**Statement of Policy**

The research ethics committee shall have a chair, vice-chair, and member-secretary who shall be selected among the members who have been with the committee for, at least, three years, by election in a special meeting initially presided by an outgoing officer.

**Objectives of the SOP**

This activity aims to ensure that the REC officers are qualified and are selected in a transparent manner in conformity with institutional policy and practice.

**Scope/Applicability**

The scope of this SOP includes the selection of Chair, Vice-Chair and Committee Secretary. It starts with the call for a special meeting to elect the concerned officers and ends with the filing of appointment documents of the officers.

**Flowchart**

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| --- | --- | --- |
| **ACTIVITY** | **RESPONSIBILITY** | **TIMELINE** |
| Step 1: Call for a special meeting (SOP on Preparing for a Meeting (SOP # 17) | Incumbent REC Chair | 1-2 days |
| Step 2: Nomination of specific official  | REC Members  | 1 day |
| Step 3: Election of specific official | REC Members | 1 day |
| Step 4: Endorsement  | REC Chair | 1 day |
| Step 5: Receipt of Appointment of new officers | REC Staff | 1-2 days |
| Step 6. Signing of Conforme  | New Officers | 1-2 days |
| Step 7: Filing of appointment documents (SOP on Management of Active Files (SOP # 23)) | REC Staff | 1-2 days |

**Description of Procedures**

**Election of the REC Chairperson**

Step 1 - Call for a special meeting: see SOP on Preparing for a Meeting (SOP # 17) The REC Staff upon instruction of the incumbent Chair sends a Notice of Meeting (Form 024) to all members of the REC. Copy furnished the Head of the Research Division of the Institution stating the purpose of the meeting to be the election of (an) officer/s.

Step 2 - Nominations:

The incumbent Chair presides over the nomination process for the next Chair. In case, the incumbent Chair may be nominated for another term, a REC member may be asked to preside over the process. In turn, the newly elected Chair leads the nomination process for the Vice-Chair and Committee Secretary who must also have been members of the REC for at least one year.

Step 3 - Election:

Election of officers shall be by secret ballot and is based on the majority rule. A tie shall be settled by a “toss-coin” or alternative process.

Step 4 - Endorsement: The list of elected officers is submitted to the appointing institutional authority,

Step 5 - Receipt of the Appointment of new officers: The REC Office receives the appointment papers of the elected officers that contain the role and responsibilities of the specific officers and the corresponding term of office.

Step 6 - Signing of Conforme: The REC staff notifies the officers of their appointments and the need to sign the conforme. The concerned officers forthwith report to the REC office to sign the conforme documents.

Step 8 - Filing of appointment documents: The REC Staff files the appointment papers accordingly (see SOP for Management of Active Files (SOP # 23).

**Forms:**

SOP 17 Form 024: Notice of Meeting

**History of SOP**

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| **Version No.** | **Date** | **Author/s** | **Main Change** |
| 01 | 01/28/2015 |  |  |
| 02 | 06/21/2019 | krva | Core to regular members |
| 03 | 09/21/2022 | krva | Revision of SOP |