

Working Rules for ESO Committees

- 1) Each committee has a chair (also a co-chair for the guideline board). A committee consists of a minimum of 3 members and a maximum of 9 members and 1 Chair (maximum 10 members total). Each committee may have a maximum of 1 observer representing a relevant professional society or stroke support organisation. The observer will not have voting rights and may be from any country.
- 2) The chair and the committee members must be ESO members.
- 3) Each committee's members must originate from a diverse range of principally European countries. If, exceptionally, two committee members are from the same country, they must derive from different institutions.
- 4) ESO encourages diversity with respect to gender and the inclusion of active younger members.
- 5) A committee member should not be in more than 2 committees.
- 6) The same person cannot chair more than one committee concurrently.
- 7) Members of the Executive Committee may also serve as members in one ESO Committee. They may not serve as Chair or co-Chair of a committee.
- 8) If committee members are inactive during their term of office and/or are repeatedly unresponsive to email correspondence or meeting invitations, the chair may recommend replacing this member, subject to formal approval by the Executive Committee. Likewise, the Executive Committee may consider replacement of a committee chair on recommendation of the President.
- 9) Rotation / Election: To suggest a new committee member, a written proposal from the chair of the committee to the Executive Committee is necessary. The chair is appointed by the President with approval by the Executive Committee.

The following rules for rotation/election apply:

- 9.1 ESO members can apply or can be proposed by other ESO members to become member of one Committee via the ESO website at any time;
- 9.2 Elections take place upon vacancies of at least one position.
- 9.3 New members are voted from all members of the committee. If two members from the same country are already members of the committee, additional members coming from the same country* are ineligible for election. Each member of the committee shall vote for the number of candidates equal to the number of vacant positions. In case of two candidates with equal preferences a ballot voting is used for the decision.
- 9.4 The chair is elected by voting of the committee members. The chair is usually selected among current members of the committee.
- 9.5 The following committees have members included by default:
 - Brain and Heart Council: 1 ESC representative
 - Education Committee: 1 EAN representative
 - eSTEP: Chair of the Education Committee
- 10) The term in office of committee chairs is 4 years.
- 11) The members can stay for a maximum of 4 years.

Exceptions:

- 11.1 If the member is appointed as a chair.
In that case, the committee member/chair can stay for a maximum of 8 years.
- 11.2 If due to the regular rotation or for other reasons more than half of all committee members would have to leave the committee in one year, the tenure of one or more committee members may be extended by two years to ensure that half (and not more) of the committee members will stay in office. These committee members will have a maximum term in office of six years.

To evaluate the work of each committee, they should submit a written report of activities to the Executive Committee by the end of each calendar year or when requested by the President.

The reports of activities will be uploaded to the ESO website and available for review by the ESO General Assembly.

Working Rules, Guideline Board:

In 2017 the Guideline Committee was transformed into a Guideline Board, consisting of the Guideline Steering Committee, Guideline Workshop committee, and Guideline Publication Committee.

The Working Rules of ESO Committees will apply to the Guideline Board, with the following exceptions:

1. The Guideline Board will have a minimum of 8 and maximum of 16 members (including the members currently listed as Workshop and Publication Committees), with one additional non-voting observer (not mandatory), and one additional non-voting EC member as EC liaison.
2. No more than 25% of the membership of the Guideline Board will be from any single country. If an ESO member is proposed for membership of the Guideline Board, but the successful election of that member would result in breach of this limit, she/he is ineligible for election.
3. Inclusion and representation by geography and gender is explicitly encouraged in the Guideline Board membership.
4. The Guideline Board will have a Chair and Co-chair, elected by the members. As with other ESO Committees, the term in office of each is 4 years.
5. No member of the Executive Committee or the Board of Directors should be chair or co-chair of the Guideline Board. However, they may serve as members.
6. The Guideline Board may organise itself into sub-committees to achieve its goals, provided it adheres to the Working Rules.

*Country of work/residence, not country of origin.

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