



KONINKLIJKE VLAAMSE ACADEMIE VAN BELGIE
VOOR WETENSCHAPPEN EN KUNSTEN



ACADÉMIE ROYALE DES SCIENCES, DES LETTRES
ET DES BEAUX-ARTS DE BELGIQUE

THE ROYAL ACADEMIES FOR SCIENCE AND THE ARTS OF BELGIUM

Rules of Procedure

Belgian National Committee on Antarctic Research – BNCAR

Article 1

The aim of the Belgian National Committee on Antarctic Research is to promote and coordinate, for Belgium, all aspects of the study of the Antarctic including bipolar research. It promotes an interdisciplinary frame to improve our understanding of the Antarctic and subantarctic regions. This mission will be envisaged from an international viewpoint in relation with SCAR (Scientific Committee on Antarctic Research) and is described in detail in the Terms of Reference (ToR).

Article 2

Except stated otherwise in this document, the General Rules of Procedure of the National Scientific Committees of the Class of Sciences of the "Royal Academy of Sciences, Literature and Fine Arts of Belgium (Académie Royale des Sciences, des Lettres et des Beaux-Arts de Belgique/Koninklijke Vlaamse Academie voor Wetenschappen en Kunsten)", defined by the Royal Decree of 2 April 1979, apply to the National Committee BNCAR.

Article 3

The Committee consists of **effective members** and **honorary members**. Only effective members have voting rights. A number of **associate members** may be appointed with expertise in specific areas of polar research. At any time, their number will not be higher than the number of effective members. Although associate members have no voting rights, they may officially represent BNCAR in the Standing Groups during the biannual meeting of SCAR.

Article 4

In accordance with the Rules of Procedure of the National Scientific Committees, the number of effective members of the Committee should be no less than ten and no more than sixteen. It will take into account linguistic parity.

Article 5

All members (effective – honorary – associate) must be of Belgian nationality or be active in Belgium. The mandate of effective and associate members expires after a term of four years. The mandate is renewable. All terms start on October 1st.

Article 6

Effective members engage themselves to attend all meetings of the Committee. An effective member who, without valid reason, is absent from three consecutive meetings is considered to have resigned and may be replaced.

Article 7

In order to be elected as an effective or associate member, nominations should be put on the agenda of the meeting of the Committee. The election takes place by secret ballot and more than half the effective members should be present. To be elected, the candidate should have obtained more than half the votes of members present. Elections are subject to approval of the Class of Science of both Academies. An effective member designated to replace a deceased or a resigned member completes the term of that mandate.

Article 8

The Committee – during its installation and for the duration of its term – shall elect from among its effective members a President and a Vice-President, Secretary and Deputy Secretary, who constitute the Board. The Board remains in office until the installation of the new Committee. The President and the Vice President should preferably not belong to the same linguistic role. This also accounts for the Secretary and Deputy Secretary. In case of resignation or decease of a member of the Board, his/her function will be executed for the remainder of the term by a successor elected by the Committee.

Article 9

The Committee may – in mutual agreement with the member – propose to the Class of Sciences of both Academies that an effective member keeps his/her title in an honorary way until completion of his/her last mandate.

Article 10

Members are not bound by any fee.

Article 11

The Committee meets at least twice a year. During the meeting prior to both the joint meeting of the Class of Science of both academies and the General Assembly of SCAR (2010, 2012, 2014 ...), the Committee appoints the delegate(s) to represent the Committee in the National Delegate Meeting and in the Standing Groups. Nominations of new effective and associate BNCAR members as well as proposals for BNCAR honorary members may be collected and reviewed at any meeting. The annual activity report and the list of regular expenses are subject to approval by the Committee at the last meeting of the year. During the first meeting of the year, the Committee will proceed to the election of new members and re-election of members that come to the end of their mandate. During this meeting, the national delegates in each of the SCAR Standing Scientific Groups are also appointed.

Article 12

The Board fixes date and place of meetings and prepares a draft of the agenda. At least eight days in advance, the Board shall inform the Permanent Secretaries of the two Academies and convene the members.

Article 13

The Committee may only deliberate if more than half of the effective members are present. Decisions are taken by majority vote of effective members present, except for special cases mentioned in this Regulation. In case of a tie, the chairman has a casting vote. English is the working language of the committee meetings.

Article 14

The minutes of each meeting are written in English and, after approval, sent to both academies. The minutes are kept in the archives of the National Committee.

Article 15

The Committee shall report annually on its activities during the previous academic year. The draft report is written in English by the secretary under the authority of the president. The final texts are adopted by the Board. The reports are sent to the National Council of Scientific Unions and to the perpetual Secretaries of the Academies before December 31st.

Article 16

The Committee Secretary is responsible for keeping records of the Committee.

Article 17

This internal regulation is subject to approval by the National Council of Scientific Unions and Class of Sciences of both Academies.

Article 18

An amendment or addition to the Rules of Procedure is valid after a favorable vote of a majority of effective members present. The amendments/additions will be applied after approval by the National Committee of Scientific Unions and the Classes of Sciences of the two Academies.