



Adopted, Governing Board Meeting, 20 May 2010

IUCN Academy of Environmental Law

Guideline 3

ADMINISTRATIVE COMMITTEES OF THE GOVERNING BOARD

1. INTRODUCTION

1.1 The Academy Bylaws provide in Clause 6.4(b)(i) that the Governing Board may “establish and terminate committees of the Board including the terms of reference, membership and the appointment of the Chair of such committees”. The Governing Board also may appoint Advisory Committees under Clause 6.4(b)(ii) of the Bylaws and accordingly has established the Teaching and Capacity-Building and Research Committees and adopted a guideline with respect to their operation.

1.2 Pursuant to Clause 6.4(b)(i), the Governing Board at its meeting on April 15-17, 2008 resolved to appoint the following committees of the Board:

- (i) Membership Committee;
- (ii) Web-site Committee (subsequently renamed the information technology and Communications Committee);
- (iii) Governance Committee; and
- (iv) Finance and Fund-raising Committee (subsequently divided into a Finance Committee and a Fund-raising Committee).

and also approved the membership and terms of reference of these committees. Recognizing that the Governing Board may seek to establish additional committees from time to time, or to terminate any of its existing committees, this Guideline is intended to provide for additional matters relating to the appointment, operation and termination of committees of the Governing Board.

2. APPOINTMENT OF NEW COMMITTEES

The Governing Board shall, in appointing a new committee:

- (i) Define the composition of the committee, with the general principle being that there should be no more than 6 members of a Board committee and at least half of the members of the committee should be members of the Governing Board and Secretariat of the Academy;
- (ii) Approve the Terms of Reference for the committee; and
- (iii) Designate the Chair of the committee.

3. TERMINATION OF COMMITTEES

The Governing Board may, on recommendation of the Director or the Chair, terminate any of its committees where it is of the opinion that there is no longer a need for such committee to continue to operate.

4. TERM OF OFFICE OF COMMITTEE MEMBERS

4.1 The term of office of any member of the Governing Board serving on a committee of the Board shall be three years, or until such time as the person ceases to be a member of the Governing Board, whichever is the lesser.

4.2 The term of office of any person serving "ex officio" as a member of a committee of the Governing Board shall be the duration of the period during which they continue to serve in the relevant office (e.g., Chair or Deputy Chair of the Board, or Director or Associate Director of the Academy).

4.3 The term of office of any other person serving on a committee of the Governing Board shall be three years, unless the Board resolves within this period to remove any such person from a committee on the ground of their failure to contribute adequately to the operations of the Committee.

4.4 Any person appointed to a committee of the Board under clauses 4.1 or 4.3 above who has completed a term of three years as a member of a Board committee is eligible for re-appointment to the same committee for a further period of three years, but may not serve more than two full, consecutive terms on the same committee.

5. MEETINGS OF COMMITTEES OF THE GOVERNING BOARD

5.1 Meetings of committees of the Governing Board shall be held usually by way of Skype or any other convenient, long-distance mode of communication, but may also be held face-to-face where the opportunity presents to do so at little or no cost to the Academy.

5.2 The quorum for a meeting of a committee of the Governing Board shall be at least half of the members of the Committee.

5.3 Minutes of meetings of the committees of the Governing Board shall be kept by each committee and must be provided to the next meeting of the Governing Board following such meetings.