CODATA Constitution (Statutes and By-Laws)

Preamble

Recognizing a world-wide demand for useful, reliable and readily available scientific and technological data, the International Council for Science (ICSU) established in 1966 a committee to promote throughout the world the evaluation, compilation and dissemination of data for science and technology and to foster international collaboration in this field.

Statutes

Statute 1 - Name and Status of the Committee

1.1 The Committee on Data for Science and Technology, hereinafter called CODATA, is a Scientific Committee of ICSU. It is a non-profit making organization.

Statute 2 - Mission

2.1 The mission of CODATA is to strengthen international science for the benefit of society by promoting improved scientific and technical data management and use.

2.2 To achieve this mission, CODATA shall pursue, among others, the following goals:

a) The promotion of the evaluation and, in general, the quality control of data as well as the improvement of the methods by which data are acquired, managed, analyzed, validated, disseminated and archived.

b) The facilitation of cooperation among those performing these activities.

c) The development of national and international data policies commensurate with the needs of the scientific and technical research communities as well as society as a whole.

d) An increase in awareness of the importance of these activities.

2.3 Specifically, CODATA will:

a) Compile and critically evaluate, or encourage compilation and critical evaluation of, key sets of scientific data of special importance.

b) Study methodologies for evaluation, management, analysis and dissemination of data, including means of maximizing the compatibility of databases from different sources.

c) Enhance coordination of data projects in order to provide consistent formats, maintain standards or facilitate conduct of the work and encourage standard interchange formats for data.

d) Establish and/or maintain directories on sources of data.

e) Undertake pilot projects to evaluate the feasibility of building databases or data systems.

f) Stimulate experimental determinations, theoretical calculations or correlations, and observations which are crucial to completion of evaluations of data sets.

g) Encourage usage of symbols, units, nomenclature, terminology, constants, etc., that are advocated by the responsible Unions.

h) Foster exchange of relevant information and ideas by meetings, publications, training courses and other appropriate means.

i) Monitor all aspects of data policies, including commenting on proposed national and international policy changes that affect the scientific and technical community, and promoting those policies that advance the potential utility of scientific and technical data.

j) Provide advice to ICSU, to its Unions, and, as appropriate, to other international bodies. Collaborate with such bodies in carrying out projects of mutual interest.

Statute 3 - Membership

3.1 CODATA shall be composed of seven kinds of members:

a) Union Members. Each Scientific Union federated in ICSU which expresses an interest in the scientific data program and a desire to participate in the work of CODATA may become a Member by communicating its intention to CODATA.

b) National Members. A National Member shall be a scientific academy, research council, scientific institution or association of such institutions which has activities in scientific data evaluation and compilation. Institutions effectively representing the range of such activities in a definite territory may be accepted as National Members, provided they can be listed under a name that will avoid any misunderstanding about the territory represented. Each National Member will pay annual dues in accordance with the category of membership approved by the General Assembly. Failure to do so by more than two years following December 31 of the year in which the dues become payable will render the National Member liable to suspension of its right to vote and to other privileges of membership, if so decided by the General Assembly. Such National Members may regain their voting rights and privileges by paying dues in arrears as assessed by the General Assembly. Applicants for National Membership must be approved by the General Assembly and must pay their first year's dues before receiving voting rights and other privileges of membership. Each National Member is expected to establish an appropriate committee for maintaining liaison with CODATA.

c) Regional Members. An international body, representing a group of nations on the basis of some regional or other relationship and having an interest in the work of CODATA, may become a Regional Member of CODATA. Each Regional Member will pay annual dues at a scale to be established by the General Assembly. Failure to do so by more than two years following December 31 of the year in which the dues become payable will render the Regional Member liable to suspension of its right to vote and to other privileges of membership, if so decided by the General Assembly. Such Regional Members may regain their voting rights and privileges by paying dues in arrears as assessed by the General Assembly. Applicants for Regional Membership must be approved by the General Assembly and must pay their first year's dues before receiving voting rights and other privileges of membership. Each Regional Member is expected to establish an appropriate mechanism for maintaining liaison with CODATA. A Regional Member may not include any nation that is also represented by individual National or Associate Membership, and no nation may be represented in more than one Regional Membership.

d) Associate Member. An Associate Member shall be an entity which would qualify as a National or Regional member but which lacks the resources to pay the appropriate dues. Associate Members shall have all rights of National or Regional Members subject to the following:

- They do not have the right to approve Task Groups;
- They do not have the right to nominate candidates;
- They do not have the right to vote in elections for Officers or Ordinary Members of the Executive Committee;
- They do not have the right to vote on financial issues.

The Associate Member category is designed to encourage countries or regions with limited resources to join and participate in CODATA on terms appropriate to their economic status.

Dues to be paid by an Associate Member shall be set at one-fifth of the lowest category of National Member dues as approved by the General Assembly.

Failure to pay these dues by more than two years following December 31 of the year in which the dues become payable will render the Associate Member liable to suspension of its right to vote and to other privileges of membership, if so decided by the General Assembly. Such Associate Members may regain their voting rights and privileges by paying dues in arrears as assessed by the General Assembly. Applicants for Associate Membership must be approved by the General Assembly and must pay their first year's dues before receiving voting rights and other privileges of membership. Each Associate Member is expected to establish an appropriate committee for maintaining liaison with CODATA. Associate Members shall normally be expected to apply for full National or Regional membership after 6 years in this category.

e) Co-opted Members. An organization involved wholly or predominantly in work covered by the Mission of CODATA and which is associated with or affiliated to ICSU or one of its Unions may become, with approval of the General Assembly, a Co-opted Member of CODATA.

f) Affiliate Member. An Affiliate Member shall be an international organization, an academic institution, or a research institution having an interest in data science and a desire to work with CODATA in support of CODATA's mission. Affiliate Members shall pay annual dues and receive benefits as determined and updated periodically by the Executive Committee. Applicants for Affiliate Membership must be approved by the Executive Committee and must pay their first year's dues before receiving any privileges of membership. Affiliate Members who are fully current on their annual dues 90 days in advance of the General Assembly have the right to vote on one Delegate to represent the category of Affiliate Members at the General Assembly. A minimum of five (5) Affiliate Members in good standing is required to elect a Delegate. The Delegate has the same rights as other National and Regional Member delegates to nominate candidates, vote in elections, vote on Task Groups, and vote on financial issues. If there are more than fifty (50) Affiliate Members in good standing, the General Assembly may authorize an additional Delegate to represent the Affiliate Member category.

g) At-Large Member. An At-Large Member shall be an individual scientist, expert, or other professional having an interest in data science and a desire to work with CODATA in support of CODATA's mission. At-Large Members shall pay annual dues and receive benefits as determined and updated periodically by the Executive Committee. Applicants for At-Large Membership must be approved by the Executive Committee and must pay their first year's dues before receiving any privileges of membership. At-Large Members who are fully current on their annual dues 90 days in advance of the General Assembly have the right to vote on one Delegate to represent the category of At-Large Members at the General Assembly. A minimum of ten (10) At-Large Members in good standing is required to elect a Delegate. The Delegate has the same rights as other National and Regional Member Delegates to nominate candidates, vote in elections, vote on Task Groups, and vote on financial issues. If there are more than one hundred (100) At-Large Members in good standing, the General Assembly may authorize an additional Delegate to represent the At-Large Member category.

3.2 Each Union, National, Regional, Associate or Co-opted Member shall designate a Delegate to represent it on CODATA. These Delegates shall seek advice from the organizations they represent. The Delegates elected by the Affiliate Members and At-Large Members shall seek advice from their respective Members in good standing.

3.3 A Delegate may serve CODATA in more than one capacity; the President, Secretary General and Treasurer may not, however, serve CODATA in any other capacity during their term of office (see Statute 7.2 a)).

3.4 Members are encouraged to designate Delegates for a term of four years but not for more than one renewal.

3.5 To promote the fiscal responsibility of CODATA, National and Regional Members shall pay their assigned dues promptly and in the year assigned. At each General Assembly, the

Treasurer shall present a list of all National and Regional Members in payment arrears, which is defined as non-payment for two calendar years. The list shall include all National and Regional Members who will be in arrears for non-payment of two years if they do not complete payment between the time of the General Assembly and the end of the present calendar year. Upon review of the list, the Secretary General will **notify the Member that their category of membership will be changed to Associate Member** and that the Member may appeal to the General Assembly. If appealed, the General Assembly shall propose one of three options: 1) confirm immediate change in the category of Membership to Associate Membership; 2) confirm change in the category of Membership to Associate Membership on the first day of the next calendar year if no payment is received by that date; 3) confirm change in the category of Membership to Associate Membership as of June 30th of the next calendar year if no payment is received by that date. The General Assembly may waive these options only upon majority vote of all Members eligible to vote for Officers.

3.6   Affiliate and At-Large Members shall pay their assigned dues promptly and in the year assigned. If dues are not received by the end of the calendar year, the membership will be suspended until past and current dues are paid. Full payment of annual dues and any arrears must be made 90 days before a General Assembly in order for an At-Large Member or an Affiliate Member representative to qualify to serve as the Delegate representing their peers or to elect such a Delegate.

Statute 4 - Administration

4.1   The administration of CODATA activities shall be by:

a)   The General Assembly (see Statute 5)

b)   The Executive Committee (see Statute 6)

c)   The Officers (see Statute 7)

Statute 5 - The General Assembly

5.1   The General Assembly is the highest authority of CODATA and shall determine its general policy.

a)   The General Assembly shall have, in particular, the following functions:

- to elect Officers and Ordinary Members of the Executive Committee,
- to govern CODATA and to direct its work,
- to assign duties to the Executive Committee,
- to examine the report of the Executive Committee and the financial report,
- to suspend the voting rights and privileges of National, Regional or Associate Members for non-payment of dues in accordance with Statutes 3.1 b), c) and d);
- to re-instate those voting rights and privileges when the assessed dues in default have been paid;
- to approve applicants for new National, Regional or Associate Membership and assign their membership category;
- to resolve appeals arising from failure to pay dues in accordance with Statute 3.5;
- to determine the fields in which new Task Groups shall work and to confirm or reject the establishment or continuation of Task Groups.

b)   The General Assembly has all such powers as have not been conferred upon another organ under the present Constitution.

c)   The President shall convene a General Assembly of CODATA at least once every two years. A General Assembly shall consist of Delegates of Members (Statute 3.2). If a Delegate is unable to attend the General Assembly, the Member (or a majority of Affiliate Members or a majority

of At-Large Members) may appoint a Substitute by giving written notice to the President. Representation by voting Delegates and duly appointed Substitutes equaling one half or more of the total number of CODATA voting Delegates shall constitute a quorum of the General Assembly.

d) Each Member (or group of Affiliate or At-Large Members) shall have one vote to be exercised by the appointed Delegate or Substitute. The President shall have a casting vote.

e) Decisions shall be by a simple majority of the affirmative and negative votes of the Delegates or their Substitutes who are present and voting, except where otherwise stipulated in this Constitution.

5.2 Observers

a) ICSU shall be invited to send an Observer to the General Assembly.

b) National Members and Union Members of ICSU as well as international organizations which are not members of CODATA may be invited by the Executive Committee to be represented at the General Assembly by Observers.

5.3 The President shall convene an Extraordinary General Assembly when so required by a resolution of the Executive Committee or when petitioned by at least one half of the Delegates.

Statute 6 - The Executive Committee

6.1

a) The Executive Committee of CODATA shall consist of the Officers (see Statute 7) together with eight Ordinary Members elected by the General Assembly and up to two Co-opted Members appointed per Statute 6.1 e). A candidate for Officer or Ordinary Member of the Executive Committee, at the time of election, must be a long-term resident of, or have primary affiliation with, the territory of a voting National or Regional Member or must be the official Delegate of a Member Union or Co-Opted Organization, or the official Delegate of the Affiliate Members or the At-Large Members.

b) In making elections to the Executive Committee, attempts should be made to strike a balance as regards both disciplines and countries and to provide specialized expertise relevant to currently important CODATA projects. The Ordinary Members of the Executive Committee need not necessarily be past or present Delegates but must have participated in recent activities of CODATA such as Task Groups or the liaison committee of a National or Regional Member (see Statutes 3.1 b), c) and d)).

c) The term of office of Ordinary Members shall be two years with the possibility of extensions for up to two further periods of two years each. In defining terms of office, the two year period shall normally be the time between the end of an (ordinary) General Assembly and that of the subsequent (ordinary) General Assembly.

d) The maximum, aggregate number of consecutive years which an individual may serve on the Executive Committee, whether as Ordinary Member or Officer, shall be ten years. Upon completion of such a term of service, the individual shall not be considered eligible for election to any Executive Committee position for the next two years but may be so considered after the expiry of that two year period.

e) The Executive Committee shall have the power to co-opt not more than two additional members to assist in the handling of matters requiring particular or additional skills and experience. Years served by a Co-opted member shall be included in the total described in Statute 6.1 d).

f) The Executive Board of ICSU shall be invited to send an Observer to the Executive Committee of CODATA.

6.2 Between General Assemblies of CODATA, the responsibility for transacting the business of CODATA is vested in the Executive Committee. In its transactions, the Executive Committee requires a quorum of one half of its members. Decision shall be by a simple majority of the number of votes cast. The Chair shall have a casting vote.

6.3 The Executive Committee shall normally meet once a year.

6.4 The Executive Committee may consult the Delegates between General Assemblies to obtain guidance on major issues. Participation by voting Delegates equaling one half or more of the total number of CODATA voting Delegates shall constitute a quorum for such consultations.

6.5 All actions of the Executive Committee shall be reported at the subsequent General Assembly in the reports of the Secretary General and the Treasurer.

Statute 7 - The Officers

7.1 CODATA shall elect a President, one or two Vice-Presidents, a Secretary General and a Treasurer. In addition, the Immediate Past President is, *ex officio*, an Officer subject to the provisions of Statute 7.2c). Officers must normally be selected from:
- past or present Delegates or Members of the Executive Committee,
- those who have been active within the last three years in an executive capacity in CODATA Task Groups or Working Groups; or
- those who have been active within the last three years in their CODATA national committee.
- In exceptional circumstances, the Executive Committee may, by resolution, nominate an outstanding candidate whose background in CODATA does not meet the above criteria.

7.2
a) On assuming office, the President, the Secretary General and the Treasurer shall cease to be the Delegates of their Members if they are such Delegates. In accordance with Statute 3.3, the Members shall designate alternative Delegates in their place.

b) The President shall be elected for a term of four years which cannot be extended.

c) The Immediate Past President, exceeding if necessary the provisions of Statute 6.1 d), shall remain an Officer for the first two years following the conclusion of his term of office as President.

d) The Secretary General and Treasurer shall be elected initially for a term of four years with the possibility of a renewal for a further term not to exceed four years and may, if necessary, exceed the provisions of Statute 6.1 d) in order to complete that term. The Vice Presidents shall be elected initially for a term of four years with the possibility of a renewal for a further term not to exceed four years, subject to the provisions of Statute 6.1 d). Only the Immediate Past President may serve more than eight consecutive years as an Officer of CODATA.

7.3 In the event of the death, incapacity or resignation of the President, the Immediate Past President shall be Acting President to hold office until the subsequent General Assembly. If he or she is unable or unwilling to act as President, the Executive Committee, with the Secretary General acting as Chair *pro tem*, shall appoint a Vice President to be the Acting President or, failing that, from among its own members or, failing that, from among present and past Delegates.

7.4 In the event of the death, incapacity or resignation of the Secretary General or the Treasurer, the Executive Committee shall appoint an Acting Secretary General or Treasurer to hold office until the subsequent General Assembly from among its own members or, failing that, from among present and past Delegates.

7.5 In the event of the death, incapacity or resignation of a Vice-President, the Executive Committee may appoint an Acting Vice-President to hold office until the subsequent General

Assembly from among its own members or, failing that, from among present and past Delegates.

7.6   Between meetings of the Executive Committee, responsibility for transacting the business of CODATA is vested in the Officers. All decisions of the Officers shall be submitted for approval to the Executive Committee at its next meeting.

7.7   In defining terms of office, the two year period shall normally be the time between the end of an (ordinary) General Assembly and that of the subsequent (ordinary) General Assembly.

7.8   The Secretary General of CODATA shall keep the Secretary General of ICSU fully and promptly informed of the activities of CODATA.

Statute 8 - The Secretariat

8.1   A Secretariat shall be established to implement the decisions of CODATA. Its activities shall be defined by the Executive Committee.

8.2   The Secretariat shall be headed by a salaried Executive Director or Executive Secretary appointed by the Executive Committee. The Executive Director or Executive Secretary shall work under the general supervision of one of the Officers designated by the Executive Committee and shall normally attend the General Assembly, the meetings of the Executive Committee and those of the Officers.

8.3   Other salaried staff of the Secretariat will be appointed by the Executive Director or Executive Secretary in consultation with the Officer mentioned in Statute 8.2.

Statute 9 - Fiscal Policy and Financial Administration

9.1
   a) CODATA shall acquire revenue through annual dues from National, Regional, Associate, Affiliate, and At-Large Members according to financial categories of membership as set by the General Assembly. In questions concerning National, Regional, Associate, Affiliate, and At-Large Member dues, only National, Regional, Affiliate and At-Large Delegates have a vote.

   b) CODATA may also acquire income from grants, contracts, contributions, donations, publications and meetings.

9.2   CODATA shall not assume expenses or debts exceeding the sum of liquid assets on hand plus membership dues, promised grants, contributions and other income receivable over the subsequent 12 month period.

9.3   CODATA shall establish and maintain a Reserve Fund equivalent to approximately one year of CODATA operational funds. When deemed necessary, funds may be withdrawn from the Reserve Fund upon the recommendation of the Treasurer and, notwithstanding Statute 6.2, an affirmative two-thirds majority vote of a quorum consisting of 75% of the Executive Committee.

9.4   All income of CODATA shall be deposited in accounts authorized by the Officers. Only Officers or other persons so authorized by the Executive Committee may be signatories to contracts and disbursements.

9.5   The Treasurer is responsible for financial planning and budgeting for the Executive Committee and the General Assembly. The Executive Committee shall meet the appropriate fiscal reporting requirements of ICSU.

9.6   The Treasurer is also responsible for the safekeeping and expenditure of CODATA funds and shall require accounts of expenses from recipients of CODATA monies. The Treasurer shall prepare for approval by the Executive Committee and for submission to the General Assembly

annual budgets and an annual account of expenditures and will, with the approval of the Executive Committee, arrange for independent auditing of the accounts.

9.7
   a) Traveling expenses related to the Executive Committee meeting shall normally be defrayed by CODATA. All other matters concerning traveling expenses will be decided by the Executive Committee.

   b) Traveling expenses of the Delegates to the General Assembly shall normally be the responsibility of Members designating them.

Statute 10 - Nominating Committee

10.1   The General Assembly at which a new President is elected shall appoint a Nominating Committee to propose candidates for vacancies among the Officers and Ordinary Members of the Executive Committee for election at the two following General Assemblies. The Nominating Committee shall consist of four members (two at least of whom shall be past or present Delegates) elected by the General Assembly, with the Immediate Past President, or, if he or she is unable or unwilling to serve, another previous Officer as Chair. Members of the Committee shall be appointed for four years.

Statute 11 - Supporting Organizations

11.1   Any organization supporting the mission of CODATA and agreeing to foster CODATA's activities may become a Supporting Organization upon application to the Executive Committee via the Secretary General and payment of the required dues as established under By-Law 3.3.

Statute 12 - Task Groups and Working Groups

12.1   CODATA may appoint Task Groups for the examination of special topics; it may also appoint ad hoc committees to provide policy guidance, to plan new activities, to evaluate the work of Task Groups or to oversee other CODATA activities. The Executive Committee may set up Working Groups to investigate immediate short-term problems.

Statute 13 - Proposal and Amendment of By-Laws

13.1   Proposed By-Laws or amendments must reach the Executive Director or Executive Secretary not less than one hundred and five days in advance of the General Assembly at which the resolutions are to be moved so as to permit notification of the Delegates ninety days in advance. By-Laws may be adopted or amended by a simple majority vote at a General Assembly according to the provisions of Statute 5.1 e).

Statute 14 - Proposal and Amendment of Statutes

14.1   Proposed Statutes or amendments must reach the Executive Director or Executive Secretary not less than one hundred and five days in advance of the General Assembly at which the resolutions are to be moved so as to permit notification of the Delegates ninety days in advance. Statutes may be adopted or amended at a General Assembly by receiving affirmative votes from at least two-thirds of the voting Delegates and duly appointed Substitutes present and on ratification by the Executive Board of ICSU.

Statute 15 - Interpretation

15.1 The English text of the Statutes and By-Laws comprising this Constitution shall be considered as authoritative. In matters not covered by this text, the ICSU rules for Scientific and Special Committees shall apply.

By-Laws

By-Law 1 - Regarding Attendance at Meetings

1.1 The President may invite as Observer, to part or whole of a meeting of the Officers or Executive Committee or to the General Assembly, any person whose presence is likely to be particularly useful.

1.2 The expenses of Observers shall not normally be defrayed by CODATA.

By-Law 2 - Relating to Consultations between General Assemblies (Statute 6.4)

2 The following procedures will be used by the Executive Committee in conducting such Consultations:

2.1 The Executive Director or Executive Secretary may use postal or electronic means, such as email, telefacsimile or a secure web-based system, to provide ballots to the Delegates;

2.2 In order to give Delegates time to consult their Members, the deadline stipulated for the receipt of the returned ballots shall be not less than 8 weeks after the date of their dissemination. Ballots may be returned by post or by electronic means in a format that unambiguously establishes the identity of the Delegate;

2.3 On the ballot, Delegates will be given the opportunity to object to the issue being decided by the Executive Committee and to request that the decision be made at the subsequent General Assembly;

2.4 Delegates who object will be requested to state their reason for doing so in writing to the Executive Director or Executive Secretary. These replies shall be circulated to the Delegates with a request for additional comments.

By-Law 3 - Relating to Supporting Organizations (Statute 11)

3.1 Terms of reference. Supporting Organizations agree to support the mission of CODATA as stated in Statute 2 of the CODATA Constitution.

3.2 Admission. An organization wishing to become a Supporting Organization shall address its application to the Executive Committee via the Secretary General. On being notified of its admission, a Supporting Organization shall indicate the category in which it intends to adhere to CODATA.

3.3 Categories. The categories and the corresponding annual dues for Supporting Organizations will be set from time to time by the Executive Committee.

3.4 Relations with CODATA. A Supporting Organization may designate an individual to maintain contact with CODATA. Each Supporting Organization may send an Observer, at its own expense, to CODATA General Assemblies.

3.5 Rights of Supporting Organizations. All Supporting Organizations shall receive automatically and free of charge the CODATA publications commensurate with their dues category. The Executive Committee may designate additional benefits for Supporting Organizations.

By-Law 4 - Relating to Nominations (Statute 10)

4.1   Not later than one year before a General Assembly the Nominating Committee shall invite all Members as well as members of Task Groups who are referred to hereafter as Parties, to propose names for election as Officers and Ordinary Members of the Executive Committee. The proposed names, along with the names of past and present Delegates, will form a basis for the Nominating Committee to select a Provisional List of candidates.

4.2   The Nominating Committee shall distribute to all Delegates, at least six months before a General Assembly, a Provisional List of candidates for election to office in CODATA or to Ordinary Membership of the Executive Committee.   This List shall include at least one nomination for each Officer position, for which the end of the incumbent's term is pending, and at least eight nominations for Ordinary Membership of the Executive Committee.

The Nominating Committee must place on the Provisional List all nominations that have been proposed by at least 4 Parties pursuant to By-Law 4.1.   In addition, to ensure there are candidates for all positions, including alternatives if so desired, the Nominating Committee may place on the Provisional List nominations which have been proposed by fewer than 4 Parties as well as names that the Nominating Committee has identified through its own deliberations. The Nominating Committee shall indicate on the resultant Provisional List those whom it recommends as candidates.   In all cases, it is the responsibility of the Nominating Committee to ensure that all listed candidates satisfy the relevant criteria of the Statutes then in force and have indicated their willingness to serve if elected.

The names of any further candidates proposed by at least 4 Delegates, together with the candidate's written consent to serve if elected, must reach the Secretary General at least 6 weeks before the General Assembly. The Secretary General will add the names of such candidates to the Provisional List and will send this merged list, referred to hereafter as the Official Slate of Candidates, to the Delegates 5 weeks before the General Assembly.

By-Law 5 - Voting Procedures

5.1   The election of the Officers shall be by secret ballot from names listed on the Official Slate of Candidates. Each voting member shall vote for no more names than there are vacancies to be filled. Any ballot paper not complying will be considered invalid.

5.2   The election of the Ordinary Members shall be by secret ballot from names listed on the Official Slate of Candidates. Each voting member shall vote for the same number of names as there are vacancies to be filled. Any ballot paper not complying will be considered invalid.

5.3
  a)   a candidate for Officer shall be declared elected who receives more than one-half the valid votes actually cast; absences, failure to vote and abstentions are not taken into account. The number of votes to be cast by each voting Member shall be in conformity with Statute 5.1 d).

  b)   Candidates for Ordinary Members shall be selected in descending order of their vote count until all positions are filled and shall be declared elected if their vote count is more than one-half the number of valid ballot papers actually cast. Absences, failure to vote and abstentions are not taken into account. The number of ballot papers to be cast by each voting Member shall be in conformity with Statute 5.1 d).

5.4   If vacancies remain after any ballot, the name of the candidate receiving the least number of votes and the names of the elected candidates shall be removed from the next ballot. This procedure shall be repeated until all vacancies have been filled. If at any time a choice must be made among candidates who have obtained the same number of votes, a separate ballot shall be taken to resolve the tie. Should the tie remain after two consecutive ballots, the President shall have the right to cast the deciding vote.

By-Law 6 - Relating to Task Groups, Working Groups and Committees (Statute 12)

6.1   The Executive Committee shall propose to the General Assembly the need for Task Groups consistent with the provisions of Statute 12. The power to establish Task Groups is vested in the General Assembly.

6.2   Proposals for the establishment of Task Groups shall be solicited by the Executive Committee from all Delegates and through CODATA publications beginning at least 12 months in advance of the General Assembly; at the same time the Secretary General shall request Chairs of existing Task Groups to submit proposals for renewal.

6.3   These proposals, with a clearly formulated objective, budget, work plan, statement of tangible outcomes benefiting CODATA and the scientific community, as well as a timetable for completion, shall be submitted to the Secretary General who, upon being satisfied that minimum criteria have been met, will ensure that each proposal is subjected to impartial peer review and that those proposals and reviews are available for assessment by the Executive Committee at their regular meeting prior to the General Assembly.

6.4   The Secretariat shall send the proposals, after they have been assessed, modified and ranked as deemed necessary by the Executive Committee, to the Delegates at least eight weeks in advance of the General Assembly.

6.5   The President, in consultation with the Executive Committee, shall appoint the Chair of each Task Group. The Chair in turn shall formulate for the Executive Committee the terms of reference of the Task Group and its detailed work plan and the proposed list of members.

6.6   To maintain good liaison between the Task Groups and CODATA members, especially with the relevant Unions, the proposed list of members shall be sent to all Delegates for their comments. The final list of members, when confirmed and approved by the Executive Committee, shall be sent to all Delegates.

6.7   To provide oversight of and facilitate communication with Task Groups, the Executive Committee will appoint Liaisons from among its members who, from the time of appointment until the next General Assembly, will:
(a) participate, where appropriate, in Task Group activities;
(b) ensure that the Task Group is informed of pertinent actions or decisions of the Executive Committee;
(c) analyze reports and communications received from the Task Group;
(d) alert the Secretary General to incipient problems;
(e) brief the Executive Committee at its regular meetings on the current status of the Task Group;
(f) comment, as required, to the General Assembly on the application for renewal of the Task Group.

Liaisons shall be considered *ex officio* members of their respective Task Groups and receive copies of all correspondence and products.

6.8   The continuation of all Task Groups shall be subject to reconfirmation at each General Assembly on the basis of a progress report and proposals for future activities to be mailed to the Delegates by the Executive Director or Executive Secretary eight weeks in advance of the General Assembly.

6.9   The ballot for establishing Task Groups, and approving their continuation, will provide for the casting of either a "Yes" or "No" vote for each Task Group. A Task Group must receive more "Yes" votes than "No" votes to be established or to be approved for continuation. Failures to vote for a given Task Group will be ignored in determining majority. Approval does not necessarily imply funding of the proposed budget of the Task Group.

6.10   The Executive Committee or the General Assembly may set up Working Groups to explore the need for CODATA action on specific issues. Only in exceptional circumstances shall a Working Group continue for more than two years. If a Working Group recommends the establishment of a CODATA project, the Executive Committee may propose to the General Assembly the creation of a Task Group to carry out that project.

6.11   The term of office of the Task Group Chair will be two years and may be renewed for two additional terms of two years each. He or she may continue to serve as a member of the Task Group. No Officer or Ordinary member of the Executive Committee shall be eligible to be Chair of a CODATA Task Group or CODATA Working Group. Any conflict of this nature must be resolved within 30 days of the conflict arising either by resignation as Task Group or Working Group Chair or by resignation as Officer or Ordinary Member of the Executive Committee.

6.12   The Executive Committee may establish advisory committees as needed.

By-Law 7 - Relating to Affiliate Members

7.1   Terms of reference. Affiliate Members agree to support the mission of CODATA as stated in Statute 2 of the CODATA Constitution

7.2   Admission. An organization wishing to become an Affiliate Member shall address its application to the Executive Committee via the Secretary General. The Executive Committee shall establish basic criteria for admission consistent with Statute 3.1.

7.3   Categories. The categories (e.g., non-profit vs. for-profit) and the corresponding level of annual dues for Affiliate Members will be set from time to time by the Executive Committee.

7.4   Relations with CODATA. An Affiliate Member should designate an individual to maintain contact with CODATA. Affiliate Members have the right to select up to five (5) Observers, in addition to their Delegate, to the General Assembly at their own expense.

7.5   Rights of Affiliate Members. All Affiliate Members shall receive automatically and free of charge the CODATA publications commensurate with their dues category. The Executive Committee may designate additional benefits for Affiliate Members.

By-Law 8 – Relating to At-Large Members

8.1   Terms of reference. At-Large Members agree to support the mission of CODATA as stated in Statute 2 of the CODATA Constitution

8.2   Admission. An individual wishing to become an At-Large Member shall address his or her application to the Executive Committee via the Secretary General. The Executive Committee shall establish basic criteria for admission consistent with Statute 3.1.

8.3   Categories. The categories (e.g., regular vs. student) and the corresponding level of annual dues for At-Large Members will be set from time to time by the Executive Committee.

8.4   Relations with CODATA. At-Large Members have the right to select up to five (5) Observers, in addition to their Delegate, to the General Assembly at their own expense.

8.5   Rights of At-Large Members. All At-Large Members shall receive automatically and free of charge the CODATA publications in electronic form commensurate with their dues category. The Executive Committee may designate additional benefits for At-Large Members.

Historical Note regarding the Constitution

This version was approved by the 17th CODATA General Assembly Columbus, Ohio, July 1990; modified by the 18th CODATA General Assembly Beijing China, October 1992; modified by the 19th CODATA General Assembly Chambéry, France, September 1994; modified by the 21st CODATA General Assembly, New Delhi, India, November 1998; modified by the 22nd CODATA General Assembly, Stresa, Italy, October 2000; modified by the 23rd CODATA General Assembly, Montreal, Canada; modified by the 24th General Assembly, Berlin, Germany; modified by the 26th General Assembly, Kyiv, Ukraine and modified by the 27th General Assembly, South Africa; modified by the 28th General Assembly, Taipei.