Royal Irish Academy Classical Studies Committee

Terms of Reference

April 2009

1. General Aims of the Academy Committees

- Advise the Academy on formulation of policy at national, European and international levels
- Contribute to areas of strategic importance, especially research priorities, at national and international levels
- Attempt through its work to reach independent scholars and to bring forward ideas for developing research
- Address, in a proactive manner, issues of public concern relevant to its expertise
- Foster excellence in Classics and Near Eastern Studies throughout the island of Ireland
- Promote co-operation with other subject areas and be represented on the Board of Science/Humanities and Social Sciences
- Develop, sustain and exploit linkages with relevant national and international bodies
- Promote and support higher education in Classics and Near Eastern Studies
- Follow the programme of work devised at the start of the term of the Committee

2. Membership of the Committee (Maximum 21)

The Committee will be comprised of:
(1) Members elected through the process described in paragraph (suggest 4)
(2) Institutional nominees (suggest 9)
(3) One member from cognate Academy committees where desired
(4) up to two members nominated by the Council of the Academy; and
(5) other members may be co-opted to bring members up to a maximum of 21

3. Term of Office

Membership of the Committee will be for a four-year term. Normally members will be nominated for four years. To ensure some continuity in the first instance co-opted members will be nominated initially for a two-year term and after that for a four year term. Subsequently members will be co-opted for four years.

4. Nomination and Election of Members

Electoral Sub Committee
The Committee shall, before its term of office expires, appoint an Electoral Sub-Committee which shall oversee the process of election of the succeeding Committee. The Electoral Sub-Committee shall consist of five persons; a majority of this sub-committee shall be members of the outgoing Committee and this should not be chaired by the Chair of a previous committee.

An election to appoint [suggest four] members of the Committee shall be held before the start of each term. Where a vacancy occurs at any other time it shall be filled by co-option.

The Electoral Sub-Committee shall initiate the election process by inviting nominations. All persons who are entered on the electoral register are eligible to nominate or be

nominated for membership of the committee. Nominations shall be submitted to the Electoral Sub-Committee which, having considered the list of nominees, may decide to place additional persons on it, provided each is willing to serve.

The nomination of candidates for membership, whether intended for appointment by election or co-option, shall be undertaken with the aim of ensuring broad representation on the Committee. In doing so, account should be taken of gender, regional, thematic, organisational and all-island balances as well as continuity between terms of office. An electoral register shall be developed before the first election and updated six months in advance of each subsequent election. The electoral register shall consist of persons who have an interest in areas covered by the Committee, have an email address and make a valid reply to the invitation to register. An invitation to register shall be sent to all those as decided by the electoral sub-committee, requesting that it be brought to the attention of interested persons. Applications to register will be received and registered by the Academy.

The Electoral Process

The electoral process shall be managed electronically. The webpage with the list of candidates shall be sent to each voter on the electoral roll. Voters shall be entitled to vote for one candidate and each vote will be of equal weighting. It shall be the responsibility of voters to ensure their votes are received by the Academy no later than the closing date of the election.

The voting procedure will be managed by the Electoral Sub-Committee with the assistance of an administrative officer of the Academy who shall act as Returning Officer. The [suggest four] candidates with the highest number of votes shall be deemed elected subject to approval by the Electoral Sub-Committee. Should two or more candidates tie for the final place or places, then it/they shall be filled by drawing lots. The Programme Manager of the Academy shall inform all persons on the electoral roll of the outcome and shall convene the first meeting of the new Committee.

When the election has taken place and the result been announced by the Academy with the approval of the Executive Committee, the outgoing Electoral Sub-Committee will recommend the co-option of further persons to the Committee in consultation with an appropriate Officer of the Academy. At the first meeting of the committee members will agree on proposed co-options from the list put forward by the electoral sub-committee. The final composition of the committee will be approved by the Executive Committee. Apart from this option to recommend co-options, the outgoing Electoral Sub-Committee has no function after the announcement of the election result.

5. Officers of the Committee

The Committee will be chaired by an Academy Officer (ideally the Science Secretary or the Humanities and Social Sciences Secretary) for its first meeting as a newly constituted Committee as appropriate. The Chairperson and Secretary shall be elected at the first meeting. A Vice-Chair will also be elected.

It is the responsibility of the Chair to contact people who have not attended a meeting over the course of a year to ascertain if they wish to remain on the Committee.

6. Meetings of the Committee

Meetings will be held on a need-to-meet basis and ideally two to three times per year. Meetings will normally take place in Academy House, but may be held elsewhere.

Documents and discussions pertaining to the Committee including minutes, agendas and reference documents will be posted on the Committees webpage login section.

7. Programme of Work/Mission Statement

Each Committee should at the outset agree on a plan of work and if desired a mission statement/outline of goals for the upcoming term of the committee at the first meeting, to be agreed at the second meeting.