International Science Council

APPLICATION FOR MEMBERSHIP

SPECIAL MEMBERSHIP FOR YOUNG ACADEMIES AND ASSOCIATIONS

International Science Council (ISC)

The completed **application form**, together with a **copy of the Statutes of the applying organization** (or equivalent), and a **signed statement** that the applicant will comply with ISC's Statutes and Rules of Procedure must be received at least two months in advance of the Governing Board meeting at which it is to be considered.

The document *ISC Membership Criteria and Procedure* describes the membership application criteria and procedure for admission to the ISC with details about the application process and relevant extracts from the ISC Statutes and Rules of Procedure.

Contact details

Name of organization	RSC College of New Scholars, Artists, and Scientists
Name of person submitting application	Russel MacDonald
Position held in the organization	Manager, Programmes
Email address	rmacdonald@rsc-src.ca

Type of membership

The Royal Society of Canada's College of News Scholars, Artists and Scientists (RSC College) hereby applies to become a Member of ISC as a [*please indicate the type of membership you wish to apply for by ticking the corresponding box]*

☐ **Full Member (Category 1):** Scientific unions, associations and similar bodies, being international scientific organizations devoted to the practice and promotion of specific scientific disciplines or areas

☐ **Full Member (Category 2):** Academies of sciences, research councils or analogous not-for-profit scientific bodies representing a broad spectrum of scientific fields or disciplines in a country, region, territory or globally.

☒ **Affiliated Member (Category 3):** Other international bodies, being governmental and non-governmental organizations, whose activities are in a field cognate to those of the Council.

Details concerning the organization applying for membership

Date of creation of the organization	November 2014
Types of members	The RSC College is comprised of individual research leaders and creative arts practitioners from across Canada at the early-to-mid-career stage.
The organization is	☒ Non-governmental ☐ Quasi-governmental ☐ Governmental
Source of funds	Our funds come from our membership fees which are administered by the Royal Society of Canada.
Relationship to government	We are independent from the Government of Canada.
Affiliation to senior academy or association	*We are the 'young' academy of the Royal Society of Canada and are integrated within its governing structure. Our president is a vice-president of the Royal Society of Canada.*
Does the senior academy or association support your application?	☒ Yes ☐ No ☐ Other *[Please advise]*
Name of contact at senior academy or association supporting your application	*Darren Gilmour, Executive Director, Royal Society of Canada*
Affiliation to national and international scientific groupings	*As a constituent body of the Royal Society of Canada (RSC), the RSC College contributes to the RSC's support of the National Research Council of Canada in representing Canada at the ISC.*
International activities	*The RSC College has an International Portfolio as part of its governing council. It proposed, developed, and is leading its At-Risk and Displaced Academics and Artists programme, and it is responsible for connections with other young academies. The RSC College is also participating in the co-hosted (between Canada and the United States) triennial IAP AGM and Worldwide Meeting of Young Academies (November 2022).*
Contacts with the ISC or ISC bodies	*The current president of the RSC College, Professor S. Karly Kehoe, has just been appointed to the ISC's Freedom and Responsibility in Science Standing Committee. She joins College Member Catherine Middleton (Committee for Outreach and Engagement) and RSC Fellow, Françoise Baylis (ISC Governing Board)*

International Science Council

Statement of motivation

The Royal Society of Canada's College of New Scholars, Artists and Scientists is applying for membership of the International Science Council (ISC) to build stronger links with the international community working for the global public good. The ISC's focus on 'catalysing and convening scientific expertise' to confront some of the world's most urgent challenges appeals to our sense of responsibility as global citizens. The survival of a healthy research eco-system, which must include expertise from all disciplines, requires the emerging generation of research leaders to be involved in the conversations that are shaping and will shape global science policy.

Becoming a member of the ISC would enable the RSC College to contribute, in meaningful ways, to the acute and urgent challenges our societies are facing such as public health, forced migration, climate change and language loss. We are well-positioned to make an immediate contribution because our members come from all disciplines and represent Canada's next generation of research leaders and creative talent. We support the RSC by collaborating with the senior fellowship to deliver policy advice on topics ranging from vaccine hesitancy and child health to recovery from COVID-19 and One Health. Additionally, we have been proactive in developing programmes for the public good: over the past two years, we are committed to reconciliation as a means of addressing, for example, our relationships with Indigenous peoples, to supporting research colleagues displaced to Canada due to war, conflict or threats of violence with our new At-Risk and Displaced Academics and Artists programme, and to expanding our links with other young academies around the world. The RSC College recognizes that Canada has a special role (and major responsibility) to play in the world of science diplomacy. We support the ISC's commitment to 'creating a dignified future for humanity' and want to work its members in 'advancing human development within sustainable planetary boundaries'. Never has the need for collaboration across all disciplines, regions, and generations been more urgent. The RSC College is applying for membership because we want to be part of the solution.

Attachments

☒ **Statutes** (or equivalent) of the applying organization

☒ **Formal attestation** to the effect that the governing body of the organization seeking admission to ISC has resolved that the organization will adhere to ISC's Statutes and Rules of Procedure (template provided).

☒ Additional information about the applicant
Additional information can be found at https://rsc-src.ca/en/fellows-members/college-members

Signed on behalf of the applying organization

Name: S. Karly Kehoe
Position: President, RSC College of New Scholars, Artists and Scientists
Date: 10 September 2022

Signature:

The Royal Society of Canada
La Société royale du Canada
Walter House / Maison Walter
282, rue Somerset Street West/ouest
Ottawa, Ontario K2P 0J6
613-991-6990 • www.rsc-src.ca

September 13, 2022

STATEMENT OF COMPLIANCE WITH THE STATUTES AND RULES OF PROCEDURE OF THE INTERNATIONAL SCIENCE COUNCIL

I, undersigned, hereby attest that the RSC College of New Scholars, Artists, and Scientists will adhere to the Statutes and Rules of Procedure of the International Science Council.

Karly Kehoe

President, RSC College of New Scholars, Artists, and Scientists

National Research Council Canada | Conseil national de recherches Canada

NRC·CNRC

03 November 2022

Professor Peter Gluckman
President, International Science Council (ISC)
5 rue Auguste Vacquerie
75116 Paris, France

Re: Affiliated Membership in the ISC for The Royal Society of Canada's College of New Scholars, Artists and Scientists

Dear Professor Gluckman:

I am writing to support the application of the Royal Society of Canada's College of New Scholars, Artists and Scientists to join the ISC as an Affiliated Member. The National Research Council of Canada is Canada's national adhering member of the ISC and we are confident that the applicant will contribute positively to the ISC and its mission.

The Royal Society of Canada (RSC) elects Fellows and Members to highlight specific, exceptional achievements and to support their initiatives. After rigorous evaluation and review of their accomplishments, leading individuals may be elected to one of the Society's three Academies – the Academy of Arts and Humanities; the Academy of Social Sciences; and the Academy of Science. There are currently over 2,558 Fellows.

In 2014 the RSC established the College of New Scholars as a complement to their Academies to recognize emerging scholars with scholarly, research or artistic excellence within 15 years of having completed their post-doctoral program or its equivalent. There are currently 401 members of the College. They are therefore the ideal Canadian organization to take up the ISC offer to engage and support organizations of young scientists.

We work closely with the RSC, which is also a member of the Canadian Committee on International Scientific Affiliations, a committee which advises the NRC on its engagement in the ISC.

We support the ISC's initiative to expand the participation of organizations of new and emerging scientists. Their ISC membership would contribute to the overall ISC aim of acting as the global voice for science.

Sincerely,

Shannon Quinn
Secretary General

Canada

RSC SRC

Standard Operating Procedures
of the RSC College

(June 2019)

Introduction

In order to establish the foundation for multiple initiatives, the Royal Society of Canada (RSC) elects RSC Fellows and Members of the RSC College, while also presenting awards to highlight specific exceptional achievements.

The mandate of the RSC, the definition of classes of membership, and admission criteria are outlined in the RSC By-laws. The Council of the RSC is responsible for developing and maintaining procedures leading to the selection of RSC Fellows and Members of the RSC College. The organization of the RSC Academies and the RSC College is guided by By-Law 30.

Working within the framework provided by the RSC By-Laws, this document outlines the standard operating procedures of the RSC College; the functions of officials within it; as well as protocols guiding the organization and conduct of meetings and elections.

Membership in the RSC College is distinguished from RSC Fellowship in four ways. First, while membership as an RSC Fellow is "for life", membership in the RSC College is for a term of seven years. Second, while adjudication for RSC Fellowship is on the basis of career achievement, adjudication for membership in the RSC College is on the basis of achievement within 15 years of the onset of a nominee's professional career. Third, College Members are Canadians and Permanent Residents who, at an early stage in their career, have demonstrated a high level of achievement. The measure for election is both excellence and evidence of engagement within and beyond one's scholarly community. Fourth, the College is not divided into academies, but instead stands as a single bilingual and multidisciplinary body.

References to "the College" or "Members of the College" refer to all elected Members of the College of New Scholars, Artists, and Scientists of the Royal Society of Canada who are within seven years of their induction into the College. For voting purposes, it will not include alumni of the College at such time as earlier cohorts "retire" from their appointment to the College.

The RSC is committed to inclusive excellence, and to pro-actively guarding against unconscious bias, whether this bias is based on a school of thought, fundamental versus applied research, certain sub-disciplines, areas of research or approaches (including emerging ones), size or reputation of an institution, age, personal factors, sex or gender of the applicant.

There are four parts to this Manual:

1. **Roles and Responsibilities**
    - RSC College President
    - RSC College Secretary
    - Selection Committee Chair
    - Selection Committee Member at Large
    - College Medal & Award Selection Committee Chair
    - College Medal & Award Selection Committee Member at Large
2. **Committees**
    - RSC College Council
    - Committees of the RSC College
        - Standing Committees
        - Ad Hoc Committees
        - College Selection Subcommittees
        - Medal & Award Selection Committees
3. **Meetings of Members of the RSC College**
4. **College Elections**

Part 1: Roles and Responsibilities

This section outlines the role and responsibilities of President, Secretary, Selection Committee Chair, and Selection Committee Members at Large. Each position description includes length of mandate; overview of responsibilities; and process leading to nomination/election/appointment.

The entire mandate of officials in the RSC College—President, Secretary, and Committee members—cannot surpass the seven-year term of the Member's appointment to the RSC College. All roles are therefore vacated by incumbents no later than the last day of the RSC Celebration of Excellence & Engagement (COEE) of the Member's seventh year of membership in the RSC College. Individuals are therefore ineligible to begin terms that they will be unable to finish.

RSC College President

Length of Mandate

The President of the RSC College will serve four years as follows:

- one year as President Elect
- two years as President, and
- one year as Past President.

The College President must be a member throughout the four-year term of the mandate, and must be a member in good standing.

The President's mandate begins on the first day that follows the close of the RSC COEE.

Overview of Responsibilities

As titular head of the College, the incumbent represents the College within the RSC and to the public at large. The President has responsibilities with the College, and *ex officio* as an Officer of the RSC. The president:

- is a Vice-President of the RSC
- is a member of the RSC Council
- is Chair of the College Council
- is responsible for overseeing the process leading to recommendations of new Members of the RSC College
- presides at all Business and Council meetings of the College and at such other meetings as the College Council may determine
- calls meetings of the College Council at predetermined times or as necessary, reviews and reports on the business of the College at Society and College meetings, and regularly checks that actions are being taken in accord with routine or specific requirements
- greets new RSC College Members and incoming Officers of the College; acknowledges the contributions of retiring Officers and others who have contributed to the work of the College
- receives, acts on or delegates to other Officers of the College responses to proposals, requests and questions from RSC College Members or those outside the Society in matters affecting the College

- as agreed by the College Council, takes initiatives on behalf of the College. College initiatives include leading or participating in national or regional meetings of the Society or the College, establishing contacts with other learned organizations in Canada and internationally, and organizing or participating in meetings or activities, research projects, policy and public awareness, in coordination with appropriate committees or organizations of the College, Society or other bodies
- takes part in all standard activities and ceremonies of the Society
- ensures that the regular business of the College within the Society takes place in a timely fashion and that all actions and projects for which the College has prime responsibility are carried out
- reports on these activities to the membership of the College and the Society by communications to the College and Society Councils, at the Annual Business Meeting (ABM), and through newsletters and other channels as determined
- oversees the preparation and submission of a budget associated with an initiative suggested by the College
- serves on the Sir John William Dawson Medal selection committee
- serves on the RSC Ethics Committee
- interacts with Academy presidents to enhance mutually enriching activities

Nomination/Election/Appointment

By-law 21 stipulates that the President of the College is to be elected by the Members of the RSC College according to procedures developed and approved by the RSC Council.

RSC College Secretary

Length of Mandate

The term of the secretary is for two years, renewable once.

Overview of Responsibilities

The Secretary

- is a member of the Council of the Society
- is a member of the RSC College Council
- is a member of the RSC College Selection Committee (CSC)
- is responsible for taking minutes at meetings of the RSC College
- is responsible for forwarding a copy of the Minutes of RSC College Council Meetings as well as meetings of the RSC College Members to the RSC Secretariat
- cooperates as necessary with the Secretary of the Society concerning the RSC College
- cooperates with the Secretaries of the RSC Academies as required to ensure coherence of policies and procedures
- assists the Selection Committee Chair upon request
- performs such other duties as the RSC College Council may decide
- ensures that the regular business of the Selection Committees is ongoing

Nomination/Election/Appointment

The Secretary is nominated by the College Council.

Selection Committee Chair

Length of Mandate

The term of the Selection Committee Chair is for two years, renewable once.

Overview of Responsibilities

The Selection Committee Chair

- is the Chair of the RSC College Selection Committee (CSC)
- is responsible for establishing disciplinary subcommittees to review the nominations based on review of the nominations received
- is responsible for assigning each dossier to the appropriate subcommittee
- is responsible for ensuring each subcommittee has a suitable number of reviewers
- is responsible for appointing a Chair for each subcommittee from amongst the reviewers
- works with the College Secretary to provide an orientiation for members of the College selection committee (webinar prior to embarking on annual evaluation and ranking process)
- serves as a resource for individual selection subcommittees
- serves as a non-voting Member of the College Council

Nomination/Election/Appointment

The Selection Committee Chair is appointed by the RSC College Council.

Selection Committee Members at Large (SCML)

Length of Mandate

The term of a SCML is for two years, renewable once.

Overview of Responsibilities

A SCML has responsibilities with the Committee:

- is a member of one of the disciplinary subcommittees, and as such reviews and ranks candidate files as assigned
- participates in a teleconference to discuss the rankings and establish a list of recommended candidates
- declares a conflicts of interest at the outset of the review process, as described in Part 2.
- Is eligible to serve as Chair of the disciplinary subcommittee if so appointed by the Selection Committee Chair

Nomination/Election/Appointment

SCML are appointed by the Selection Committee Chair.

Medal & Award Selection Committee Chair

Length of Mandate

The term of the Selection Committee Chair is for two years, renewable once.

Overview of Responsibilities

The Medal & Award Selection Committee Chair:

- is the Chair of the RSC College Medal & Award Selection Committee
- is responsible for establishing subcommittees to review the nominations for various Medals & Awards
- is responsible for ensuring each subcommittee has a suitable number of reviewers
- works with the College Secretary to provide an orientiation for members of the selection committee (webinar prior to embarking on annual evaluation and ranking process)
- serves as a resource for individual selection subcommittees

Nomination/Election/Appointment

The Medal & Award Selection Committee Chair is appointed by the RSC College Council.

Medal & Award Selection Committee Members at Large

Length of Mandate

The term of a Medal & Award Selection Committee Member at Large is for two years, renewable once.

Overview of Responsibilities

A member has responsibilities with the Committee:

- reviews and ranks candidate files as assigned
- participates in a teleconference to discuss the rankings and a winner of various awards
- declares a conflicts of interest at the outset of the review process, as described in Part 2.

Nomination/Election/Appointment

Members are appointed by the Medal & Award Selection Committee Chair.

Part 2: Committees

RSC College Council

Composition

The Council of The RSC College is the principal body through with the College carries out its work.

Members of the RSC College Council must be members in good standing.

The RSC College Council consists of The President of the RSC College, the College Secretary, the President-Elect or Past President of the College, and three (3) at-large Members of the Council, each of whom shall serve for two years. The Council shall be joined each year by the Selection Committee Chair, who shall serve as a non-voting member of the RSC College Council.

Voting members of the College Council shall be members of the RSC College. Non-voting members may be appointed by the Council upon recommendation by the President. The term of service for each of the members of Council begins on the first day that follows the close of the COEE.

Responsibilities

The College Council:

- manages the allocation of electoral slots within the RSC College
- recommends to the RSC Council issues/matters put forward by Members of the RSC College
- addresses concerns raised by the Membership Selection Committees of the RSC College
- creates or disbands Standing Committees, Ad Hoc Committees, or other similar bodies
- approves the annual budget submission
- develops and maintains procedures for the election of College officers and other positions for approval by the members of the College
- develops and maintains procedures for the nomination of candidates for Membership in the RSC College
- develops and maintains procedures for the election of Members of the RSC College for approval by the RSC Council
- prepares a written annual report of activities for presentation to the RSC College at its annual meeting(s)
- promotes the development of regional and local activities
- finalizes the slate of recommended new Members received from the Selection Committees

Procedures

The College Council shall normally meet face to face at least once per year and at the call of the President, normally at the RSC COEE. Additional meetings are permitted. A meeting shall be convened at the request of at least three (3) members of Council. Participation by telephonic or other electronic means of up to three (3) members shall be permitted for such face-to-face meetings.

Other meetings of Council of the College may be held entirely by telephonic or other electronic means that permits all participants to communicate adequately during the meeting.

In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the Chairperson of the meeting in addition to an original vote shall have a second or casting vote.

Proxies are not permitted.

Decisions shall be made by motions and recorded vote and require a fifty (50%) percent plus one (1) majority of members voting except for those dealing with changes to these terms of reference.

The quorum for Council meetings shall be fifty (50%) percent plus one (1) of members entitled to vote.

Committees of the RSC College

Committees of the RSC College are constituted as bodies for focused study and consideration of a particular aspect of the life of the RSC College.

All committees make recommendations to the RSC College Council.

Normally no Member of the RSC College may remain as a Member of a committee for more than three consecutive years. The term of service shall normally begin on the first day that follows the formation of that committee.

All Members of the RSC College are eligible to serve on all standing and special committees of the RSC College.

All committees shall establish sub-committees as directed by the RSC College Council, or as they deem fit.

Any committee may, by vote, co-opt any Member of the RSC College to sit on the committee with full rights of participation except voting.

At meetings of the RSC College, Committees will raise issues that require consultation with RSC College Members as specified by these operating procedures.

Committees will maintain and make available to Members of the RSC College the minutes of their meetings.

Each committee shall provide a report of their work, which shall include a report of past activities and plans for the coming year, annually to the RSC College Council, and no later than October 15 of each year.

Standing Commitees

<u>Committee Membership</u>

Each committee shall comprise at least three (3) Members of the College.

Each committee shall select a Chair, *primus inter pares*, from the Members of that committee.

The Secretary of the RSC College is responsible for ensuring the TOR of Standing Committees of the College adheres to the governance and management framework of the RSC.

Responsibilities of Committees

Under the direction of the committee chair and in consultation with individual Members, oversees matters arising.

Make recommendations to the College Council.

Duties of Committee Chair or Committee Chair's Designate

Ensure the effective delivery and quality of the work of the committee.

Make an annual written report to the College Council no later than October 15 of each year, which shall include a report of past activities and plans for the coming year.

List of Standing Committees

Standing Committees of the College may include:

a) Government Relations Committee
b) Communications Committee
c) Funding Committee
d) International Committee
e) Research Committee

Ad Hoc Committees

Purpose

From time to time, Members of the RSC College may deem it necessary to create committees to deal with matters arising that may not effectively be dealt with by any of the Standing Committees. At such time, an Ad Hoc Committee may be created, with the approval of the RSC College Council. Similarly, after a period of inactivity, or once its mandate is accomplished, the ad hoc committee may be terminated by the RSC College Council.

Creation of an Ad Hoc Committee

The College Council may create an ad hoc committee.

College Members must be informed of the creation of an ad hoc committee in writing.

Ad Hoc Committee Membership

Each committee shall comprise at least three (3) Members of the College.

Each ad hoc committee shall select a Chair, *primus inter pares*, from the Members of that committee.

Duties of Ad Hoc Committee Chair or Ad Hoc Committee Chair Designate

Ensure the effective delivery and quality of the work of the ad hoc committee.

Make an annual written report to the College Council no later than October 15 of each year, which shall include a report of past activities and plans for the coming year. These reports shall be presented as part of the College report at the COEE AGM.

Responsibilities of Ad Hoc Committees

Ad Hoc Committees make recommendations to the RSC College Council.

College Selection Subcommittees

Composition

Each RSC College Selection Subcommittee (CSS) is composed of the Chair and a minimum of four RSC College Members chosen to be broadly representative of disciplines, as well as ensuring balance in terms of gender, language, geography, institution, and generational affiliation as much as possible.

Appointment

The RSC College Selection Subcommittees (CSS) are appointed by the Selection Committee Chair.

Responsibilities

The CSS annually reviews the nominations of new RSC College Members and recommends to the College Council candidates for election to the College.

Considerations for Selection Committees

The selection committees must take into consideration the following when ranking the candidates:

- exceptional accomplishment as scholars and artists
- engagement beyond the boundaries of their discipline and/or practice
- balance of gender, Indigeneity, and other forms of diversity
- their proposed contributions to the College

Duration

The term is of two years, renewable once. Exceptions can be made to ensure that not all terms expire at the same time.

Procedures

- each member reviews and ranks nomination dossiers submitted to their subcommittee
- each member submits their rankings to the Subcommittee Chair
- the Subcommittee Chair compiles the results
- the results are sent to the subcommittee members prior to the teleconference
- a teleconference is held to discuss the rankings and establish a short list

- the Subcommittee Chair writes a report that will be submitted to the RSC Council, along with a short list of the most suitable candidates for election

Unconscious Bias

Committee members should be aware of and avoid the possibility of unconscious bias influencing the decision-making process, whether this bias is based on a school of thought, fundamental versus applied research, certain sub-disciplines, areas of research or approaches (including emerging ones), size or reputation of an institution, age, personal factors, sex or gender of the applicant.

Conflict of Interest

Members of all Councils, Committees, Task Forces and other bodies of the Society may find themselves to be, or perceived to be, in conflict of interest for a particular agenda item. The member shall declare the conflict and its nature as soon as it becomes apparent to the Selection Committee Chair. Anyone with questions regarding whether they are in conflict should consult the Selection Committee Chair who will liaise with the College Council as needed. Normally the committee member shall absent him- or herself for the discussion of that item.

Members of the Selection Committee should not evaluate files from their home institution or for which there is any other form of reasonable conflict of interest (real or perceived; e.g., family relationship, past/present mentee/mentor, co-author, co-supervisor, co-creator, co-PI on grant, etc.).

Letters of Evaluation

Candidates' letters of recommendation should not come from members of the candidate's Ph.D. committee. Such candidates will not be considered for Membership in the College.

The final decision regarding who will be offered election to the College is the responsibility of the RSC Council upon recommendation from the RSC College Council.

The Committee will bear in mind the guidance it receives from the College Council with particular respect to the distribution in the Membership to ensure balance in terms of gender, language, geography, disciplines, institution size, and generational affiliation and such other criteria as the Council may determine.

Medal & Award Selection Committee

Composition

The RSC College Medal & Award Selection Committee (CMASC) is composed of a Chair and a minimum of four RSC College Members and Fellows chosen to be broadly representative of disciplines, as well as ensuring balance in terms of gender, language, geography, institution, and generational affiliation as much as possible. The CMASC will be established to select winners for the RSC Medals & Awards that are to be adjudicated by the RSC College.

Appointment

The CMASCs are appointed by the College Council.

Responsibilities

The CMASC annually reviews the nominations for the RSC Medals & Awards that are adjudicated by the RSC College, following the established criteria of excellence for each award.

Duration

The term of service is two years, renewable once. Exceptions can be made to ensure that not all terms expire at the same time.

Unconscious Bias

Committee members should be aware of and avoid the possibility of unconscious bias influencing the decision-making process, whether this bias is based on a school of thought, fundamental versus applied research, certain sub-disciplines, areas of research or approaches (including emerging ones), size or reputation of an institution, age, personal factors, sex or gender of the applicant.

Conflict of Interest

Members of all Councils, Committees, Task Forces and other bodies of the Society may find themselves to be, or perceived to be, in conflict of interest for a particular agenda item. The member shall declare the conflict and its nature as soon as it becomes apparent to the Committee Chair. Anyone with questions regarding whether they are in conflict should consult the Committee Chair who will liaise with the College Council as needed. Normally the committee member shall absent him- or herself for the discussion of that item.

Members of the Selection Committee should not evaluate files from their home institution or for which there is any other form of reasonable conflict of interest (real or perceived; e.g., family relationship, past/present mentee/mentor, co-author, co-supervisor, co-creator, co-PI on grant, etc.).

Part 3: Meetings of Members of the RSC College

The RSC College holds no fewer than one annual meeting, in November during the COEE. There will normally be a second meeting held at the annual Winter meeting organized by the RSC College.

Objectives

- to review the activities of the year, as reported by the RSC College President;
- to vote on matters arising from the reports, as necessary;
- to discuss and comment on the nomination of candidates who are proposed for the different committees of the RSC College
- to consider and vote on matters affecting the Society as a whole; and
- to consider other matters brought forth by RSC College Members, either on their own initiative or on behalf of others.

Minutes shall be kept by the RSC College Secretary (or designate) and a copy of the minutes shall be forwarded to the RSC Secretariat.

Procedures

The President of the College shall chair all meetings of the Members. If the President is unable to chair a meeting of the Members, the President shall appoint the President-Elect or the Past-President to chair the meeting in the President's absence. In the event that the President or the designated President-Elect or Past-President is absent, the Members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

Quorum at Members' Meetings

A quorum at any meeting of the Members shall be twenty (20) Members. If a quorum is present at the opening of a meeting of Members, either in person or by electronic means, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting. If after thirty (30) minutes a quorum has not been achieved the minutes of the meeting will be recorded and circulated to the entire membership, and any votes taken at a later date by electronic means.

Notice of Meeting

All Members of the RSC College shall be informed when a meeting is to be held. The President shall circulate a notice of meeting by e-mail at least thirty (30) days before any meeting of the College is to be held.

Staff of the Secretariat of the RSC

Staff are invited to attend RSC College meetings should they choose to do so, except for those portions of the meeting that may be held *in camera*. Staff may not vote.

RSC Fellows

RSC Fellows are invited to attend RSC College meetings should they choose to do so, except for those portions of the meeting that may be held *in camera*. RSC Fellows may not vote.

Agenda and General Discussion

The President should follow an agenda, which should provide an opportunity to correct the Minutes of the previous meeting and approve them, and which shall become the order of business unless a motion to amend the agenda is made and adopted. Discussion may be on any aspect of each subject as a whole until a specific motion is introduced.

Voting at Meetings

Substantive votes may be held at either of these meetings in person or by electronic means.

At any meeting of Members, proxy voting shall not be permitted.

At any meeting of Members, every question shall, unless otherwise provided by the articles of these procedures or by the By-laws of the Royal Society of Canada, be determined by a majority of the votes cast on the questions. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the Chairperson of that meeting in addition to an original vote shall have a second or casting vote.

Electronic Voting

In other cases, votes may need to be taken at such time other than the COEE or the Winter meeting. These may include, but are not limited to, election of the RSC College President, Council, and Committee members.

In such cases, one vote will be solicited from every RSC College Member by electronic means.

Every question shall, unless otherwise provided by the articles of these terms of reference or by the By-laws of the Royal Society of Canada, be determined by a majority of the votes cast on the questions. In case of an equality of votes on the results of electronic voting, the President in addition to an original vote shall have a second or casting vote.

Minutes shall be kept by the RSC College Secretary (or designate) and a copy of the minutes shall be forwarded to the RSC Secretariat.

Part 4: College Elections

These procedures shall be followed for the election of the President and College Council.

Nominations

Any Member may nominate as many candidates as the Member wishes.

Members shall make nominations in writing to the President or to the appropriate contact point at the Secretariat of the RSC.

Nominations will be open and need not be seconded. Members may nominate themselves.

Nominations shall normally be received by August 15.

Voting in Elections

Voting shall be by electronic ballot.

The length of time the poll will remain open shall be decided by the College at the time nominations are held.

The appropriate program officer from the staff of the Secretariat of the RSC will act as scrutineer for the election.

In the event of a tie, the President will cast a deciding vote.

Elections should normally be held in September.

COLLEGE OF NEW SCHOLARS, ARTISTS, AND SCIENTISTS OF THE ROYAL SOCIETY OF CANADA

ABOUT

• As a **constituent body of the Royal Society of Canada(RSC) established in 2014,** the RSC College contributes to the RSC's support of the National Research Council of Canada in representing Canada at the ISC.

• **The funds come from membership fees which are administered by the Royal Society of Canada.**

MEMBERS

• The RSC College is comprised of **individual research leaders and creative arts practitioners from across Canada at the early-to-mid-career stage.**

ACTIVITIES

• Collaboration with RSC and with the senior fellowship to deliver **policy advice** on topics ranging from vaccine hesitancy and child health to recovery from COVID-19 and One Health; **developing programmes for the public good**: reconciliation as a means of addressing, relationships with Indigenous peoples, supporting research colleagues displaced to Canada due to war, conflict or threats of violence with the new At-Risk and Displaced Academics and Artists programme, and to expanding links with other young academies around the world.

AFFILIATIONS

• The RSC College has proposed, developed, and is leading its **At-Risk and Displaced Academics and Artists programme**, and it is responsible for connections with other young academies. The RSC College is also participating in the co-hosted (between Canada and the United States) triennial IAP AGM and Worldwide Meeting of Young Academies (November 2022).