

**STANDING ORDERS FOR THE EXECUTIVE COMMITTEE OF THE ELECTROMAGNETIC
SYSTEMS INTEREST GROUP**

- 1: The Secretary shall circulate the minutes of any Business Meeting of the EMSIG to the Committee within four weeks of the Meeting, to allow the Committee to check the minutes for accuracy.
- 2: The Committee may make decisions by an exchange of emails, provided that:
 - a) All members of the Committee have reasonable access to emails,
 - b) All emails relating to any such decision are copied to all members of the Committee,
 - c) After the request is made ten clear days shall elapse before a decision is made and
 - d) At least one third of the members of the Committee have voted either for or against the matter to be decided or else have formally abstained.

Any request to make the decision by email shall be made by the Chairman.

- 3: Face to face meetings shall be held at the discretion of the Chair or at the request of two members of the Committee. Such a meeting shall be held within four weeks of any such request.
- 4: At least two weeks notice shall be given of any meeting of the Committee. The quorum for a face-to-face meeting shall be three members.
- 5: The Secretary shall inform the members of the Steering Committee of any matters on which the Executive Committee is considering taking a decision. This information shall be distributed by email. The Executive Committee shall not make any decision until two weeks have passed since the matter had been communicated to the members of the Steering Committee, so the latter can make the members of the Executive Committee aware of any views they have on the matter. The Executive Committee shall not, however, be bound to follow the majority view of the Steering Committee.
- 5: These standing orders may be changed by a simple majority of those members voting, either by email or at a face-to-face meeting.