

Aging and Communication Studies

ECREA Temporary Working Group Proposal

Modus operandi

1. Status

1.1. The ECREA Temporary Working Group (TWG) *Aging and Communication Studies* is established for a term of 4 years. After the end of the term, and upon request of the TWG Chair, it can be renewed only once for 4 more years, or it can be granted the status of Section. The ECREA Executive Board decides upon these.

1.2. The TWG *Aging and Communication Studies* is an integral part of ECREA and exists under its authority.

1.3. The TWG is independent in its decisions and strategic direction, provided that it respects ECREA statutes and bylaws as well as the policies and decisions of the Executive Board.

2. Membership

2.1. The TWG *Aging and Communication Studies* comprises all ECREA members who express their interest in joining the TWG.

2.2. ECREA members can join the TWG via the ECREA Intranet.

3. Business meetings

3.1. The TWG business meetings constitute the primary decision-making body regarding the general direction of the Working Group, determining current issues to be addressed by the TWG and changing the mission statement and/or the modus operandi. Changes to the Objectives or Modus Operandi always require the approval of ECREA's Executive Board.

3.2. The TWG *Aging and Communication Studies* holds an annual business meeting open to all interested ECREA members. Business meetings are held at major ECREA or TWG events taking profit from the academic events the TWG is committed to organizing.

3.3. Business Meetings shall be announced at least 30 days in advance.

3.4. All TWG members can make agenda proposals. Proposals can be sent by e-mail to the Management Team two weeks before the date of the Business Meeting.

3.5. Only TWG members have the right to vote.

3.6. A simple majority decides votes. Votes by electronic modes shall be accepted.

3.7. The TWG's business meetings cannot take decisions that go against the spirit or the general statutes and bylaws of ECREA, and the ECREA Executive Board maintains the ultimate decision power.

3.8. Minutes and decisions of the TWG business meetings will be communicated to all TWG members by e-mail within a maximum of one month after the meeting.

4. Management Team and its election

- 4.1. The Management Team coordinates the TWG and comprises one Chair and two Vice-Chairs.
- 4.2. The Management Team is responsible for the day-to-day running of the TWG, proposing initiatives for its further development, and implementing the decisions made by its members.
- 4.3. The Management Team is accountable for its decisions to the TWG's business meeting and the ECREA Executive Board.
- 4.4. The Management Team will submit a yearly activity report to the ECREA section, TWG and network coordinator.
- 4.5. The Management Team members are elected every two years. The maximum term of office for any member of the Management Team is six consecutive years (3 terms).
- 4.6. Three months before the end of the mandate of the outgoing team, there will be a call for candidates who can put themselves forward for election by sending an e-mail to the Chair of the TWG. Candidates must present their candidacy, as a team or individually, at least 6 weeks before the election.
- 4.7. Only members of the TWG *Aging and Communication Studies* (including Chair and Vice Chairs) are eligible to vote and to be elected.
- 4.8. A simple majority of votes is required for the election of the Management Team. Votes by electronic modes shall be accepted.
- 4.9. The election will take place at an ECREA event or another event where the TWG can convene.
- 4.10. The election results will be communicated to TWG members by e-mail no later than one month after the voting.