

## **Regulations**

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## APPENDICES

## **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***

National Multidisciplinary as well as International Monodisciplinary Societies qualify for becoming Full or Associate Members of FENS. However, each country may be represented only by one National Multidisciplinary Society. 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 up to 2 nights and meals of representatives of societies attending the annual Governing Council meeting in the autumn. 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 following officers of FENS:

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.

#### *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. In accordance with the stipulations of the Articles of Association of the FENS (article XIX), the Secretary General shall report annually to the Governing Council about 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*.

#### **- Communication Committee**

see article VII.1 of the *Regulations*.

#### **- Programme Committee**

see article VII.2 of the *Regulations*.

#### **- Committee for Higher Education and Training (CHET)**

see article VII.3 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 as officer in the next Executive Committee, except for the Chairs of standing committees, who may serve for a second term if directly elected Chairs in their first term.

### **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.

Special committees operate under the responsibility of the Executive Committee and can be established or dissolved by the Executive Committee. Members of Standing Committees and Special Committees are for all practical purposes to be considered FENS officers.

The following Standing Committees have been established:

- 1) The Communication Committee, which is in charge of the communication policy of the FENS.
- 2) The Programme Committee, which is in charge of the scientific programme of the FENS Forum.
- 3) The Committee for Higher Education and Training (CHET), which is in charge of the implementation and development of educational programmes of FENS.

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. Communication Committee**

The mission of the Communication 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 policy.

##### **a) Composition, designation and terms**

The Communication 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 Committee, members of the Executive Committee may attend Communication Committee meetings, with no voting rights within the committee.

##### **b) Electoral and voting procedures**

- The current Communication Committee may propose a member as candidate for the position of chairperson at the end of his/her first term. Individuals that have been elected directly as chair during a first term may be proposed as chair during a second term. 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 or at the forthcoming assembly if decision is postponed by the Governing Council.

If there is no candidate among the 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. Members currently on their second term 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 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 Committee shall meet at least once a year. A quorum of a simple majority of the members of the Communication Committee is required during meetings.

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

The Communication 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 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 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 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.2. 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 or, by default, by the Programme Committee Chairperson.

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 elected by the Governing Council shall represent each a different scientific domain of neuroscience. The domains for the election of ordinary members of the Programme Committee are specified in the General Guidelines and specifications for the FENS Forum Programme Committee.

- 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 second autumn meeting of the Executive Committee on even years, after the last FENS Forum.

- 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. A minimum of two different scientific themes must be indicated for each proposed candidate. At the end of nominations and on behalf of the Executive Committee, the chairperson of the Programme Committee groups the nominated candidates into the eight scientific themes, considering the dual themes indicated for each candidate during nomination to ensure balanced distribution of candidates across disciplines. 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:**

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.3. Committee for Higher Education and Training (CHET)**

The CHET is responsible for the short-term strategy and for science-related issues around the implementation and development of programmes for higher education and training within FENS. This includes coordination of activities linked to the network of European neuroscience Graduate Schools, as well as for programmes of the FENS schools and training-site activities. CHET coordinates the selection of travel grants and stipends within its programme.

#### **a) Composition, designation and terms**

CHET is composed of

- 1 chairperson,
- 4 ordinary members
- 2 members appointed by IBRO

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

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

#### **b) Electoral and voting procedures**

- The current CHET Committee may propose a member as candidate for the position of chairperson at the end of his/her first term. Individuals that have been elected directly as chair during a first term may be proposed as chair during a second term. 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 or at the forthcoming assembly if decision is postponed by the Governing Council.

If there is no candidate among the 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. Members currently on their second term 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 CHET 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 CHET shall meet at least once a year. A quorum of a simple majority of the members of the CHET is required during meetings.

Decisions within the CHET can be reached by consensus or by a simple majority vote.

The CHET shall be responsible for the following tasks:

- To coordinate activities related to and communication with the network of European neuroscience Graduate Schools.
- To manage interaction and supervision of the FENS Summer and Winter schools.
- To manage activities and supervision related to the programme for FENS advanced training courses.
- To coordinate the selection of FENS stipends and travel grants in connection with the above activities.

The CHET 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 CHET 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. FENS Regional Meeting Committee**

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

**a) Composition:**

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

- a chairperson: the FENS President-Elect
- four members: the FENS President, the chairperson and one ordinary member of the Programme Committee, and the chairperson of the CHET committee.

**b) Tasks:**

The FRM 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 FRM Committee shall be responsible for the following tasks:

- to examine the proposals made by the different societies and recommend the meetings which will be held by the FENS, according to the *Guidelines & Specifications for FRM*.
- 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.5 Special Committees**

According to the Articles of Association (Article XVI, paragraph 3), the Executive Committee has the authority to establish and dissolve special committees on behalf of FENS. Special committees are established with a defined scope in fields or topics deemed of particular interest and relevance to FENS.

The Secretary General of FENS will, in his/her annual report, inform the Governing Council of recent or envisioned changes in the special committees of FENS. The list of current Special Committees is available in Appendix 1 of the Regulations. Revision of Appendix 1 is under the authority of the Executive Committee.

**a) Composition, designation and terms**

Special committees are 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.
- Unless the Executive Committee delineates special provisions, all members of special committees are appointed for a two-years term at the Executive Committee meeting in the spring of even years. The committees shall be renewed by rotation every two years on even years to take office after the FENS Forum. All members' terms can be renewed once only.

**b) Tasks**

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

Special committees shall report to the Executive Committee annually at its meeting in the autumn, and when requested by the Executive Committee. In their annual report, special Committees shall present a layout for activities planned for the year, which should be approved by the Executive Committee.

**c) Budget**

For their activities, including expenses of the special committee members, the committees shall present a budget for approval by the Executive Committee. Budgets are 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

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 and to supervise the administrative activities of the FENS offices, 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 may establish offices for the management of the FENS and its activities. The activity of the offices is under the authority of the Executive Committee, and entrusted to the responsibility of the Executive Director.

FENS central office is established in Brussels under Belgium law as an International non-profit association (AISBL / IVZW). The FENS Executive Committee hires and manages its own staff for the Brussels office in conformity with Belgium law. For practical purposes, the Executive Committee may establish additional offices 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 Executive Committee after indications from the Governing Council in accordance with the *Guidelines & Specifications for a FENS Forum*. The technical and financial advantages of potential venues, as well as the possibility for the member societies in the countries of the venues to act as Host Societies, shall be taken into account.

### 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 in conformity with the general criteria for eligibility outlined in article III.1 of the *Guidelines & Specifications for the Host Society Committee*. The chairperson shall be approved by the Executive Committee by a simple majority vote during its meeting in the spring in even years, and 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 proposed, or if the candidate fails to be approved, the Executive Committee nominates a chairperson for the Host Society 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 second 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, hereafter referred to as the Publisher, as established by contract between the Stichting FENS Marketing Foundation and John Wiley & Sons on January 1<sup>st</sup> 2016. 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 EJN, including editorial and marketing policies, to be represented at the EJN Management Committee. Based on proposals and reports from the Governing Council, the Publisher, the Editors-in-chief or the EJN Management Committee, FENS Executive Committee shall:

- identify candidates for the role of Editor-in-chief to be approved by the EJN 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 EJN Management Committee for approval.
- discuss any editorial and managerial policy that FENS would like to have implemented by the EJN Management Committee.
- give mandate to its representatives in the EJN Management Committee to discuss and vote on current management.

**X.4. Administrative policy: EJN Management Committee**

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

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

The EJN 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 EJN 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 is tasked to make recommendations on leadership candidates for discussion at, and subsequent election by, the Governing Council. Its role therefore is to ensure that the structure and composition of FENS committees allows the mission and strategic plan of FENS to be fulfilled while encouraging the broad participation and representation of member societies in FENS governance. The role of the Advisory committee on nominations is to shortlist from among the candidates for FENS leadership positions nominated by the members of the Governing Council in preparation for elections by the Governing Council.

#### **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 and shortlists candidates for FENS leadership positions, taking into account the academic excellence of each nominee, while also seeking to ensure gender, age, geographic and scientific diversity across candidates for election.

### **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**

- 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**

**a) Distance voting:**

The Governing Council or the Executive Committee may decide that a proposal needs further development and can be subjected to electronic distance voting without convening a new meeting. Only proposals that have been discussed during a meeting can be submitted to an electronic distance 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. Distance voting by electronic means is considered as an open ballot. The procedure of electronic distance 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.

**b) In meeting e-voting:**

The Secretary-General may decide to implement the use of electronic ballots for in-meeting voting in Governing Council meetings. The value of e-ballots is identical to physical ballots and may be used in all instances where a ballot-based vote is needed within a meeting. When designed to maintain the anonymity of the delegates, e-ballot voting can be used for secret ballot voting.

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. 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**

## APPENDICES

### Appendix 1: Special Committees of FENS

#### **A1.1. 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, appointed 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. The Executive Committee may decide to deviate from the term limit if this is deemed of special importance to the committee.

##### **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.

##### **c) 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*

#### **A1.2. 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, appointed 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. The Executive Committee may decide to deviate from the term limit if this is deemed of special importance to the committee.

##### **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.

##### **c) 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*.

#### **A1.3. Brain Conferences Committee**

The Brain Conferences Committee is a special committee in charge of identifying themes and chairs for the twice per year Brain Conferences, implemented by FENS in collaboration with The Brain Prize (Grete Lundbeck Foundation, GLF). The details of this collaboration are formalized in a contract between the two partners. The committee ensures that the Brain Conferences have a consistent and distinctive format aimed at establishing the Brain 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, appointed by the Executive Committee following nominations from the chairperson and The Brain Prize.
  - up to five ordinary members, nominated by the Executive Committee on proposal by the chairperson.
- . In addition to the chairperson, the GLF can propose candidates as members in consultation with the Brain Prize Academy of previous winners and the committee for the Brain Prize. It is understood that nominations to the committee require final approval by both FENS and the GLF. The formal appointments of new members to the committee is however under the full responsibility of the Executive Committee of FENS.

The Executive Committee nominates members of the committee for a two-years term during its meeting in the spring. Terms start immediately or as defined by the Executive Committee. The committee shall be renewed by rotation every year by at least one member. All members' terms can be renewed once only. The Executive Committee may decide to deviate from the term limit if this is deemed of special importance to the committee.

#### **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 select the topics and chairperson(s) of the annual Brain Conferences and monitor the implementation of these conferences.
- to define and review the format of the conferences in collaboration with GLF.
- to submit to the Executive Committee the minutes of its meetings, and any proposal for a new committee chair or member.
- to report to the Executive Committee at its meeting in the autumn.

#### **c) 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*