

## **International League Against Epilepsy: Policy & Procedures Regarding Executive Committee Created Commissions and Task Forces**

Final Document: January 26, 2008

Preamble: This document establishes guidelines, policy, and procedures related to the creation, organization, and governance of ILAE Executive Committee created Commissions and Task Forces. The overall concept is to match responsibility with authority to maximize the efficiency and work of the ILAE Commissions and Task Forces, while still maintaining appropriate checks and balances. To that end and consistent with the ILAE Constitution, it is understood that the creation of Commission and EC Task Force groups and their Chair(s) is the primary responsibility of the ILAE President and Executive Committee members. Once the Commissions and their Chairs have been selected the guiding principle is that major responsibility and authority to accomplish the Commission's missions are transferred to the Commission and Task Force Chairs and work proceeds in consultation with the Executive Committee and Executive Committee liaison. In

### Section I: Commission Creation and Governance

I.1: Commissions and Task Forces in unlimited number may be appointed by the President of the ILAE as recommended by the Executive Committee (Constitution, art. XIII,1).

I.2: The newly appointed Commission Chair(s), with advice and consent of the President and Executive Committee or the Executive Committee liaison, will determine the number and members of the Commission or Task Force. Selection of members should first take into consideration the professional competence needed to fulfil the Commission's mission statement and goals, and secondly ensure appropriate geographical representation. The composition of Commissions should be completed within months of the initiation of the term of the Executive Committee.

I.3: Each Executive Committee created Commission and Task Force shall designate a Secretary and Treasurer. The President will appoint one member of the Executive Committee as its primary contact who will serve as an ex-officio member of that Commission. The President, the Secretary General and Treasurer of the ILAE Executive Committee are ex-officio members of all Commissions except the Elections Commission (Constitution, art. XIII,1).

I.4: The President, after discussion with the Executive Committee and the Commission Chairs, will define clearly each Commission's mission and the goals to be accomplished during the term. The goals of each Commission should be within the mission of the ILAE Strategic Plan. The Commissions and Task Forces may develop additional goals subject to approval by the Executive Committee.

I.5: To achieve its goals and mission, each Commission Chair(s), in consultation with Commission members, can establish Working Groups with specific objectives which will report to the respective Commission Chair and Commission. The establishment of the Working Groups and their membership should be done in consultation with the Executive Committee liaison to that Commission; the term of the Working groups should not exceed the term of the commission. The Executive Committee liaison and Commission Chairs will communicate with the Executive Committee on the establishment of the Working groups and their membership.

I.6: The term of office of each Commission shall expire within six months of the end of the term of the Executive Committee to complete unfinished business. The Commission may be renewed in the same or a revised composition by the new President of ILAE. Irrespective of the final composition, it is recommended that the out-going Chair(s) be retained as a member of the new Commission, and be involved in the generation of the revised Strategic Plan for the new Presidential term.

I.7: Executive Committee created Task Forces are appointed for specific purposes and their terms of office expire when their duties have been completed. Task Forces that have been set up by Commissions do not normally report directly to the Executive Committee but to the Commission or Sub-Commission that has developed the work.

I.8: The Chair(s) of each Executive Committee created Commission and Task Forces shall make interim annual reports and recommendations to the Executive Committee and, shall submit a final report at the conclusion of the Executive's term. The interim and final reports will be posted to the ILAE Website, and communicated to the Chapters and other Commissions.

## Section II: Communication

II.1: The Executive Committee created Commission Chairs will form the Council of Commission Chairs as a forum for communication and interaction between groups. The Council of Commission Chairs will be Chaired by the ILAE President or his/her designate. The Council of Commission Chairs will meet regularly during the term of an Executive Committee to report on progress and foster cross-Commission interactions. Executive Committee Task Force Chairs will also attend the Council of Commission Chairs forum as Ex-officio members.

II.2: Commission Chairs may appoint already established members of other Commissions as Ex-officio members to conduct Commission business after consultation with the Executive Committee liaisons.

II.3: Commissions are encouraged to interact with each other when they have similar interests and goals. Should these interactions result in a common project, the Executive Committee must be notified. The said Commissions can request specific funds to their common endeavor subject to approval by the Executive Committee.

II.4: All actions of the commission must be communicated to the office in Brussels (secretariat) and to members of the Executive Committee.

## Section III: Financial Administration

III.1: The Treasurer of each Executive Committee formed Commission and Task Force shall submit a yearly budget to the Executive Committee for approval (Constitution, art XIII, 2,3). This budget should be goal directed and stress attainable goals to justify funding of specific projects. Each Executive Committee formed Commission and Task Force has \$10,000/year with appropriate budgeting.

III.2: For initiatives that are developed by more than one Commission, a common budget should be submitted by the respective Treasurers to the Executive Committee for a timely decision.

III.3: Executive Committee formed Commissions and Task Forces are encouraged to generate outside funds to support their activities. Funds raised by an individual Commission from external sources must be kept exclusively in the ILAE account (with the exception of in-kind contributions) and, when not spent within the next fiscal year, can be re-allocated to the same project for the subsequent fiscal year, subject to the Commission providing a plan for the utilization of the funds and approval of that plan by the Executive Committee. As an incentive to generate outside funds, if ILAE funds are allocated to a project and then outside funds are generated, it is anticipated that the Commission will be allowed to re-appropriate the previously allocated ILAE funds after approval of the Executive Committee within that budget year. At the end of the term of each Commission, all unused funds allocated by the ILAE will be incorporated into the general ILAE assets.

III.4: No portion of the assets allocated to a Commission shall be paid directly or indirectly to any members of its Commissions and Task Forces except for payment of expenses made in the interest of the ILAE mission (Constitution, at X, 3).

III.5: The ILAE Financial authorities will provide each Commission and Task Force with timely balance sheets on a time table appropriate for that groups business (e.g. monthly, quarterly, etc.).

#### Section IV: Publications

IV.1: Published Commission and Task Force reports reflect an official position of the League, and therefore must be approved by the Executive Committee. All manuscripts will undergo a review process. Reports generated by the Executive Committee created Commissions and Task Forces should be submitted to the Secretary-General with a cover note. The Secretary-General will forward the report to the members of the Executive Committee. A designated member of the Executive Committee who does not have a conflict of interest will make a specific recommendation to the Executive Committee. The Executive Committee, after judging whether the manuscript is consistent within ILAE policy and objectives and fulfills the mission of the Commission, will decide, either by discussion at a meeting or by E-mail majority vote, if it should be submitted to the editors of *Epilepsia* for either publication in the journal or posting on the *Epilepsia* and ILAE Web-sites. The Editors of *Epilepsia* will send it for peer-review, and forward the reviewers' and editors' comments to the respective Commission and the Executive Committee. After revision of the paper, the final accepted document to be published in *Epilepsia* or posted on the *Epilepsia* and ILAE web sites should be submitted to the Executive Committee for final approval, to ensure that it remains consistent with ILAE policy and objectives. It is recommended that commission reports and position papers be succinct.

IV.2: If a manuscript is not deemed publishable in *Epilepsia* by the Editors and Executive Committee, the authors may publish the work in another journal after written notification is sent to the Secretary-General, representing the Executive Committee. If the manuscript is published in an outside journal, no reference can be made to indicate that it is from the ILAE.

IV.3: The Commission determines the order of authorship according to the policy of *Epilepsia* (see *Epilepsia* Instructions to Authors at [www.epilepsia.com](http://www.epilepsia.com)). It is recommended that the format illustrated by the example below be used:

*Example: Title: MRI Imaging in Epileptic Rodents: Recommendations of the ILAE Commission on Animal Experimentation*

*Scantlebury MH, Heida JG, Hasson HJ, Veliskova J, Velisek L, Galanopoulou*

*AS, Moshe SL for the ILAE Commission on Animal Experimentation*

IV.4: Working Groups set up by Commissions should first submit manuscripts for publication to the Commission that has commissioned the work. If the Commission approves the work and believes it should be published, the approval and publication process will be the same as described above for Commission manuscripts Section IV.1).

#### Section V: Grievances and Amendments

V.1: The Policy and Procedures in this document are applicable during the term of an Executive Committee. Grievances should be discussed in joint sessions between the Council of Commission Chairs and the Executive Committee. Suggested alterations and corrections generated by the Executive Committee or Council of Commission Chairs should be approved by both groups before implementation.

V.2: With the election of a new ILAE President and formation of the Executive Committee this document will be reconsidered, and altered to adjust Commission Policy and Procedures as necessary to changes in the ILAE Mission and Strategic Plan. The new Executive Committee will revise the old document in consultation with the old Council of Commission Chairs.