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Election Regulations for the National Research Council

of 25 January 2008

Based on Article 12 paragraph 2 letter a of the Statutes
the Foundation Council of the Swiss National Science Foundation
issues the following Regulations:

Chapter 1 General

Article 1 Principle

¹ The Election Regulations for the National Research Council (hereinafter "the Research Council") regulate the responsibilities and procedure applicable to the election of the members and the Presiding Board of the Research Council and stipulate the eligibility requirements and election criteria in accordance with the Statutes.

² They ensure that the Research Council is composed of the best representatives of Swiss science in both professional and personal terms.

Article 2 Types of election

¹ A distinction is made between new elections, by-elections or re-elections.

² New elections take place in the framework of the general elections held every four years.

³ If the membership of the Research Council is to be increased and for reasons of urgency it is not possible to wait until the date of the general election, new elections may exceptionally be held during the period of office.

⁴ By-elections are held during the period of office if one or more members need to be replaced during the said period.

⁵ Re-elections take place in the framework of the general elections held every four years.

Article 3 Confidentiality

Election preparations are confidential. The persons entrusted with the work shall maintain secrecy with regard to the information that comes to their knowledge in this context and shall protect the relevant documents against unauthorised access by third parties.

Chapter 2 Responsibilities

Article 4 Divisions of the Research Council

The divisions of the Research Council (hereinafter "the divisions") have the following tasks and responsibilities:

- a. They prepare for the election of members in their division based on the provisions of these Regulations. They define the scientific profile of the members to be elected, manage the application procedure and draft the nominations based on the results of the said procedure.
- b. They prepare for the election of the president of the division.

They may submit a recommendation to the Presiding Board of the Research Council for new members to be elected to their division, provided that the maximum permissible number of members pursuant to Article 18 paragraph 1 of the Statutes has not been reached. Reasons for the recommendation must be submitted in writing to the Presiding Board along with the scientific profile.

Article 4bis Specialised committees of the Research Council

The specialised committees prepare for the election of their president.

Article 5 Presiding Board of the Research Council

The Presiding Board of the Research Council (hereinafter "the Presiding Board") has the following tasks and responsibilities:

- a. It may issue guidelines specifying how the application procedure is to be conducted and how the nomination is to be drafted by the divisions and specialised committees.
- b. It approves the scientific profile after consulting the contact person of the Executive Committee of the Foundation Council responsible for the relevant division (Article 6bis), the manner in which the application procedure is to be conducted (Article 7) and the form and content of the announcement pursuant to Article 7 paragraph 3. If it does not approve of the above, it returns the nominations to the division for revision, whereby it may or may not set specific conditions.
- c. It approves the nominations by the divisions and specialised committees and forwards them to the Executive Committee of the Foundation Council.
- d. After listening to the other divisions, it makes a decision with regard to a division's request for an increase in its membership.
- e. It appoints the Nomination Commission (Article 14), whose task is to prepare for the election of the president of the Research Council.

Article 6 Executive Committee of the Foundation Council

¹ The Executive Committee of the Foundation Council conducts the new elections and by-elections of the members and the Presiding Board of the Research Council in a secret ballot.

² Re-elections are conducted by means of an open vote, unless a member calls for a secret ballot in advance.

³ The candidate with the majority of votes of the members present is elected.

Article 6bis Contact persons for recruitment and election preparations

¹ For each division of the Research Council, the Executive Committee of the Foundation Council appoints a member and a deputy, who participates in the recruitment and preparatory work for elections to the Research Council.

² This contact person or his/her deputy has an advisory role vis-à-vis the bodies entrusted with the election preparations.

Chapter 3 Election Procedure

Section 1 Ordinary Members of the Research Council

Article 7 Application procedure

¹ The application procedure begins as soon as the scientific profile is approved or, in the case of an increase in membership, as soon as the relevant decision has been made by the Presiding Board.

² The forthcoming new elections and by-elections to the Research Council are published on the Internet and announced in writing to the representatives of the scientific organisations represented in the Foundation Council pursuant to Article 9 of the Statutes.

³ The announcement pursuant to paragraph 2 consists of the following elements:

- a. the eligibility requirements;
- b. the scientific profile;
- c. the election criteria;
- d. an invitation to submit an application containing at least the following documents: a detailed application and letter of recommendation, a detailed CV, and written confirmation from the nominated person that he/she will accept the office if elected;
- e. the deadline for the submission of application documents;
- f. the probable timing of the election;
- g. the agreement between the SNSF and the members of the Research Council on the principles guiding their activity (Code of Conduct).

⁴ Candidates may be nominated by scientific organisations domiciled in Switzerland.

⁵ Interested persons may nominate themselves.

Article 8 Nomination by the division

¹ The president of the division personally conducts interviews with the candidates that meet the eligibility requirements in the presence of the contact person of the Executive Committee of the Foundation Council or his/her deputy as well as a representative from the Administrative Offices and, if required, of other members of the Research Council. The president may also invite persons as candidates who did not participate in the application procedure pursuant to Article 7.

² The responsible division discusses the applications submitted and drafts a nomination. The responsible contact person of the Executive Committee of the Foundation Council is invited to participate in this discussion.

³ The division forwards its nomination to the Presiding Board along with a full list of all applications received.

⁴ The nomination contains one or more eligible candidates. The division decides whether to set any priorities. It may hold further candidates in reserve.

⁵ Candidates regarded as ineligible by the division, or their nominating bodies, are informed about their non-consideration in writing without delay.

Article 9 Election preparations by the Presiding Board

¹ The Presiding Board discusses the nomination, whereby it may consult the contact person of the Executive Committee of the Foundation Council who is responsible for the division. If it does not approve the nomination, it returns it to the responsible division for revision, whereby it may or may not set specific conditions.

² Without formally rejecting the nomination, but after again listening to the relevant division, the Presiding Board may invalidate the proposed prioritisation or convert a multiple nomination into a single nomination.

³ The nomination approved by the Presiding Board is forwarded to the Executive Committee of the Foundation Council. It comprises:

- a. a brief report on the application procedure and the election preparations,
- b. the scientific profile,
- c. the personal details of the candidates,
- d. CVs listing the most important milestones in the candidates' careers and
- e. a full list of publications.

⁴ In the case of re-elections, it is sufficient to indicate the candidates' personal details in the nomination.

⁵ If a single nomination is submitted, the reasons for this must be given.

⁶ The Presiding Board ensures that the candidates listed in the nomination are in principle willing to accept the office, if elected.

Article 10 Election

¹ The Executive Committee of the Foundation Council conducts the election based on the election documents it has received.

² It is not bound by any prioritisation of candidates.

³ If it considers the submitted nominations to be insufficient, it returns them to the Presiding Board, whereby it may or may not set specific conditions.

Section 2 Presidents of the Divisions and Specialised Committees

Article 11 Timing of the election

¹ The presidents of the divisions and specialised committees are normally elected in the general elections.

² If a president steps down prematurely, a by-election is conducted for the remaining period of office.

Article 12 Election preparations

¹ The presidents of the divisions and specialised committees are elected from among the members of the Research Council.

² The president of the Research Council participates in the election preparations in an advisory role.

³ The divisions and specialised committees generally submit a single nomination to the Presiding Board of the Research Council.

⁴ In all other respects, the provisions of Article 9 apply mutatis mutandis.

Article 13 Election

¹ The Executive Committee of the Foundation Council generally elects the presidents of the divisions and the specialised committees based on a single nomination.

² If no-one is elected, the matter is returned to the previous body.

Section 3 The President

Article 14 Nomination Commission

¹ The Nomination Commission, which is entrusted with preparing the election of a new president, is generally constituted at least one year before the date on which the election is scheduled.

² The Presiding Board appoints the members of the Nomination Commission from among the members of the Research Council. It may also appoint external persons. The president of the Foundation Council and the director of the Administrative Offices participate in an ex officio capacity.

³ The Nomination Commission is presided over by the President of the Foundation Council. Apart from this, the Nomination Commission constitutes itself. Its secretariat is managed by the Administrative Offices.

Article 15 Election preparations

¹ Based on Articles 22 and 23, the Nomination Commission defines the job profile and issues a public call for applications. The call for applications is conducted in accordance with the provisions of Article 7 paragraph 2 and is also published in daily newspapers and scientific journals. The provisions of Article 7 paragraphs 3 to 5 apply *mutatis mutandis*.

² The Nomination Commission examines the applications received and compiles a shortlist of candidates. It may include persons who have not applied in the shortlist.

³ The Nomination Commission conducts interviews with the shortlisted candidates and, on the basis of these interviews, compiles a single nomination for attention of the Foundation Council.

Article 16 Election

¹ The Executive Committee of the Foundation Council elects the president of the Research Council based on the application documents it has received, unless one or more members insist on conducting an interview with the candidate in advance.

² If the Executive Committee of the Foundation Council conducts an interview with the candidate, it may

- a. conduct the election immediately thereafter or
- b. decide to conduct the election by circular letter or
- c. instruct the Nomination Commission to amend the candidate's dossier or
- d. instruct the Nomination Commission to continue the search for suitable candidates.

³ The election may only be conducted by circular letter if a majority of the members participate.

Chapter 4 Eligibility Requirements

Section 1 Ordinary Members of the Research Council

Article 17 Eligibility requirements

¹ The members of the Research Council must not be members of any other statutory body of the Swiss National Science Foundation.

² Rectors or presidents of Swiss institutions of higher education and directors of Swiss research institutions that receive research funding from the Swiss National Science Foundation are not eligible for election to the Research Council.

³ In all other respects, the eligibility requirements set out in the Statutes apply.

Article 18 Scientific profile

¹ The scientific profile approved by the Presiding Board of the Research Council forms the central criterion for election.

² It defines

- a. the scientific main and second disciplines and

b. the research field

in which the potential member of the Research Council must demonstrably have carried out for several years internationally recognised, high-quality research that is beyond reproach in every respect along with, as the case may be, teaching and management activities.

Article 19 Equal opportunities for men and women

¹ The SNSF strives to achieve an equal representation of men and women in the Research Council.

² This goal is taken into account at each stage of the election procedure. In particular, until equal representation is achieved, women will be given preference in the event of applications of equal quality being received.

Article 20 Further election criteria

Besides the conditions stipulated in Articles 18 and 19, the following professional and personal criteria apply to the selection of candidates:

- a. the various regions, universities and language communities of Switzerland must be appropriately represented in the Research Council;
- b. excellent knowledge of the research landscape;
- c. interest in science and science policy issues that goes beyond the candidate's own field;
- d. at least a passive knowledge of German, French and English;
- e. social and organisational skills;
- f. sensitivity to gender equality issues.

Section 2 Presidents of the Divisions and Specialised Committees

Article 21 Special election criteria

¹ In addition to the criteria set out in Article 20, members of the Research Council that are nominated as candidates for the presidency of a division or specialised committee must be willing to study and discuss science and science policy issues in depth.

² The goal of an equal representation of men and women must be given appropriate consideration when electing the presidents of the divisions and specialised committees.

Section 3 The President

Article 22 Eligibility requirements

In addition to the eligibility requirements set out in Article 17 paragraphs 1 and 2 of the Statutes, members of supervisory and governing bodies of Swiss institutions that receive funding from the SNSF or that attempt to influence the funding policies of the SNSF through their political work are ineligible for the office of president of the Research Council.

Article 23 Special election criteria

In addition to the requirements set out in Article 21, candidates for the office of president of the Research council must

- a. have several years of senior management experience at a scientific institution or an institution devoted to science policy,
- b. have experience and skills in negotiation and in dealing with science policy agencies in Switzerland and abroad,
- c. be able to promote effectively the overarching interests of the SNSF both within the organisation and externally,
- d. be willing to devote at least 50% of a full-time equivalent to the office of president.

Chapter 5 Final Provisions

Article 24 Entry into force

¹ These Regulations enter into force on their approval by the Foundation Council and replace the election regulations for the National Research Council of 28 March 2003.

² They apply with immediate effect to all election matters that are ongoing at the time of their entry into force.

³ Procedural steps completed in accordance with the previous regulations need not be repeated. Without exception, however, the nomination submitted to the Executive Committee of the Foundation Council must meet the conditions set out in these Regulations.