

# IOF COMMITTEE OF SCIENTIFIC ADVISORS

## CSA Regulations

The Board by virtue of the powers conferred in Art. 6 of the By-laws have instituted the Committee of Scientific Advisors herein after referred to as the CSA and hereby establishes the following Regulations:

### Article 1- Objective

The objectives of the CSA are to:

- Advise the Board in all scientific matters related to IOF
- Further the clinical and research objectives of IOF
- Support national policy changes relating to bone, muscle and joint health
- Provide recommendations for practice in the care of osteoporosis on a global scale

### Article 2 - Membership

#### 2.1

The CSA is instituted by the Board (Article 6 of the By-laws). The members of the CSA shall be elected by the CSA itself. New members are elected according to the procedure established.

#### 2.2

The CSA is composed of members elected for a term of 4 years. Delegates of the CNS and of the CCA are ex officio members of the CSA.

#### 2.3

Members may resign by giving 3 months' written notice to the Chairman.

#### 2.4

Membership will automatically lapse if the member fails to attend 2 consecutive meetings of the CSA without due reason given to the Chairman in writing. The members who are retiring or those who have missed 2 consecutive meetings become corresponding members of the CSA. As such they are entitled to appear on the CSA corresponding members list, receive all IOF official information, and actively participate in CSA working groups, but they do not have voting rights (election or project selection).

## 2.5

Candidates for election to the Committee of Scientific Advisors shall be nominated by four members of the CSA coming from four different countries. In each instance the candidate should give his written consent to stand for election by completing the appropriate form and letter of application.

## 2.6

The application deadline for elections is set two months before the start of the IOF Board Meeting held in the autumn. Election of candidates for CSA membership will be by electronic vote. The selected candidates will be those who have 60 % or more of the votes cast. Ballots that are not responded to will be considered a "yes" vote.

## Article 3 - Chairman

### 3.1

The Chairman of the CSA is elected by a simple majority vote of all members. He is elected for a term of four years and may stand for re-election.

### 3.2

The Chairman will convene and chair meetings of the CSA and will ensure that minutes of every meeting are written.

### 3.3

The Chairman may appoint a Vice Chairman with the approval of the majority of the CSA members. He replaces the Chairman, when the latter is unable to attend a meeting.

### 3.4

The Chairman is an ex officio member of the IOF Board.

## Article 4 - Meetings

### 4.1

The CSA should if possible hold at least one ordinary meeting per year. Extraordinary meetings may be convened by the Chairman at any time. He must also convene a meeting if so requested by 25% of the members of the CSA or by the Board.

### 4.2

Notice of the meetings shall be given in writing to all members of the CSA at least 6 weeks before the date of the meeting with a proposed agenda. An item can be asked to be added on the agenda by written notice to the Chairman at least 8 weeks before the meeting. In special cases, the Chairman may convene a meeting at shorter notice if requested by at least 25 % of the members.

### 4.3

Minutes of all meetings should be written and sent within 3 months to the members of the CSA, to the Board, and to the Chief Executive Officer of the Foundation.

### 4.4

The CSA may appoint working parties or committees at its discretion for advisory or executive purposes. Such bodies will be responsible to the CSA.

## **Article 5 - Voting**

### **5.1**

Except as provided elsewhere, decisions made at the meetings of the CSA must be approved by a simple majority vote of the members present comprising at least 30% of the membership.

### **5.2**

Voting shall be a show of hands, unless a secret ballot is requested by a member of CSA.

### **5.3**

An electronic vote must be held to elect and re-elect candidates to the CSA. An electronic vote for any other matter may also be held if decided by the Chairman or by the majority of the participants at the meeting of the CSA. No response will be considered as a “yes” vote.

### **5.4**

Scientific papers and reports that are formally endorsed by the CSA shall be approved by electronic vote. Endorsement shall require a two-thirds majority vote of all members that vote, provided that more than 50% of the eligible members cast their vote. No response will be considered as a “yes” vote.

## **Article 6 - Changes and amendments of the regulations**

The regulations may be changed at any time by the Board both on its own initiative or based on an initiative taken by the CSA. If the Board acts on its own initiative, it shall submit its proposal to the CSA for its comments prior to a final decision.