

CEFO Rules and Procedures

Approved with constitutional quora 04, February, 2020

Updated with ' Procedure for electing PhD course coordinator'. Approved with constitutional quora 26, January, 2021

Updated with 'Procedure for arranging Phd Courses' Approved with constitutional quora 20, June, 2021

Abbreviations

- CEFO CEMUS PhD Research Forum
- CEMUS Centre for Environment and Development Studies, joint centre between Uppsala University and Swedish University of Agricultural Sciences
- CCL Node The Climate Change Leadership Node, chaired by the Zennström Professor in Climate Change Leadership

CEFO Affiliates

- Those that have voting rights in the CEFO Constitutional Meetings are PhD students that have filled in the CEFO Affiliation Form signed by themselves, their supervisor, and the responsible person for PhD Studies at their department, and submitted to the CEFO Coordinator.
- These PhD students are mainly to be from Uppsala University and SLU but also open to other universities
- Note that other CEFO participants such as senior faculty, Master's and undergraduate students, other CCL node and CEMUS staff could be invited to give information or input, but formally do not have voting rights
- If there are any CEFO affiliates that are clearly not active (any more), the rest of the members can decide to not account for this person in the quorum. This means that the coordinator has contacted them and asked if they are still active, and they have been given reasonable time to respond.
- When an affiliate ends their enrollment in a PhD program, they automatically cease to be an affiliate from the date that their PhD program enrollment formally ends, or earlier if they state in writing the date they wish to end their affiliation.

CEFO Affiliates - Expectations and Opportunities

- Regular attendance to CEFO Activities
- Organizing CEFO Activities in coordination with other members
- Organizing social events
- See also Affiliation Form

CEFO Members

There are some researchers, phd, masters and bachelor students who participate regularly in CEFO and may wish to use the title of 'CEFO member'. This is to be organised with the CEFO coordinator to whom a simple request in writing can be made to become a member. Members are expected to attend approximately 50% of meetings every term.

Members do not have voting rights in constitutional matters, but can attend constitutional meetings and add their voice if they wish. Members must be formally attached to UU or SLU, having either an emeritus status, or an employment position, or be enrolled in education of at least 50%.

CEFO Constitutional Meetings

Constitutional Meeting Organisation

- Constitutional meetings happen once every term, at the end of term during the last session.
- Extra constitutional meetings can be called based on unexpected circumstances, however they will be subject to the same rules.
- Affiliates can attend the meeting via video or audio link if they wish.
- Constitutional meetings must be publicized to all affiliates, members and the general CEFO mail list, 3 weeks in advance via email, then again via email 1 week in advance. Ideally, an agenda and any other relevant documents should be sent out at least a week in advance.
- A meeting should be officially convened by the CEFO Coordinator, but can be initiated by other CEFO members if the coordinator does/will not do this, or in the event that an emergency meeting is needed. The coordinator/initiators should make effort to ensure a maximum number of people are informed of the meeting and can attend.
- To make constitutional changes we need a 3/4 positive votes on changes from all who attend the constitutional meetings.
- A minimum quora of 50% of affiliates must be present for the vote to be valid.
- Notes/minutes should be taken at the meeting, and made available afterwards to Affiliates.

Constitutional Meeting Content

- Should include but is not limited to the following points, as relevant
- Appointing of coordinator roles for CEFO and CEFO-run courses
- Decisions on CEFO trips
- Decisions on CEFO budget
- Decisions on if CEFO is (Co-)organizing a course
- Priorities of the CEFO Coordinator's roles during the next term

Note: Decisions refer only to what is within CEFO's control, and in some cases need to be negotiated with other parties that support and collaborate with CEFO .

CEFO Education

CEFO Affiliate's Coordination Roles

- This refers to affiliates who take on formal coordination of educational offerings CEFO organises, or co-organises, for example phd courses, masters courses, etc.
- CEFO should prioritize appointing an active CEFO affiliate to a coordination role, where possible
- Educational Course Coordinators are expected to get input from CEFO affiliates in the course development process. As a general rule of thumb, the Course Coordinators should call for 1-2 meetings in the course planning phase with interested CEFO Affiliates, CEFO Members (as well as the CCL Node and CEMUS

staff if deemed relevant). This meeting is aimed to give input and feedback about the course structure, course content, guest speakers, and assignments, as well as ensure that the course activities are integrated into the other CEFO activities.

- The Course Coordinators should share the results from the written course evaluations gathered from students, and report back at the following Constitutional Meeting.
- Should communicate and collaborate with CCL Node, CEMUS or other relevant collaborating organisation

Procedure for electing PhD course coordinator

- CEFO coordinator puts out call for course coordinator to affiliates and members
- CEFO coordinator evaluates candidates, discusses with course responsible person, if relevant, and decides split of the percentage (1 person running the course, or several)
- If more than 2 candidates, hold an anonymous vote by the CEFO affiliates

CEFO Coordinator Role

The CEFO Coordinator Role

- 20% position as of Spring 2020, percentage will be decided by the affiliates.
- Duration - 1 academic year (normal duration, to be negotiated when necessary)
- The person already needs to be an active CEFO member

Duties

- Communication and Coordination
- Setting up and regularly updating the CEFO Website
- Communication and coordination with CEMUS and the CCL Node
- Recruitment of new CEFO affiliates and members
- Reaching out to potential candidates
Following up to Workshop participants to inquire into potential interests/events/activities
Management of list of affiliates, members, and participants including contact information and formal affiliation, and keeping track of affiliate status
- Meetings
Coordinate and invite to CEFO meetings (send invitation Email, book a room...)
Organize CEFO “wrap-up” meeting once a semester, and inform the CEFO members about “things going on” (This meeting might be formalized: prepare an agenda for the meeting, appoint s.o. to take notes and circulate after the meeting)
- Activities
Responsible for finalizing and circulating the Term Schedule with activities
Responsible for practical arrangements of the regular seminars and activities (but can be delegated or shared with other members)

Procedure of deciding which affiliate will take CEFO Coordinator position

- Announcement: Available positions should be circulated to the CEFO affiliates by email one month before the election
- Nomination: Interests should be put forward by the given date
- Election: the Coordinator Roles should be elected by CEFO affiliates
- In the event that a coordinator leaves their position part way through the term, a process will begin that the outgoing coordinator, or CEFO affiliates, need to organise via email. There will be a call for interest distributed to all affiliates via email for a

period of two weeks, followed by a vote over one week. The elected coordinator will then need to take up a contract with the CCL Node at UU, or whoever funds the coordinator role.