

Annex 3: Organisational Structure – Internal Procedures

This Annex contains more detailed descriptions of the organisational structure and internal procedures, beyond those described in the text of the MoC.

A. Procedure to elect the chairperson of the Institute Board

- **Election procedure:**

The chairperson of the Institute Board (IB) is elected by the IB members (one vote per partner, i.e. per MoC signed). The IB chairperson is normally not a person affiliated with the host laboratory.

For the election, the IB first has to select a polling officer: a simple majority of cast votes is sufficient for the election of the polling officer.

The polling officer:

- Solicits nominations from the IB members
- Discusses with the nominees to form a list of candidates
- Organizes the election in the IB, which normally will take place via email

In the election, each partner has **one vote**. The chairperson of the IB is elected by **absolute majority of all partners** (i.e. not simply the absolute majority of the cast votes). If no candidate reaches an absolute majority, the polling officer discusses with the candidates with the aim of obtaining a reduced field of candidates for a second round of voting. In this second round, the IB chairperson is also elected by **absolute majority of all partners**. Should this not result in the election of a candidate, a third round is conducted with the two highest-ranked candidates of the previous round. In this final round, the IB chairperson is elected by **simple majority (50% of all cast votes)**.

- **IB chairperson term of office:**

The term of office of the IB chairperson is **2 years**, after which a new election will take place. It is recognized by the CLICdp members that a certain degree of rotation in the management positions is desirable. With this goal in mind, the total term of office of the IB chairperson is **normally limited to two consecutive terms (4 years)**. The IB will make sure that IB chairperson and CLICdp spokesperson are not simultaneously replaced (i.e. normally not within the same trimester).

B. Institute Board Meetings: Agenda and Minutes

The agenda of the IB meetings needs to be announced to the IB members well in advance. The agenda is initially protected, and will be made public once the meeting has been closed.

Minutes of the IB meetings will be written and distributed to the IB members for comments.

Minutes will be made public once they are approved by the IB.

C. Procedure for decisions to be taken by the Institute Board

Decisions concerning changes to Annexes 2, 3 and 4 of this MoC are taken by an **absolute majority** of all the partners (one vote per partner, i.e. per MoC signed).

Topics being brought to the IB for decision must be announced by the IB chairperson well in advance. The IB generally takes decisions **by consensus**. In case of important decisions (e.g. defining priorities of CLICdp) or in case a controversy occurs, the IB chairperson organises a vote. In that case, the decision requires a **2/3 majority of the cast votes**. Whenever the circumstances require this, the IB chairperson can decide to accept votes by e-mail.

D. Procedure to elect the CLICdp Spokesperson

- **Election procedure:**

The spokesperson of CLICdp is elected by the Institute Board. For the election, the chair of the IB acts as a “polling officer”. The polling officer:

- Solicits nominations from the IB members
- Discusses with the nominees to form a list of candidates
- Organizes the election in the IB, which normally will take place via email

In the election, each partner has **one vote** (i.e. one vote per MoC signed). The spokesperson is elected by **absolute majority** of all partners. If no candidate reaches an absolute majority, the polling officer discusses with the candidates with the aim of obtaining a reduced field of candidates for a second round of voting. In this second round, the spokesperson is elected by **absolute majority** of all partners. Should this not result in the election of a candidate, a third round is conducted with the two highest-ranked candidates of the previous round, where the spokesperson is elected by **simple majority (50% of all cast votes)**.

- **Spokesperson term of office:**

The term of office of the spokesperson is **2 years**, after which a new election will take place. It is recognized by the CLICdp members that a certain degree of rotation in the management positions is desirable. With this goal in mind, the total term of office of the spokesperson is **normally limited to two consecutive terms (4 years)**. The IB will make sure that IB chairperson and CLICdp spokesperson are not simultaneously replaced (i.e. normally not within the same trimester).

E. Link to the CLIC accelerator

For strategic matters involving both accelerator and detectors/physics, the IB interacts with the CLIC Steering Committee (CSC). The CSC forms the link between the CLIC/CTF3 Collaboration Board on the accelerator side and the CLICdp IB on the detector/physics side. The CSC is providing the formal framework for linking the management teams of CLIC/CTF3 and of CLICdp. The chairperson of the IB and the members of the ET represent CLICdp in the CSC.