

## CHANGE MANAGEMENT PROCEDURES

### PROCEDURES FOR MANAGING THE CHANGE OF STATUS OF MEMBERS OF THE SUN MOVEMENT EXECUTIVE COMMITTEE

**Background:** The terms of reference of the [SUN Movement Executive Committee](#) were adopted as part of the [stewardship arrangements](#) agreed to by the [SUN Movement Lead Group](#). The selection of the initial membership of the Executive Committee and of the Chair and Vice-Chair were carried out as prescribed by the stewardship arrangements. However, the terms of reference do not specify how changes in status of members are to be managed.

Since the creation of the Executive Committee, three members have changed status since their original designation and the Chair and Vice-Chair have managed these changes of status in consultation with the Coordinator a.i., the membership and the relevant networks. These procedures are to codify the practice to date and propose procedures for management of any such changes in the future, based on paragraph 4.2 of the terms of reference “Once formed will transparently develop its rules of procedure ...”.

The procedures balance certain tensions inherent in the stewardship model, as illustrated by sections of the terms of reference.

Members serve in their personal capacity (“4.4. Members serve for the good of the Movement in a personal capacity, rather than representing any particular nation, organization or network.”); however the membership “... will reflect, but not represent, the diverse countries, organizations and networks of the Movement.” (section 5.2) and “... be senior persons within their own organizations.” (section 5.3).

There are also practical considerations that “Members must be available to serve for at least two years, and should be prepared to commit sufficient time to the role” (section 5.4) and “The role is without remuneration ...” (section 5.5). The procedures balance the desire for continuity (i.e. serve for at least two years) with appropriateness of continued membership in the event of change of a member’s status.

**Management of Change in Status:** In light of the background and in line with practice to date:

- It is incumbent on any member to inform the Chair and Vice-Chair of any change of status, which may include taking on a different position within current organization, changing organizational affiliations, retirement, or change in home organization’s alignment with the SUN Movement.
- The member will indicate to the Chair and Vice-Chair: a. individual willingness to continue to serve on the Executive Committee; b. ability to continue to dedicate adequate time to the Executive Committee; c. ability to “reflect” points of view of network from which the member originated; d. ability for home institution to continue to cover travel costs; e. any factors which may adversely affect the member to carry out “... oversight and support functions in an impartial manner and towards the benefit of the Movement’s goals.”

- Based on this input, the Chair and Vice-Chair will consult with the Coordinator and the Chairs of the relevant network to determine if the member should continue to serve on the Executive Committee and will propose a recommendation to the full membership.
- The recommendation to the Executive Committee will be handled virtually, unless the Chair and Vice-Chair, based on feedback to the proposed recommendation, determine the need for a full discussion within the Executive Committee. In such circumstances, it will be an agenda item on a conference call or in-person meeting as soon as possible.
- In line with section 4.5, the Chair, Vice-Chair, Coordinator or any member will recuse him/herself "... where there is a potential conflict of interest that might inappropriately influence the committee's decisions."
- Based on the membership's decision, the member will either continue to serve, or will step down and the Chair and Vice-Chair will start the procedure to replace the member (as per below).

**Management of Replacement of Members:** In the event of a resignation or determination that a member whose status has changed will not continue to serve on the Executive Committee, the Chair and Vice-Chair will manage replacement in line with the procedure used for nomination of Executive Committee members at the outset.

- The Chair and Vice-Chair will request the relevant network (through their Chairs) to "... consult transparently with their membership ..." and "... propose candidates ..." to the Chair and Vice-Chair (section 6.3. – b) within a designated time frame (usually 2 weeks).
- The Chair and Vice-Chair will consult with the Coordinator to provide guidance to the network of particular skill sets and perspectives that will complement those already resident on the Executive Committee. This guidance will be taken into consideration by the network in addition to the terms of reference of the Executive Committee.
- The network will propose up to three candidates, ranked in order of preference, and provide sufficient background on the proposed candidates to facilitate deliberations.
- The Chair, Vice-Chair and Coordinator will review the proposed candidates and provide a recommendation to the full membership. If deemed necessary, this review may include interviews with the proposed candidates.
- The decision on the proposed candidate by the Executive Committee will be handled virtually, unless the Chair and Vice-Chair, based on feedback to the proposed recommendation, determine the need for a full discussion within the Executive Committee. In such circumstances, it will be an agenda item on a conference call or in-person meeting as soon as possible.
- In line with section 4.5, the Chair, Vice-Chair, Coordinator or any member will recuse him/herself "... where there is a potential conflict of interest that might inappropriately influence the committee's decisions."
- The new member will be informed of the decision by the Chair, and asked to confirm acceptance of the role, and to fill out the Declaration of Interest and Code of Conduct forms.