

# Science Academy

## Guide for Principal Member Election Process

This directive organizes the election methods of the principal member candidates and Honorary Member Category IV candidates of the Science Academy.

Nomination of candidates:

1. Our principal members are elected among Turkish Republic citizen scientists working in Turkey and abroad. In order to nominate a scientist as a principal member to the Science Academy, you will first need to get their approval.
2. Nominating a candidate to the Science Academy must be done by three Science Academy Principal Members. One of the nominators (main nominator) has the responsibility of coordinating the proposal. This member must not be from the same institution as the candidate. At most one of the other supporters of the candidate can be from the same institution, and this member must not be in the position of Deanship or above at the time of the proposal being made to the Science Academy. Upon receiving the file the Science Academy office is responsible for communicating with each nominating member and getting their approval that they assume responsibility of nominating the candidates with the latest information on the forms.
3. Principal Member Election Directive and all updated forms must be downloaded from <http://bilimakademisi.org/uyeler/uye-secim-sureci/> or obtained from the SA office ([ofis@bilimakademisi.org](mailto:ofis@bilimakademisi.org)). You can also download them below by clicking on the forms.

It is necessary that the candidate file be filled out completely for the candidacy process to begin. The file is comprised of the items below:

- The nominating members are expected to list a minimum of five potential referees from Turkey and abroad.
- A paragraph of summarized information needs to be given on which of their scientific contributions justify the candidate's Science Academy membership.
- The Science Academy Principal Membership Principal Candidate Information Form is available in two formats: The nominator's version and the candidate's version. Only one of these needs to be filled out. If the candidate's version is chosen, the main nominator is responsible for delivering the form to the candidate and submitting the filled out form to the Science Academy Office. In order for the file to be sent to foreign referees, they are expected to be filled out in English. This condition is not required in candidates whose research fields are related to Turkey and whose publications are heavily in Turkish.
- Electronic copies of three articles of the member candidate that is thought to have the most important scientific contributions must be included in the file. If these publications are articles, their electronic copies, if these publications are books or book chapters, the copies of the pages featuring the names of the

publishing house and editor should be included in the candidate nomination file, accompanied by an introductory text.

4. The file comprised of filled forms and articles are sent to [ofis@bilimakademisi.org](mailto:ofis@bilimakademisi.org)

The file submissions deadline for each candidate assessment period is declared by the Executive Board to the members sufficiently prior to the General Assembly.

Completion of Process:

5. Branch Committees: In the member selection process Branch Committees (BC) take charge. Within the broadest scope the branch committees are divided as follows: A) Medicine, Life and Health Sciences B) Social Sciences and Humanities, C) Science, Mathematics and Engineering Sciences. In addition to this classification, the Executive Board establishes Assessment Groups for different disciplines. SA principal members are at least members of one of these committees and groups. The works of each Branch Committee is organized by at least three coordinators.

6. Refereeing: Referee selection: Referee selection is made by branch coordinators, taking into consideration the proposals of the nominators as well and the candidate file is sent to a minimum of three referees by the President of the Science Academy. The form sent to the referee is available at <http://bilimakademisi.org/uyeler/uye-secim-sureci/> for information. Coordinators review the referee reports submitted to the office monthly. Coordinators may consult new referees if the reports are received with missing information or unanswered questions. The files are reviewed only when the referee reports are completed. The Branch Committee examines the referee reports and decides that they have content of sufficient depth. Referee forms containing insufficient information are reported to the Executive Board and left out of assessment. The Science Academy Office contacts the main nominator, taking their opinion regarding files that do not receive a minimum of three completed referee reports with sufficient content in six months. At this point, the nominators may decide to withdraw the file or advise that new referee reports are asked to replace the insufficient ones. In this case, the nominators are expected to give names of five new referees.

7. Branch Committee Assessments: The candidate files are opened to the Branch Committee/Assessment Group members in an online environment at least five weeks before the General Assembly where the member elections will be held. Firstly, each committee discusses the candidates and the referee reports in a meeting with maximum attendance or in an electronic environment. The opinions stated in the meeting are sent to all Branch Committee/Group members by the coordinators via email. Branch Committee/Group members review the files and the opinions and send their positive or negative votes for each candidate within three weeks to the SA office. Members who cast a negative vote are expected to explain their reasons in written form. In the Branch Committee/Group reviewing phase it is important that maximum number of members vote by electronic vote. It is closed voting: The SA office, coordinators and Executive Board included, members are not informed of who voted how.

The SA office submits the results of the votes in numbers, negative votes with their reasons anonymously to the Branch Coordinators and Executive Board.

8. Executive Board: Executive Board discusses if the file is sufficient or not, if there is a possibility of establishing an opinion from the assessments or not and decides to send the file back to the Branch Committee or bring to the General Assembly. The Executive Board may give the option to the nominators to withdraw the candidate by looking at the results in the Branch Committee/Group. The candidates withdrawn this way are subject to the times and methods specified in the “Reassessment” segment of this directive. The Executive Board is responsible for sending all the files and the voting results of the Branch Committees/Groups, to all members latest by one week before the General Assembly, allowing them to prepare for the voting at the General Assembly. However, if only a small portion of the members in the Branch Committee/Group have voted, the process has not been completed or the results of the Branch Committee/Group assessment results are unclear, the Executive Board may hold the candidate file until the next election.

9. General Assembly: The official voting is held in the General Assembly. In normal circumstances, the General Assembly is not open for debate on the candidates. However, any member may ask that any of the member files be discussed during the General Assembly. They have to submit their reasons for this to the Executive Board until three days before the General Assembly. The file may be open to discussion in the General Assembly upon the decision of the Executive Board. According to the Bylaw, a decision is made by the absolute majority of the votes in the General Assembly.

10. Reassessment: The candidates whose principal memberships are not approved in the General Assembly, whose files are updated by the coordinators or nominators may be put into process specified in the related directive.