Updated Guidance on the Election of the Chair

1. Elections shall be held for the Chair every two years.

2. Any ExCo member is eligible to be elected Chair and may be nominated or self-nominate. Those nominated have the right to decline.

3. Rotation of the Chair is encouraged. However, there is no limit to the number of terms a Chair may serve.

4. The requirements to serve as Chair are to:

    a. provide vision and leadership for the TCP, drawing upon broad knowledge of the energy sector and/or socio-technical research;

    b. spend the necessary time to direct and oversee the work of the ExCo Secretariat, participating in virtual Executive Steering Committee meetings lasting 60-90 minutes, held roughly every three weeks;

    c. represent the TCP at one or two IEA meetings per year (in person or via videoconference); and

    d. effectively manage meetings, reaching decisions by consensus wherever possible.

5. Nominations should be sent by email to the ExCo Secretary at least two months prior to the ExCo meeting at which the election will take place.

6. Chair elections will be held every other autumn, starting in 2020.

7. All candidates accepting nomination or self-nominating will provide a one-page description of the challenges facing the Programme and how they plan to address them.

8. Nominations and accompanying one-pagers will be included in the pre-meeting documentation issues prior to the ExCo meeting.

9. If more than one candidate is nominated, a secret ballot will be organised by the ExCo Operating Agent.

10. The candidate with the most votes will be elected. If there is a tie, a second vote will be held among those present and repeated until a winner emerges.

Updated Guidance on the Election of Vice-Chairs

1. Elections shall be held for each Vice-Chair every two years at an ExCo meeting.

2. Any ExCo member is eligible to be elected Vice-Chair and may be nominated or may self-nominate.

3. Rotation of the Vice-Chairs is encouraged. However, there is no limit to the number of terms a Vice-Chair may serve.

4. The requirements to serve as Vice-Chair are to:

   a. oversee a particular aspect of the work of the ExCo Secretariat, participating in virtual Executive Steering Committee meetings lasting 60-90 minutes, held roughly every three weeks;

   b. be willing to represent the TCP at IEA meetings in the absence of the Chair.

5. Nominations should be sent by email to the ExCo Secretary at least two months prior to the ExCo meeting at which the election will take place.

6. Vice-Chair elections will be held every two years, spread out in a way that ensures that not all positions on the Executive Steering Committee are up for election at the same time. This may mean that, occasionally, Vice-Chairs may be asked to remain in post for an additional six months before the position is put up for election.

7. All candidates accepting nomination or self-nominating will provide a one-page description of the challenges facing their particular aspect of the Programme and how they plan to address them.

8. Nominations and accompanying one-pagers will be included in the pre-meeting documentation issues prior to the ExCo meeting.

9. If more than one candidate is nominated, a secret ballot amongst ExCo Contracting Parties will be organised by the ExCo Operating Agent.

10. The candidate with the most votes will be elected. If there is a tie, a second vote will be held among those Contracting Parties present and repeated until a winner emerges.