vote of the Governing Council. Affiliate membership is subject to the approval by the Executive Committee and lasts for two years. It is renewed with the payment of membership fee for the next two years.

III.2. *Changes in membership*

Changes between full and associate membership can be requested by a member society or proposed to a member society by the Executive Committee, at least three months before a Governing Council meeting. The change shall conform to the *Articles of Association*. Change in membership is pronounced by a simple majority vote of the Executive Committee, and notified to the Governing Council.

III.3. *Termination of membership*

Any member society is free to resign its membership from the FENS by a written notification to the Secretary General. Termination is *de facto* after dissolution of the member society. Termination following resignation or dissolution shall be notified to the Executive Committee and the Governing Council and takes effect as specified in article 6 of the *Articles of Association*. If a member society fails to meet the

requirements of the *Articles of Association* and *Regulations* of the FENS, the Executive Committee may propose termination of its membership after discussion with the member society in conformity with article 6.4 of the *Articles of Association*. The member society shall be notified of this proposal at least three months before a Governing Council meeting. Termination is pronounced by a simple majority vote of the Governing Council.

III.4. Obligations of member societies

Members shall conform to the *Articles of Association*, *Regulations* and *Guidelines & Specifications* of the FENS.

- They shall inform the FENS of any significant change in their statutes and of changes in their board of administration.
- Full members shall pay their dues when requested by the FENS.
- Full and associate member societies shall delegate a representative at every Governing Council meeting.
- Member societies shall concur to the success of the FENS Forum every 2 years by promoting the Forum among their members, and shall avoid holding a scientific meeting of their society the year of the Forum.

Article IV. Governing Council

IV.1. Composition and designation

In conformity with articles 7 and 8 of the *Articles of Association*, the Governing Council is composed of one representative per society with full membership status, and of the members of the Executive Committee.

Representatives shall be designated by their society, and their names notified to the Secretary General at least one month before a Governing Council meeting. A representative cannot be simultaneously a member of the Executive Committee or a member of one of the FENS committees. A representative may not represent more than one member society.

Members of the Executive Committee shall be elected or designated according to article V of the *Regulations*.

IV.2. Governing Council meetings

- The Governing Council shall meet at least once a year at a date and place fixed by the Executive Committee. Members of the Governing Council shall be present at the meeting or notify the Secretary General of their absence. Except when otherwise stated, the quorum is reached when a majority of the voting members is present.
- The following members have access to the meetings of the Governing Council: full members, members of the Executive Committee, members of the Advisory Board, associated members.
- The agenda is established by the Secretary General and sent to the Governing Council 15 days before the meeting. It includes the reports by the officers of the Executive Committee and proposals prepared by the Executive Committee. Proposals by member societies shall be sent to the Secretary General to be approved by the Executive Committee for inclusion in the agenda. A proposal may be imposed in the agenda if sent by a simple majority of the societies with full or associate membership status.
- The meeting is chaired by the President of the FENS. Reports by FENS officers shall be subject to approval of the Governing Council by a simple majority vote. The President shall present the proposals of the agenda for discussion and decision.
- Decisions can be reached by consensus, or by open or secret ballot in conformity with the *Articles of Association and Regulations*. The voting members of the Governing Council are entitled to discuss and vote. Non-voting members may participate in the discussion only.
- The minutes of the meeting shall be prepared by the Secretary General and sent to the members of the Governing Council with the agenda of the next meeting. The minutes of the previous meeting shall be approved by the Governing Council.

IV.3. Governing Council meeting expenses

The FENS will cover the expenses for accommodation of 2 nights and meals of representatives of societies attending Governing Council meetings. The FENS will cover expenses of members of the Executive Committee and of the Advisory Board under the conditions defined in articles V and VI of the *Regulations*.

Article V. Executive Committee

V.1. Composition, designation and terms

The composition and the voting rights of the members of the Executive Committee are defined in articles 9, 10, 11 and 12 of the *Articles of Association* of the FENS.

The committee comprises:

The President, the Secretary General, the Treasurer, the chairpersons of the Standing Committees, and the chairperson of the Host Society Committee.

V.1.1. President

The President takes office in the Executive Committee for a term of two years at the end of his/her term as President-Elect. At the end of his/her term, the President is appointed Past President in the Advisory Board.

As *ex officio* chairperson of any Standing Committee, the President has no additional vote within the Executive Committee.

V.1.2. Secretary General

The Secretary General takes office in the Executive Committee for a term of two years at the end of his/her term as Secretary General-Elect.

The Secretary General shall oversee that the *Articles of Association* and *Regulations* are respected. The Secretary General also monitors and supervises the appropriate running of the FENS. The Secretary General reports to the Governing Council about his/her past activities in the FENS.

V.1.3. Treasurer

The Treasurer takes office in the Executive Committee for a term of two years at the end of his/her term as Treasurer-Elect.

The Treasurer shall oversee all resources and expenses of the FENS in conformity with the law and the decisions of the Executive Committee and Governing Council. The Treasurer shall report to the Executive Committee and the Governing Council on the resources, expenses, and investments of the FENS, and provide a provisional budget. In conformity with articles 18 and 19 of the *Articles of Association*, the Treasurer's report shall be subject to approval by the Governing Council at a simple majority vote.

V.1.4. Chairpersons of the Standing Committees

The designation and responsibilities of the chairpersons of the Standing Committees are defined in article VII of the *Regulations*.

- Schools Committee

see article VII.1 of the *Regulations*.

- NENS Committee

see article VII.2 of the *Regulations*.

- Communication and Publication Committee

see article VII.3 of the *Regulations*.

- Programme Committee

see article VII.4 of the *Regulations*.

V.1.5. Chairperson of the Host Society Committee

The designation and responsibilities of the chairperson of the Host Society Committee are defined in article IX of the *Regulations*.

V.2. Electoral and voting procedures

- The President, Secretary General and Treasurer are appointed to the Executive Committee at the end of their term as officers-elect in the Advisory Board.
- The designations of the chairpersons of the Standing Committees and of the chairperson of the Host Society Committee are defined in article VII and IX of the *Regulations*.
- Officers of an Executive Committee cannot be proposed for candidature to any position of officer in the next Executive Committee.

V.3. Executive Committee meetings

The Executive Committee shall meet at least twice a year at dates and places fixed by the President. The quorum is reached when a majority of the members with voting rights is present.

The members of the Advisory Board are entitled to attend the Executive Committee meetings, with no voting rights.

The agenda is established by the Secretary General and sent to the members of the Executive Committee and of the Advisory Board 15 days before the meeting. It includes the reports and proposals by the officers of the Executive Committee, and any other reports required by the Executive Committee. The meeting is chaired by the President. Decisions may be reached by consensus or by open or secret ballot in conformity with the *Articles of Association* and *Regulations* of the FENS. Only the members of the Executive Committee, as defined in article 9 of the *Articles of Association*, can vote on decisions. Non-voting members may participate in the discussion only.

The minutes of the meeting shall be prepared by the Secretary General and sent to the members of the Executive Committee and the Advisory Board with the agenda of the next meeting. The minutes of the previous meeting shall be approved by the Executive Committee.

V.4. Executive Committee expenses

The FENS will cover the expenses of the Executive Committee members as specified in the *Guidelines & Specifications for FENS committee expenses*.

V.5. Vacancies

In the event that a vacancy for the position of President, or Secretary-General or Treasurer arises before the end of a term, the corresponding officer-elect in the Advisory Board will immediately become acting officer in the Executive Committee with full voting rights, and continue to do so until the end of the current term, and subsequently for the term for which he/she has been elected.

In the event that a vacancy for the position of chairperson of a Standing Committee arises before the end of a term, the Executive Committee will nominate as acting chairperson one of the members of these committees with full voting rights until the end of the current term.

In the event that a vacancy for the position of chairperson of the Host Society Committee arises before the end of the term, the Executive Committee will nominate a new chairperson after a proposal by the host society, with full voting rights until the end of the current term.

Article VI. Advisory Board

VI.1. Composition, designation and terms

The advisory board consists of:

The Past President, the President-Elect, the Secretary General-Elect, the Treasurer-Elect.

Once in office, officers of the Advisory Board cannot be proposed for candidature to any position of elected officer in FENS Committees.

VI.1.1. Past President and President-Elect

- At the end of his/her term of President in the Executive Committee, the President is appointed to the Advisory Board as Past President for a two-years term.
- The President-Elect shall be elected during the first Governing Council meeting held in even years at the time of the FENS Forum. The President-Elect takes office

for a term of two years immediately at the end of the second Governing Council meeting at the time of the FENS Forum in that year.

At the end of his/her term, the President-Elect is appointed to the Executive Committee as President for two years.

VI.1.2. Secretary General-Elect

The Secretary General-Elect shall be elected during the first Governing Council meeting held in even years at the time of the FENS Forum. The Secretary General-Elect takes office immediately at the end of the second Governing Council meeting at the time of the FENS Forum. At the end of his/her term, the Secretary General-Elect is appointed to the Executive Committee as Secretary General for two years.

VI.1.3. Treasurer-Elect

The Treasurer-Elect shall be elected during the first Governing Council meeting held in even years at the time of the FENS Forum. The Treasurer-Elect takes office on February 1st of the next calendar year. At the end of his/her term, the Treasurer-Elect is appointed to the Executive Committee as Treasurer for two years.

VI.2. Electoral and voting procedures

Each society with full or associate membership status and each member of the Executive Committee may propose one single candidate for each of the positions of President-Elect, Secretary General-Elect and Treasurer-Elect, in conformity with article XI.2 of the *Regulations* and the *Guidelines & Specifications for Elections*. There shall be a separate election for each of these positions, using the uninominal voting procedure defined in article XI of the *Regulations*.

VI.3. Advisory Board tasks

The Advisory Board is entitled to attend the meetings of the Executive Committee and of the Governing Council. Its members may participate in the discussion only, but have no voting rights.

The Executive Committee may give the responsibility of specific tasks to one or several members of the board.

VI.4. Advisory Board expenses

The FENS will cover the expenses of the *Advisory Board* members as specified in the *Guidelines & Specifications for FENS committee expenses*.

VI.5. Vacancies

In the event of a vacancy among the officers-elect in the Advisory Board, an election to fill in the vacant position will be organized at the next Governing Council meeting.

Article VII. Standing and Special Committees

Standing Committees are established or dissolved by the Governing Council by a simple majority vote. Whenever a Standing Committee is created or dissolved, the *Regulations* of the FENS shall be updated by an amendment approved by the Governing Council.

The following Standing Committees have been established:

- 1) The Schools Committee, which is responsible for the programme, venue and organisation of training schools in neuroscience for young scientists.
- 2) The Network of European Neuroscience Schools (NENS) Committee which is responsible for fostering knowledge exchange, and collaborative training activities at the graduate level in neuroscience throughout Europe.
- 3) The Communication and Publication Committee which is in charge of the communication and publication policy of the FENS.
- 4) The Programme Committee which is in charge of the scientific programme of the FENS Forum.

The Governing Council has a duty to give due regard to the fields of expertise and to the geographical distribution of the elected members of the committees. The Governing Council shall have power to delegate any of its powers to the Standing Committees to act for and in place of the Governing Council for special purposes, under the conditions defined in the *Regulations*. The Executive Committee is empowered to send one of its members to attend any meeting of Standing Committees.

All Standing Committees shall report to the Executive Committee and the Governing Council on their activities and proposals.

VII.1. Schools Committee

The Schools Committee is responsible for the programme and the organisation of schools to offer training in the neurosciences to young scientists. The Committee may carry this activity in association with other organisations.

a) Composition:

The Schools Committee is composed of

- 1 chairperson,
- 4 ordinary members.

All members of the committee have one vote within the committee.

On a request by the Executive Committee or the Schools Committee, members of the Executive Committee may attend Schools Committee meetings, with no voting rights within the committee.

b) Electoral and voting procedures:

- The chairperson should preferably be elected from among one of the ordinary members at the end of his/her first term. The ordinary member candidate for the position of chairperson shall be proposed by the current Schools Committee. It shall be approved by the Executive Committee by a simple majority vote, and then by the Governing Council by a simple majority vote during their meetings held in the autumn of odd years.

If there is no candidate among ordinary members in their first term, or if the candidate fails to be approved by the Executive Committee or the Governing Council, election of a chairperson shall take place at the next Governing Council meeting held at the time of the FENS Forum. Each society with full or associate membership status and each member of the Executive Committee may propose one candidate. Ordinary members currently serving their second term or the current chairperson cannot be proposed. Election shall take place using the uninominal voting procedure defined in article XI of the *Regulations*. The elected chairperson shall take office at the end of the FENS Forum.

- The group of ordinary members shall be renewed by rotation every 2 years. Ordinary members are elected for a two-year term, which can be renewed once only. The current chairperson cannot be proposed.

At the end of their first term, a maximum of two ordinary members may be renewed for a second term, on proposal by the current Schools Committee. Renewal shall be approved by the Executive Committee by a simple majority vote, and then by the Governing Council by a simple majority vote during their meetings held in the autumn of odd years. If there is no candidate for renewal, or if one or more candidates fail to be approved by the Executive Committee or the Governing Council, the number of new ordinary members to be elected will be increased so as to have 4 ordinary members.

- New ordinary members shall be elected on even years during the Governing Council meeting held at the time of the FENS Forum. Each society with full or associate membership status and each member of the Executive Committee may propose a maximum of two candidates for ordinary members, in conformity with article XI.2 of the *Regulations* and the *Guidelines & Specifications for Elections*. Election shall be done using the plurinominal voting procedure defined in article XI of the *Regulations*. The elected members take office at the end of the FENS Forum.

c) Tasks:

Adopted by Vote of the Governing Council-11/07/2008 – Amended on 28/11/2008; 23/11/2009; 06/12/2010; 29/11/2011

The Schools Committee shall meet at least once a year. A quorum of a simple majority of the members of the Schools Committee is required during meetings. Decisions within the Schools Committee can be reached by consensus or by a simple majority vote.

The Schools Committee shall be responsible of the following tasks:

- To solicit proposals for short-term training schools on relevant scientific topics in neuroscience and in related scientific disciplines and to select those which are suitable.
- To advise and assist school organisers in developing their programme within the guidelines and objectives of FENS schools.
- To provide on-site assistance and evaluation during the course of a school.
- To report to the Executive Committee and to the Governing Council on the Schools held during the previous year and on their performances, and on proposals for future action.
- The Committee shall prepare and keep up-to-date a book of *Guidelines & Specifications* for running its activities.

The Schools Committee may interact with other FENS committees, and other organisations. The FENS will be represented by the members of the Schools Committee in any joint committees created for educational purposes between the FENS and other societies.

d) Budget

For its activities, including the financial programme of the schools and their budget, and expenses of the committee members, the Schools Committee shall present a budget for approval by the Executive Committee. The budget is administered by the FENS in accordance to the *Guidelines & Specifications for FENS committee expenses*.

VII.2. NENS Committee

The NENS Committee is responsible for the promotion of higher education at the graduate level in neuroscience throughout Europe.

a) Composition, designation and terms

The NENS committee is composed of

- 1 chairperson,
- 4 ordinary members.

All members of the committee have one vote within the committee.

On a request by the Executive Committee or the NENS Committee, members of the Executive Committee may attend NENS Committee meetings, with no voting rights within the committee.

b) Electoral and voting procedures:

- The chairperson should preferably be elected from among one of the ordinary members at the end of his/her first term. The ordinary member candidate for the position of chairperson shall be proposed by the current NENS Committee. It shall be approved by the Executive Committee by a simple majority vote, and then by the Governing Council by a simple majority vote during their meetings held in the autumn of odd years.

If there is no candidate among ordinary members serving their first term, or if the candidate fails to be approved by the Executive Committee or the Governing Council, election of a chairperson shall take place at the next Governing Council meeting held at the time of the FENS Forum. Each society with full or associate membership status and each member of the Executive Committee may propose one candidate. Ordinary members currently on their second term or the current chairperson cannot be proposed. Election shall take place using the uninominal voting procedure defined in article XI of the *Regulations*. The elected chairperson shall take office at the end of the FENS Forum.

- The group of ordinary members shall be renewed by rotation every 2 years. Ordinary members are elected for a two-year term, which can be renewed once only. The current chairperson cannot be proposed.

At the end of their first term, a maximum of two ordinary members may be renewed for a second term, on proposal by the current NENS Committee. Renewal shall be

approved by the Executive Committee by a simple majority vote, and then by the Governing Council by a simple majority vote during their meetings held in the autumn of odd years. If there is no candidate for renewal, or if one or more candidates fail to be approved by the Executive Committee or the Governing Council, the number of new ordinary members to be elected will be increased so as to have 4 ordinary members.

- New ordinary members shall be elected on even years during the Governing Council meeting held at the time of the FENS Forum. Each society with full or associate membership status and each member of the Executive Committee may propose a maximum of two candidates for ordinary members, in conformity with article XI.2 of the *Regulations* and the *Guidelines & Specifications for Elections*. Election shall be done using the plurinomial voting procedure defined in article XI of the *Regulations*. The elected members take office at the end of the FENS Forum.

c) Tasks:

The NENS Committee shall meet at least once a year. A quorum of a simple majority of the members of the NENS Committee is required during meetings. Decisions within the NENS Committee can be reached by consensus or by a simple majority vote.

The NENS Committee shall be responsible of the following tasks:

- To establish a directory of neuroscience Graduate Programmes in Europe (MD/PhD and master levels).
- To organize meetings of programme directors to promote coordination of the neuroscience programmes in Europe.
- To establish quality standards for the neuroscience programmes in Europe.
- To foster exchange and mutual support among NENS member schools.
- To report to the Executive Committee and to the Governing Council on their activities.

The Committee shall prepare and keep up-to-date a handbook of *Guidelines & Specifications* for running its activities.

d) Budget

For its activities, including expenses of the Committee members, the NENS Committee shall present a budget for approval by the Executive Committee. Budget is administered by the FENS in accordance to the *Guidelines & Specifications for FENS committee expenses*.

VII.3. Communication and Publication Committee

The mission of the Communication and Publication Committee is to promote and extend the visibility of FENS actions towards its members, its institutional partners, the scientific community at large and the general public, and to advise the Executive Committee and Governing Council on all matters concerning FENS communication and publication policy.

a) Composition, designation and terms

The Communication and Publication Committee is composed of

- 1 chairperson,
- 4 ordinary members.

All members of the committee have one vote within the committee.

On request by the Executive Committee or the Communication and Publication Committee, members of the Executive Committee may attend Communication and Publication Committee meetings, with no voting rights within the committee.

b) Electoral and voting procedures

- The chairperson should preferably be elected from among the ordinary members at the end of his/her first term. The ordinary member candidate for the position of chairperson shall be proposed by the current Communication and Publication Committee. It shall be approved by the Executive Committee by a simple majority vote, and then by the Governing Council by a simple majority vote during their meetings held in the autumn of odd years.

If there is no candidate among the ordinary members serving their first term, or if the candidate fails to be approved by the Executive Committee or the Governing Council, election of a chairperson shall take place at the next Governing Council meeting held at the time of the FENS Forum. Each society with full or associate membership status and each member of the Executive Committee may propose one candidate. Ordinary members currently on their second term or the current chairperson cannot be proposed. Election shall take place using the uninominal voting procedure defined in article XI of the *Regulations*. The elected chairperson shall take office at the end of the FENS Forum.

- The group of ordinary members shall be renewed by rotation every 2 years. Ordinary members are elected for a two-years term, which can be renewed once only. The current chairperson cannot be proposed. At the end of their first term, a maximum of two ordinary members may be renewed for a second term, on proposal by the current Communication and Publication Committee. Renewal shall be approved by the Executive Committee by a simple majority vote, and then by the Governing Council by a simple majority vote during their meetings held in the autumn of odd years. If there is no candidate for renewal, or if one or more candidates fail to be approved by the Executive Committee or the Governing Council, the number of new ordinary members to be elected will be increased so as to have 4 ordinary members.

- New ordinary members shall be elected on even years during the Governing Council meeting held at the time of the FENS Forum. Each society with full or associate membership status and each member of the Executive Committee may propose a maximum of two candidates for ordinary members, in conformity with article XI.2 of the *Regulations* and the *Guidelines & Specifications for Elections*. Election shall be done using the plurinominal voting procedure defined in article XI of the *Regulations*. The elected members take office at the end of the FENS Forum.

c) Tasks

The Communication and Publication Committee shall meet at least once a year. A quorum of a simple majority of the members of the Communication and Publication Committee is required during meetings.

Decisions within the Communication and Publication Committee can be reached by consensus or by a simple majority vote.

The Communication and Publication Committee shall be responsible of the following tasks:

- To define, propose and enforce the graphic chart of the FENS communication tools, whatever media is concerned.
- To regularly assess the impact of FENS communication and publication policy upon the research community.
- To define and propose methods for disseminating FENS-related information towards its members and beyond.
- To establish and improve FENS partnerships with institutional partners.
- To increase the visibility of European neuroscientists towards institutional partners and the general public.

The Communication and Publication Committee shall report to the Executive Committee and the Governing Council on its activities.

The Committee shall prepare and keep up-to-date a handbook of Guidelines & Specifications for running its activities.

d) Budget

For its activities, including expenses of the Committee members, the Communication and Publication Committee shall present a budget for approval by the Executive Committee. Budget is administered by the FENS in accordance with its rules and notably to the *Guidelines & Specifications for FENS committee expenses*.

VII.4. Programme Committee

The Programme Committee is a scientific committee in charge of preparing and overseeing the scientific Programme of the FENS Forum.

a) Composition:

The Programme Committee is composed of seventeen members elected or appointed. The outgoing chairperson, or the outgoing members who have served in two successive Programme Committees, cannot be proposed for election or appointment.

- The Chairperson and eight ordinary members, elected by the Governing Council,
 - Five members, appointed by the newly elected Chairperson, chosen to further achieve balance and representation of themes and geographic distribution.
 - the Chairperson of the Host Society Committee.
 - One person representing the American Society for Neuroscience, and appointed by this society or, by default, by the Programme Committee Chairperson.
 - One member designated to represent Asian/Pacific neuroscience societies
- The composition of the Programme Committee shall give due regard to the fields of scientific expertise and to the geographical distribution of its members.

The 8 ordinary members shall represent each a different scientific domain of neuroscience, currently organised as follows:

Domain 1: Development

Domain 2: Physiology: neuronal excitability and synapse function

Domain 3: Physiology: systems/network functions, computational neuroscience

Domain 4: Glia, glia-neuron interactions

Domain 5: Sensory and motor systems

Domain 6: Homeostatic and neuroendocrine systems

Domain 7: Cognition and behaviour

Domain 8: Disorders of the nervous system

- As a rule, all candidates are required to agree, if elected or designated, to be present at the Programme Committee meeting.
- All members of the Programme Committee have one vote within the committee.

b) Electoral and voting procedures:

Elections to the Programme Committee shall be held in even years.

- Chairperson of the Programme Committee: One or more candidates should preferably be proposed from among the eligible members of the outgoing Programme Committee, on recommendation by its chairperson. It shall be approved by the Executive Committee by a simple majority vote, and then by the Governing Council by a simple majority vote during the first Governing Council meeting held at the time of the FENS Forum.

If there is no candidate among ordinary members in their first term, or if the candidate fails to be approved by the Executive Committee or the Governing Council, election of the chairperson shall take place at the next Governing Council meeting in the Autumn. Each society with full or associate membership status and each voting member of the Executive Committee is entitled to nominate either one eligible candidate from the outgoing Programme Committee or a new candidate. Election of the chairperson shall be made using the uninominal voting procedure.

The chairperson is elected for a two-years term and becomes a member of the Executive Committee at the end of the autumn meeting of the Governing Council on even years.

- Ordinary members: Elections shall be held at the Governing Council meeting in the autumn of even years after the last FENS Forum. Ordinary members are elected for a two-years term, which can be renewed once only. Each society with full or associate membership status and each voting member of the Executive Committee may nominate one candidate in up to 2 different scientific themes. The Governing Council elects the ordinary members theme by theme, to ensure a geographical and disciplinary spread of representation in the Programme Committee as the voting proceeds. No more than 4 outgoing members may be re-elected for a second term in the Committee. Each position is elected using the uninominal voting procedure.

c) Tasks:

Adopted by Vote of the Governing Council-11/07/2008 – Amended on
28/11/2008; 23/11/2009; 06/12/2010; 29/11/2011

The specific tasks, rules and agenda of the Programme Committee shall be detailed in the *Guidelines & Specifications for a FENS Forum* established by the Executive Committee.

The Programme Committee shall meet at least once at a date fixed by the Executive Committee. Decisions within the Programme Committee should preferably be reached by consensus or by open ballot at a simple majority vote. Only members present at the meeting may vote. Voting by electronic means is not allowed.

The Programme Committee shall prepare and supervise independently the scientific programme of the FENS Forum. During the Programme Committee meeting, it selects the plenary lecturers, the symposia and technical workshops. The chairperson of the Programme Committee supervises the presentation of abstracts on posters. He/she supervises and approves special lectures or events that are proposed, as well as satellite events. Any matter arising as to the scientific programme of the Forum is under the responsibility of the Programme Committee through its Chairperson.

The Programme Committee shall report to the Executive Committee and to the Governing Council on its activities.

d) Budget

For its activities, including travel of the Committee members, expenses will be administered by the FENS in accordance to the *Guidelines & Specifications for FENS committee expenses* and the *Guidelines & Specifications for a FENS Forum*.

VII.5. FENS Featured Regional Meeting Committee

The Featured Regional Meeting Committee (FFRM) is a special committee in charge of selecting a FENS featured regional neuroscience meeting prepared and proposed by member societies.

a) Composition:

The FFRM Committee is composed of *ex officio* members:

- a chairperson: the FENS President-Elect
- five members: the FENS President, the chairperson and one ordinary member of the Programme Committee, and the chairpersons of the Schools and the NENS committees.

b) Tasks:

The FFRM Committee shall meet once in even years before the first yearly meeting of the Executive Committee. A quorum of a simple majority of the members is required during the meetings. Decisions within the committee can be reached by consensus or by a simple majority vote. All members of the committee have one vote within the committee.

The FFRM Committee shall be responsible for the following tasks:

- to examine the proposals made by the different societies and to select the meetings which will be featured by the FENS, according to the *Guidelines & Specifications for FFRM*.
- to submit to the Executive Committee and to the Governing Council the proposals to be approved by a simple majority vote.
- to advise and support the elected societies in establishing the scientific programme.

VII.6. Committee on Animals in Research

The Committee on Animals in Research (CARE) is a special committee in charge of advising FENS on the responsible use of animals in neuroscience research

a) Composition, designation and terms

The committee is composed of the following members:

- a chairperson, nominated by the Executive Committee.
- up to five ordinary members, nominated by the Executive Committee on proposal by the chairperson.

All members are nominated for a two-years term at the Executive Committee meeting in the spring of even years. The committee shall be renewed by rotation

every 2 years on even years, to take office after the FENS Forum. All members' terms can be renewed once only.

b) Tasks

The committee shall meet once a year at least. A quorum of a simple majority of the members is required during the meetings. Decisions within the committee can be reached by consensus or by a simple majority vote. All members of the committee have one vote within the committee.

The committee shall be responsible for the following tasks:

- to promote the formation and coordination of national Committee on Animals in Research by the neuroscience societies affiliated to FENS
- to submit to the Executive Committee the layout of the activity planned for the year
- to report to the Executive Committee at its meeting in the autumn.

d) Budget

For its activities, including expenses of the committee members, the committee shall present a budget for approval by the Executive Committee. Budget is administered by the FENS in accordance with its rules and notably to the *Guidelines & Specifications for FENS committee expenses*

VII.7. History of Neuroscience Committee

The History of Neuroscience Committee is a special committee in charge of promoting the dissemination of information on the history of European Neuroscience

a) Composition, designation and terms

The committee is composed of the following members:

- a chairperson, nominated by the Executive Committee.
- up to five ordinary members, nominated by the Executive Committee on proposal by the chairperson.

All members are nominated for a two-years term at the Executive Committee meeting in the spring of even years. The committee shall be renewed by rotation every 2 years on even years, to take office after the FENS Forum. All members' terms can be renewed once only.

b) Tasks

The Committee shall meet once a year at least. A quorum of a simple majority of the members is required during the meetings. Decisions within the committee can be reached by consensus or by a simple majority vote. All members of the committee have one vote within the committee.

The Committee shall be responsible for the following tasks:

- to promote the dissemination of information on the history of European Neuroscience
- to promote any activities related to the history of European Neuroscience
- to report to the Executive Committee at its meeting in the autumn.

d) Budget

For its activities, including expenses of the committee members, the committee shall present a budget for approval by the Executive Committee. Budget is administered by the FENS in accordance with its rules and notably with the *Guidelines & Specifications for FENS committee expenses*.

VII.8. Neuroscience Conferences Committee

The Neuroscience Conferences Committee is a special committee in charge of defining the yearly calls for ESF-FENS Neuroscience Conferences, and of selecting the conferences from the applications in collaboration with ESF. The committee further ensures that the conferences have a comparable and distinctive format aimed at establishing ESF-FENS Neuroscience Conferences as uniquely recognizable high-profile events in the neurosciences worldwide.

a) Composition, designation and terms

The committee is composed of the following members:

- a chairperson, nominated by the Executive Committee.
- up to five ordinary members, nominated by the Executive Committee on proposal by the chairperson.

All members are nominated for a two-years term at the Executive Committee meeting in the spring of even years. The committee shall be renewed by rotation every 2 years on even years, to take office after the FENS Forum. All members' terms can be renewed once only.

b) Tasks

The committee shall meet once a year at least. A quorum of a simple majority of the members is required during the meetings. Decisions within the committee can be reached by consensus or by a simple majority vote. All members of the committee have one vote within the committee.

The committee shall be responsible for the following tasks:

- to prepare in collaboration with ESF yearly calls for ESF-FENS Neuroscience Conferences, and select individual conferences.
- to define and review the format of the conferences in collaboration with ESF.
- to submit to the Executive Committee the minutes of its meetings, any proposal for committee chair or member, and the protocols of the deliberations and decisions of the joint ESF-FENS committee meetings
- to report to the Executive Committee at its meeting in the autumn.

d) Budget

For its activities, including expenses of the committee members, the committee shall present a budget for approval by the Executive Committee. The budget is administered by the FENS in accordance with its rules and notably to the *Guidelines & Specifications for FENS committee expenses*

VIII. Administration

The administration of the FENS is carried out by the Executive Director and the FENS offices, under the authority of the Executive Committee.

VIII.1. Executive director

By annual contract, the Executive Director is appointed by the Executive Committee and shall report annually to the Executive Committee. The managerial duties of the Executive Director are to follow and improve the management of the FENS, to follow the execution of the decisions of the Executive Committee and the Governing Council, to propose and develop new ideas and focus areas of the FENS. The Executive Director shall assist and/or represent the President and the Secretary General of the FENS on request.

VIII.2. Offices

In conformity with article 14 of the *Articles of Association*, the Executive Committee has established two offices for the management of the FENS and its activities. The activity of the offices is under the authority of the Executive Committee.

The offices are established by biennial agreements with member societies. The offices are under the administrative responsibility of the member societies in conformity with the law of their countries. The member societies provide and maintain the facilities necessary for running the offices, and the management of the personnel. The FENS provides the member societies with the funds necessary, as defined in the agreements, to run the offices.

The agreements are established or renewed by the Executive Committee at its autumn meeting in even years, and take effect on January 1st of the next calendar year.

IX. FENS Forum of Neuroscience

The FENS Forum is an international scientific meeting organised every two years on even years in a European country, and hosted by a member society alone or in collaboration with other member societies. The Forum alternates with national meetings that are preferably held in odd years by member societies. The FENS Forum is under the responsibility of the FENS. The specific details and organisation of the FENS Forum shall be described and regularly updated in the *Guidelines & Specifications for a FENS Forum*, and approved by the Executive Committee.

IX.1. Venue and host society

Venues and host societies are chosen by the Governing Council on proposal by the Executive Committee. Potential venues will be selected according to the *Guidelines & Specifications for a FENS Forum*, taking into account the technical and financial advantages of the venues, as well as the possibility for the member societies in the countries of the venues to act as Host Societies. Decision shall be taken by secret ballot by a simple majority vote of the Governing Council.

IX.2. Host Society Committee

The Host Society establishes a local organizing committee, hereafter named Host Society Committee. The committee's composition and chairperson are proposed by the host society and approved by the Executive Committee. In agreement with article VI.2 of the *Articles of Association*, and article V of the *Regulations*, after approval by the Governing Council, the chairperson becomes a member of the Executive Committee at the autumn meeting of the Executive Committee on even years, after the last FENS Forum. The role and responsibilities of the Host Society Committee are defined in detail in the *Guidelines & Specifications for the Host Society Committee*. The chairperson shall report periodically to the Executive Committee on the progress of the tasks performed by the Host Society Committee.

IX.3. Programme

The scientific programme of the FENS Forum is under the sole responsibility of the Programme Committee as defined in article VII.4 of the *Regulations and in the Guidelines & Specifications for a FENS Forum*. The Chairperson of the Programme Committee supervises the preparation of the programme and approves any change to the programme until the Forum takes place.

IX.4. Budget

The budget of the Forum includes all expenses and income related to the preparation and the realisation of the Forum, including the budget related to the specific responsibilities of the Host Society Committee. A provisional budget shall be prepared under the responsibility of the Treasurer, updated and approved by the Executive Committee. The final account of the meeting shall be submitted for approval to the Executive Committee and the Governing Council.

X. European Journal of Neuroscience

X.1. The European Journal of Neuroscience (EJN) is the official scientific journal of the FENS provided as a service to its membership and the scientific community.

X.2. Ownership

The Journal is owned jointly by the FENS and Wiley-Blackwell, hereafter referred to as the Publisher, as established by contract between the Stichting FENS and Blackwell on December 9, 2005 and transferred to FENS by a novation agreement on December 2008. Any change in the terms of FENS ownership of its share shall be subjected to the approval by vote of the Executive Committee, then of the Governing Council.

X.3. Editorial and management policy

The Executive Committee shall be responsible for establishing FENS policy with regard to EJM, including editorial and marketing policies, to be represented at the EJM Management Committee. Based on proposals and reports from the Governing Council, the Publisher, the Editors-in-chief or the EJM Management Committee, FENS Executive Committee shall:

- identify candidates for the role of Editor-in-chief to be approved by the EJM Management Committee. The Executive Committee may nominate an ad hoc Search Committee to help in the process of selection.
- discuss in concert with the Editors-in-chief the selection and removal of associate editors before submission to the EJM Management Committee for approval.
- discuss any editorial and managerial policy that FENS would like to have implemented by the EJM Management Committee.
- give mandate to its representatives in the EJM Management Committee to discuss and vote on current management.

X.4. Administrative policy: EJM Management Committee

In conformity with the contract established between FENS and the Publisher, the EJM Management Committee comprises 3 representatives of the Publisher and 3 FENS representatives; the chair of the EJM Management Committee shall be one of the FENS representatives. Each member of the committee has one vote. The chair of the EJM Management Committee has the decisive vote in case of conflict or non-resolution. Any change in the structure of the EJM Management Committee shall be subjected to the approval by vote of the Executive Committee, then of the Governing Council.

The FENS representatives shall be the FENS President, Secretary-General and Treasurer, and the FENS President shall be the chair of the EJM Management Committee.

The EJM Management Committee shall meet at least once a year. The committee shall review and approve proposals and negotiations from FENS and the Publisher. The EJM Management Committee shall make final decisions taken in conformity with the FENS and the Publisher's decisions.

The EJM Management Committee chairperson shall report to the Executive Committee at least once a year.

X.5. Editors-in-chief

- Candidates shall be selected by the Executive Committee and approved by the EJM Management Committee
- Editors-in-chief shall report to the Management Committee and shall deliver an annual report directly to the Executive Committee.

X.6. Publisher

The Publisher shall deliver an annual report at the EJM Management Committee meeting after the annual balance has been completed.

X.7. EJM budget

Reports and statements from the Publisher referring to the current fiscal year shall be presented to the EJM Management Committee at the EJM Management Committee meeting following the issue date by the Publisher.

XI. Electoral and voting procedures

XI.1. General principles

The various bodies of the FENS may reach decision by consensus or by voting. All decisions involving the elections of officers of the FENS or candidates to various positions in committees shall be taken by secret ballot.

Unless otherwise specified, all voting procedures shall conform to article XI of the *Regulations*.

Whenever a secret ballot shall be taken during a Governing Council meeting, the Secretary General shall appoint, for the duration of the meeting, three members of

the Governing Council to an Election Committee, in charge of supervising, collecting and counting the votes.

XI.2. Voting members

Voting members of the Governing Council and Executive Committee are defined in articles 4 and 9 of the *Articles of Association*. For Standing Committees, voting members are defined in each article of the *Regulations* relative to the organisation of the Committee. Unless otherwise stated, only voting members present at a meeting may vote.

XI.3. Advisory committee on nominations

The *Advisory committee on nominations* has for task to make recommendations for discussion at the Governing Council meeting, that ensure that the FENS committees structure and composition effectively support the fulfilment of the FENS mission and strategic plan and to encourage broad participation and representation of member societies in the FENS governance processes and to identify and develop potential future leaders of FENS.

Composition

The *Advisory committee on nominations* consists of ex officio FENS officers

- a chairperson, the FENS Past President
- four members: the FENS President, President-elect, Secretary general-elect, Treasurer-elect.

Tasks

- Seeks to broaden individual scientist participation in the FENS committees.
- Advises member societies and the *Executive Committee* on potential candidates to nominate for FENS officers.
- Assesses candidatures to various positions, taking into account not only the academic excellence of each nominee, but also focusing on ensuring diversity, including gender, age, geographic, and scientific diversity across committees and within each committee.
- Recommends for *Executive Committee* approval, and if so, for *Governing Council* approval, the renewal of ordinary members of the Standing committees, as well as their promotion to the position of chair.
- Recommends for *Governing Council* approval, the candidates to all FENS committees.
- Recommends to the *Executive Committee* adjustments, and modifications to the committees structure, to be submitted to *Governing Council* approval as needed.

XI.4. Candidatures for FENS officers

Candidatures shall be proposed by societies with full or associate membership status, or members of the Executive Committee. Candidates shall be proposed on the basis of their scientific expertise and competence for the position to be filled. Once proposed, the candidates shall confirm their agreement for candidature. Candidatures can be withdrawn by the candidates only, by writing to the Secretary General one week before the meeting of the Governing Council at the latest. Candidatures shall be submitted to the Governing Council without mentioning the proposing members.

The call for nominations and candidatures for FENS officer positions shall be sent by the Secretary General at least one month before the election, following the instructions given in the *Guidelines & Specifications for Elections*. Failure to comply with the deadline, format and content of the application forms will lead to rejection of the application. Candidatures shall conform to the *Articles of Association and Regulations* of the FENS concerning its committees and its officers. Criteria for eligibility are defined in each article pertaining to the organisation of the committees. The Secretary General shall send to the Governing Council members, the list of candidatures and the corresponding applications, 15 days before the election.

XI.5. Modalities of vote

Adopted by Vote of the Governing Council-11/07/2008 – Amended on 28/11/2008; 23/11/2009; 06/12/2010; 29/11/2011

- Votes concerning FENS officers and candidate-officers shall be taken by a secret ballot. If present, the person involved shall not participate in the discussions and shall withdraw from the meeting room during the discussions. If the person is a voting member, however, he/she can participate in the vote.

- Votes concerning the selection of chairpersons and speakers for scientific meetings organised by or in collaboration with the FENS shall be taken by open ballot. If an absolute majority of the voting members is in favour of a secret ballot, the vote shall be taken by secret ballot.

- Votes which do not concern persons:

They can be taken by open or secret ballot. If an absolute majority of the voting members requests a secret ballot, the vote shall be taken by secret ballot.

XI.6. Rules of majority

Unless otherwise stated in the *Articles of Association* and *Regulations*, at every meeting where a quorum is present, only votes by the members present and voting, ignoring blanks, are taken into account. A simple majority is defined as more votes cast for a proposition than for any other single option. An absolute majority is reached by 50% of the votes plus 1 vote. Two-thirds majority is reached by at least two thirds of the votes.

In case of a tie vote, a discussion shall follow the voting, and a second voting shall be taken. If there is still a tie vote, another discussion shall follow, and a third and last voting shall be taken. If there is still a tie vote, the tie will be broken by drawing lots for ballots concerning persons. For ballots that do not concern persons, the chairperson of the meeting will break the tie.

XI.7. Uninominal voting procedure

This procedure consists in electing one person from a list of several candidates through one or several rounds of voting. Each position shall be filled by a separate election.

The bulletin shall contain the alphabetical list of candidates. Each voting member shall tick one name on the list. Blank vote (no mark), or any additional mark or writing on the bulletin renders the bulletin blank. After voting, the candidates shall be ranked by the number of votes in their favour, those with the highest numbers being in the first ranks. If there is a tie vote in rank x between n candidates, the following rank shall be numbered x+n.

a) First round of voting

All candidates are listed in the bulletin. After voting, the candidate with an absolute majority is elected;

b) If there is no absolute majority for one candidate, a second round of voting shall be taken using a new bulletin listing in alphabetical order the 3 or more candidates in ranks 1 to 3 only. After a second voting, the candidate with an absolute majority is elected;

c) If there is no absolute majority for one candidate, a third round of voting shall be taken using a new bulletin listing in alphabetical order the 2 or more candidates in ranks 1 to 2. After voting, the candidate receiving a simple majority of votes is elected.

d) In case of a tie vote in position 1, as indicated in the general voting rules, two further rounds of voting may be taken to choose between candidates. If there is still a tie vote, election will be done by drawing lots.

XI.8. Plurinominal voting procedure

This procedure consists in electing several persons from a list of candidates through one or several rounds of voting.

a) The bulletin shall contain the alphabetical list of candidates. Each voting member marks in the list a number of candidates equal to or less than the number of candidates to elect. Blank vote (no mark) or any additional mark or writing on the bulletin renders the bulletin blank. After voting, the candidates shall be ranked by

the number of votes in their favour, those with the highest numbers being in the first ranks. If there is a tie vote in rank x between n candidates, the following rank shall be numbered x+n.

b) At the first round of voting, all candidates are listed in the bulletin. Voting is repeated if necessary until all the candidates to elect have been elected, the number of candidates to elect in each successive round being diminished by the number elected at the previous rounds of voting. At each successive round of voting, if any, a new bulletin shall contain the list of remaining candidates in alphabetical order.

c) Number of candidates to elect:

c.1) 4 candidates:

If there are exactly 4 candidates in ranks 1 to 4, they are elected.

If there are more than 4 candidates in the first 4 ranks or less because of a tie vote, the following procedure shall be followed:

- if there are more than 4 candidates in rank one, another round of voting shall be taken between candidates in rank one only.
- if there are 3 candidates in ranks 1 to 3, and a tie vote in rank 4, candidates in ranks 1 to 3 will be elected and another round of voting shall be taken between candidates in rank 4 only.
- if there are 2 candidates in ranks 1 to 2, and a tie vote in rank 3, candidates in ranks 1 to 2 will be elected and another round of voting shall be taken between candidates in rank 3 only.

c.2) 3 candidates:

If there are exactly 3 candidates in ranks 1 to 3, they are elected.

If there are more than 3 candidates in the first 3 ranks or less because of a tie vote, the following procedure shall be followed:

- if there are more than 3 candidates in rank one, another round of voting shall be taken between candidates in rank one only.
- if there is one candidate in rank one, and more than 2 candidates in rank 2, the candidate in rank one is elected, and another round of voting shall be taken between candidates in rank 2 to elect 2 candidates.
- if there are 2 candidates in rank 1 to 2, and more than 1 candidate in rank 3, the 2 candidates in rank one and 2 are elected, and another round of voting shall be taken between candidates in rank 3 to elect 1 candidate.

c.3) 2 candidates to elect,

- if there are exactly 2 candidates in ranks 1 to 2, they are elected.
- If there are more than 2 candidates in the first 2 ranks because of a tie vote, the following procedure shall be followed:
 - if there are more than 2 candidates in rank one, another round of voting will take place between candidates in rank 1 only.
 - if not, the candidate in rank 1 is elected, and another round of voting shall be taken between candidates in rank 2 only.

d) In case of a tie vote, after two further votes, the tie will be broken by drawing lots.

XI.9. Voting by electronic means

The Governing Council or the Executive Committee may decide that a proposal needs further development and can be subjected to electronic voting without convening a new meeting. Only proposals that have been discussed during a meeting can be submitted to an electronic voting. Decision to proceed by electronic voting shall be accepted by an absolute majority vote at the meeting. The decision must indicate the conditions that the proposal must meet before being submitted to voting, the date of voting, and whether the proposal shall be accepted by unanimous, absolute or simple majority vote. Voting by electronic means is considered as an open ballot.

The procedure of electronic voting cannot be used for amendments to the *Articles of Association* and Regulations, for dissolution of the FENS, for decision involving officers of the FENS or candidates to various positions in FENS Committees.

For the Governing Council, and the Executive Committee, voting shall be carried out under the responsibility of the Secretary General. The Secretary General shall make available all the information relative to the proposal to the voting members of the Governing Council or the Executive Committee. Each voting member shall address the vote to the Secretary General. A quorum of votes from a majority of the voting members is required. Rules of majority as defined in article XI.5 apply to electronic voting.

For other FENS Committees except for the Programme Committee, unless otherwise stated, if an absolute majority of their members agrees, decisions may be discussed by electronic means and electronic voting shall be carried out under the responsibility of the Committee chairperson, following the same procedure.

Article XII. Transitional provisions

XII.1. History of Neuroscience Committee

The present committee created in December 2010, will be partially renewed in the spring 2014 for taking office in July 2014, for the term 2014-2016.

XII.2. Neuroscience Conferences Committee

The present committee created in April 2011, will be partially renewed in the spring 2014 for taking office in July 2014, for the term 2014-2016.

XII.3. Committee on Animals in Research

The present committee created in April 2010, will be partially renewed in the spring 2012 for taking office in July 2012, for the term 2012-2014.

XII.4. Communication and Publication Committee

- One ordinary member of the previous Publications Committee, on proposal by the Executive Committee, shall be elected by the Governing Council in November 2009 as chairperson of the new Communication and Publication Committee, taking office immediately, until July 2012. The newly elected chairperson is not eligible for the term 2012-2014.

- two ordinary members of the previous Publications Committee, on proposal by the Executive Committee, shall be elected by the Governing Council in November 2009, as ordinary members of the new Communication and Publication Committee, taking office immediately until July 2012. None of these two members is eligible for another term during 2012-2014.

- two new ordinary members shall be elected to the Communication and Publication Committee by the Governing Council in November 2009, taking office immediately until July 2012.