

# **Bylaws of the ISIE Sustainable Urban Systems (SUS) Section**

## **Article I. Section Name**

The Section of the International Society for Industrial Ecology (ISIE) shall be called “ISIE Sustainable Urban Systems (SUS) Section” and may be abbreviated as “SUS Section”.

## **Article II. Purpose**

The purpose of the SUS Section is to engage practitioners and researchers by providing a platform for multidisciplinary systems approaches to understand, plan, build, and manage sustainable, healthy, and resilient cities.

## **Article III. Membership**

Regular membership in the Section shall be open to all ISIE members with an interest in sustainable urban systems.

## **Article IV. Governance**

The primary governing body of the SUS section is the Section Board (the Board). The Board establishes the policies and procedures for the Section. The Board consists of minimal four (4) and maximum eight (8) elected Board Members, including a Chair, a Vice-Chair, a Secretary, and a Treasurer, all of whom shall be elected by the membership. The Section Board determines the specific roles and functions of the Board Members with the exception of the Chair, who is elected by the Board. Board Members are elected for terms of three (3) years, and may be re-elected for additional terms. The Chair acts as the liaison of the Section to the ISIE Council. It shall be the duty of the Chair to preside over the annual business meeting of the Section and to attend the meetings of the ISIE Council.

The Chair may, with the approval of the Board, install additional Board Members and/or working groups as it may deem advisable, with such membership, duration, functions and authority as may be delegated to it or prescribed to it. The Chair acts as the representative of the Section toward other organizational units inside and outside the ISIE. The role of the Vice-Chair is to take the place of the Chair when needed and to ensure the Chair and the Section act in accordance with these Bylaws. The Secretary shall be responsible for keeping the minutes of the Section meetings and shall perform such other duties as may be prescribed by the Board. Any Board Member may resign at any time by giving written notice to the Chair or to the Vice-Chair. In addition, individual Board Members can be removed from their position if two thirds of the Board decides it is in the best interest of the Section. The Board may fill the office temporarily until the next election is held.

## **Article V. Nominations & Elections**

Elections for Board Members should be held every three years by Section Members. By-elections can be organized to fill in a vacant Board seat. Elected Board Members shall assume their responsibilities on January 1 of the subsequent year and serve for up to 3 years. Exceptions to this timing may be approved by the Board. The Board shall announce the procedure of the

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elections at least six (6) weeks prior to the election date. Nominations may be made either by the Board or by self-nomination, and shall be communicated to the Chair at least four (4) weeks prior to the election date. In case there are fewer nominees than positions, the decision to run elections or automatically elect candidates is left to the discretion of the current Board or the ISIE Council. The Chair shall prepare and transmit a ballot listing all candidates whose nominations have been properly made at least two (2) weeks prior to the election date. The Chair shall appoint at least two tellers to oversee the opening and counting of the ballots. A plurality of the votes cast shall be necessary to elect, and in case of a tie vote, the decision shall be made by lot under direction of the Chair.

## **Article VI. Financial Operations**

Beyond the expenditures required by the ordinary activities of the Section, no money from the Section accounts shall be disbursed except by the express authority of the Board. The Treasurer manages and reports the fiscal affairs of the Section on a fiscal year basis to the ISIE Secretariat who is responsible for the funds, starting on July 1 of each year.

## **Article VII. Dues**

The Board may decide to prescribe annual dues for section membership in addition to the general ISIE membership dues and determine their amount.

## **Article VIII. Meetings**

The SUS Section can hold scientific meetings, internationally, nationally, and regionally. The Section is authorized to hold a business meeting of the general membership in connection with a major scientific meeting of the Section. Unless otherwise restricted by the Bylaws, members of the Board or of any Committee of the Section may participate in a meeting by means of a conference telephone or similar communications equipment approved by the Board. Board actions determined in the course of such meetings shall be considered as official proceedings of the Section and shall be entered into the minutes.

## **Article IX. Amendments**

Any Section member who obtains the written support of at least 10 Section members favoring the proposed changes may propose amendments to these Bylaws. The Board may also propose any changes to these Bylaws upon a majority vote by the responding members in favor of such changes within two (2) weeks. The proposed amendments shall be submitted to all Section Members. Adoption shall require a vote exceeding three fifths of the Board Members responding within 30 days after submission to the Section Members.

These Bylaws have been amended and approved by the Board of the SUS Section on 17<sup>th</sup> April 2018 (Sybil Derrile; Oliver Heidrich; David Bristow; Hua Cai; Paul Hoekman; Matan Mayer; Eugene Mohareb; Natalia Uribe Calvo).