

**NOAA Science Advisory Board
Standing Working Groups
Process for Nomination and Approval of New Members and Chairs
and Renewal of Member Terms**

PURPOSE

- Clarify the process for nomination and approval of new Science Advisory Board Standing Working Group members and renewal of member terms
- Identify the process to nominate and approve Standing Working Group Chairs and Co-Chairs
- Identify how approved new members and chairs/co-chairs are contacted to determine their willingness to serve and other steps.

PROCESS

Nomination and Approval of New Members; Approval of Term Renewals and Extensions

The Standing Working Group indicates the need to fill vacant membership positions and identifies the expertise needed, providing a justification based on its upcoming work plan and/or Terms of Reference (TOR). The Standing Working Group provides a list of primary and alternate candidates it believes will serve well, including contact information, expertise and a CV not to exceed four pages in length for each candidate. Member term renewals and one-year term extensions will follow the same process as new member nominations.

The SAB Office provides this justification, as well as the TOR and the relevant Standing Working Group work plan, to the NOAA Research Council to solicit ideas for members. The NOAA Research Council provides a list of candidates including the contact information, expertise of the candidate as well as a CV not to exceed four pages in length for each candidate. If complete information is not provided, the candidate nomination will not be accepted from either the SWG or the Council.

The SAB Office prepares a summary of NOAA and Standing Working Group nominees for review by the SAB Chair. The SAB Chair transmits the summary to the members of the SAB for consideration, comments, and recommendation. After SAB comments are received, the SAB Office prepares a summary of SAB comments and recommendations for NOAA Chief Scientist and NOAA Administrator review. After the Chief Scientist reviews, final recommendations are forwarded to the NOAA Administrator for a decision on the final selection of new members.

After decisions are communicated to the SAB Office, the Chairs of the relevant Working Groups are notified and the SAB Office contacts the approved candidates to determine their interest/ability to serve. In the case of candidates who are not willing to serve, the SAB Office notifies the Working Group Chairs and contacts alternate candidates.

After all approved candidates for membership have agreed to serve; the SAB Office develops a final list, notifies relevant Working Groups, and posts that information on the Standing Working Group page of the SAB website. Similarly, the SAB Office notifies existing members nominated for a second term or one-year extension of the approvals of these actions. Chairs of the relevant Working Groups will then contact new members to provide them with more information on the Working Group, TOR, activities and next meetings.

Nomination and Approval of Standing Working Group Chairs and Co-Chairs

This process is essentially the same as that followed for new/ replacement members of the SWGs. The existing chairs or co-Chairs of a Standing Working Group will submit suggestions for replacement Chairs or Co-Chairs to the SAB Office, providing names, contact information and the CV(s) that was provided when the member was a candidate for membership. The SAB Office will review the submission for completeness and then send the nominations as well as a list of SWG members to the SAB Chair. The SAB Chair will ask the SAB member for input on the candidates and request that input be sent to the SAB Office. After SAB comments are received, the SAB Office prepares a summary of SAB comments and recommendations for the SAB Chair to send to the NOAA Chief Scientist and NOAA Administrator review. After the Chief Scientist reviews, final recommendations are forwarded to the NOAA Administrator for a decision on the final selection of new Chair(s). The SAB Office will notify the individual of his/her/their selection and assure their willingness to serve.