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1 Introduction

1.1 *Purview of the Regulations*

These IBRO regulations supersede all previous rules and regulations of IBRO and encompass all legally affiliated sub-entities and offices of the International Brain Research Organization (IBRO). The Regulations define the high-level rules and structure for how the organization functions in alignment with its originating documents.

1.2 *Vision and Mission of the Organization*

1.2.1 Vision of IBRO

As an international organization, IBRO shall be a recognized global leader for international collaboration and eminent training, with a unique and strong focus on values of inclusion, equity and diversity in neuroscience across the globe. IBRO shall be a frontrunner in the global promotion of excellence and rigor in neuroscience education, training, and research that is innovative, impactful, and significant.

1.2.2 Mission of IBRO

The mission of IBRO shall be to promote and coordinate research in all areas related to the brain and the nervous system. IBRO shall promote international collaboration and exchange of scientific knowledge worldwide and provide for and assist scientists in the development of their professional careers. IBRO shall support and engage in the dissemination of information relating to brain research.

1.3 *Scope and Programmatic Focus*

The mission of IBRO is accomplished within the following purpose and scope:

- IBRO shall encourage and support the dissemination of knowledge in neuroscience and promote international cooperation in all disciplines contributing to the generation of scientific knowledge about the nervous system;
- IBRO shall act as a world federation of neuroscientists, representing the interests of its Member Organizations;
- IBRO shall work through and with its Member Organizations to advance its objectives;
- IBRO shall collaborate with national, regional and international bodies that have aims consistent with those of IBRO;
- IBRO shall support the collaboration of scientists belonging to different neuroscience sub-disciplines and from different global regions;
- IBRO shall maintain a strong emphasis on implementing the values of diversity, equity and inclusion;
- IBRO shall place a special emphasis on world regions and countries that have fewer resources for neuroscience related activities.

IBRO shall implement its mission and goals through a series of programmatic actions and initiatives that are defined by its mission:

- International Congresses:
In collaboration with its Member Organizations, IBRO will promote and support regional and international meetings on neuroscience;
- Career development:

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IBRO will strengthen access to training and education in neuroscience by providing funds to support hands-on training, courses, schools, workshops, seminars and in support of regional career-oriented programs, including mentoring programs;

- *Fellowships:*

IBRO will promote the establishment of international fellowships and travel grants, the purpose of which is to stimulate and improve equity and inclusion in interdisciplinary advanced training and career development for early career researchers;

- *Publication and Distribution of Information:* Through its journals and other means, IBRO will promote international publication and dissemination of knowledge in neuroscience.

1.4 Organizational Documents

IBRO is administered by governing documents, which, at different levels, specify the rules and mechanisms by which IBRO is governed. IBRO governance documents interact in a hierarchal manner:

1.4.1 Statutes:

The Statutes of IBRO represents the legal documentation for the organization. The Statutes of IBRO describe all legally required aspects of the entity in accordance with the jurisdiction of its incorporation.

1.4.1.1 Amendments of the Statutes

Proposed amendments of the Statutes shall be announced to the Governing Council via email with a minimum 30 days notice. The notice shall include a detailed overview of the proposed amendments. The proposed amendments shall be discussed and voted on within a dedicated session of the assembly of the Governing Council. A qualified absolute majority of 60% of the votes submitted by the voting members of the Governing Council is required to pass amendments of the Statutes. The voting procedures of IBRO are specified in section 9 of the Regulations.

1.4.2 IBRO Regulations:

The IBRO Regulations complement the Statutes of IBRO. The Regulations define the organization's rules for good governance and function within all areas related to the management of the organization. The IBRO Regulations take precedence in all cases where subordinated documents are conflicting.

1.4.2.1 Amendments of the Regulations

The Regulations are under the authority of IBRO's Governing Council. Amendments and adoption of new editions of the Regulations shall be approved by vote of the Governing Council. The adoption of Regulations shall be clearly signaled on the agenda for the assembly of the Governing Council that is sent within the regular notice period to the members of the Governing Council. The supporting documents for the assembly shall include a detailed overview of the proposed amendments and the vote on the amendments shall be preceded by an oral introduction and overview given either by an elected officer of IBRO, IBRO's Executive Director or an individual designated by the elected officers. Amendments of the IBRO Regulations shall be approved by a regular majority vote among the collected votes. The voting procedures of IBRO are specified in section 9 of the Regulations.

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1.4.3 IBRO Strategic Plan:

The Strategic Plan of IBRO defines the adopted and formal strategic direction of IBRO and the implementation of its mission over a defined period of time. The document shall be reviewed every three years.

1.4.3.1 Adoption of the Strategic Plan

New editions, or reviews of the existing Strategic Plan shall occur every three years in a fashion that is defined by the IBRO President in collaboration with the Advisory Board. The process for updating and reviewing the Strategic Plan of IBRO shall take place during the final year of the President's term as IBRO Officer and must involve the members of the Advisory Board in their capacity of Officers-*elect*.

New and updated versions of the Strategic Plan shall be enacted by the Governing Council upon a recommendation from the Executive Committee. Adoption of the Strategic Plan requires a regular majority vote among the collected votes. The voting procedures of IBRO are specified in section 9 of the Regulations.

1.4.4 IBRO Policies:

IBRO policy documents define rules for the transparent and consistent management of IBRO affairs on behalf of, and by its members, leadership, administration, staff, partners, and other structures and individuals that are involved with the organization. IBRO policy documents shall define precise rules for accurate and transparent management related to a specific topic of relevance to the management and governance of the organization. IBRO policies must comprise the following documents: IBRO Travel Policy, IBRO Cancellation Policy, and any other policy documents that are developed in the future. IBRO policies shall be reviewed and updated periodically as needed.

1.4.4.1 Enactment of IBRO Policies

IBRO policies are under the authority of the Executive Committee and are implemented and/or modified by regular majority vote of the IBRO Executive Committee.

1.4.5 IBRO Guidelines:

IBRO Guidelines describe processes for the implementation of identified and specific administrative and/or governance related functions of importance for the transparent and consistent management of the organization. The guidelines define the process under which an action should be implemented by the IBRO Secretariat, including timelines and responsibilities for the process.

1.4.5.1 Approval of IBRO Guidelines

IBRO Guidelines are under the authority of the IBRO Officers and are implemented and updated in cooperation with the Executive Director.

1.5 IBRO Governance

The governance and work of IBRO shall be conducted by the following bodies:

- The Governing Council;
- The Executive Committee;
- The Officers of IBRO: the Core Leadership Group (IBRO-CLG);
- Core committees and other bodies set up under the provisions of the organization's Statutes and Regulations.

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1.5.1 The Governing Council

The IBRO Governing Council is the highest decision-making body of the organization. The role, membership, functions and purview of the Governing Council are described in section 3 of the Regulations.

1.5.2 The Executive Committee

The Executive Committee is the subordinate next level of governance of IBRO. The Executive Committee is responsible for defining how the organization operates in terms of policies and programmatic and financial implementation of the organization. The membership of, function, purview and operations of the Executive Committee are defined in section 4 of the Regulations.

1.5.3 The Advisory Board

Consisting of the *immediate past* President, for a term of two years immediately succeeding their active terms as President and the *elected* IBRO Officers, for one year preceding the start of their active terms, the members of the Advisory Board may attend IBRO leadership meetings in an advisory capacity. The Advisory Board has no formal decision powers in IBRO. The membership of, function, purview and operations of the Advisory Board are defined in section 5.2 of the Regulations.

1.5.4 The Core Leadership Group (IBRO-CLG)

The IBRO-CLG, which consists of the President, Secretary General and Treasurer, defines high-level decision making on behalf of the organization. The role and purview of the individual IBRO Officers and the IBRO-CLG are defined in the Regulations sections 4.4. and 5.1, respectively.

1.5.5 Core Committees and Boards

IBRO has a number of committees or boards of a permanent nature that serve specific purposes in the governance of IBRO. The Core Committees and Boards of IBRO shall be defined in the Regulations of the organization. The composition, terms and election procedures for the members of IBRO's Core Committees and Boards are defined in specific articles of the Regulations in section 5. Addition of Core Committees and Boards, or changes to their structures or functions will require updates to the Regulations according to the specific articles.

The Executive Committee may establish further *ad-hoc* committees, workgroups and networks for a defined time period and with a narrow and focused objective that does not overlap or compromise the responsibilities of any of the existing Core Committees.

2 IBRO Membership

2.1 IBRO Membership Categories:

1. Scientific Member [society /federation /academic]
2. Corporate Member
3. Affiliate Member

2.1.1 Scientific Member

Scientific Membership of IBRO is restricted to neuroscience societies, National Academies of Science, Research Councils and institutes, foundations, federations and similar scientific organizations within the field of brain sciences.

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Eligibility: A Scientific Member shall be legally incorporated as a non-profit entity, or similar, in the country of their incorporation. The objectives of the Scientific Member Organization must be objectively and significantly aligned with the mission and objectives of IBRO.

Representation: Scientific Member Organizations are categorized under the authority of the IBRO-CLG according to membership status in the following categories:

1. Scientific Society Member (SSM): Organizations that represent individual member scientists as direct members;
2. Scientific Federation Member (SFM): Organizations that principally federate other scientific organizations with individual member scientists as direct members;
3. Scientific Academic Member (SAM): Organizations that do not directly or indirectly represent individual member scientists.

Member fee: Each Scientific Member Organization shall pay an annual member fee to IBRO, the amount of which depends on the individual category of the organization. The member fees associated with Scientific Membership of IBRO are decided by the Executive Committee.

- Members with direct representation, i.e., Scientific Society Members (SSM), shall pay a member fee, the amount of which is established in relation to the number of direct individual members that are represented by the society.
- Members with indirect representation, i.e., Scientific Federation Members (SFM), shall pay a member fee that is based on the objectively defined geographical representation of the Member Organization within the following two categories: Continental/Global or Regional/National.
- Scientific Academic Members (SAM) shall pay a fixed annual fee for membership, the level of which is determined by the Executive Committee. In certain cases where special circumstances are present, the IBRO-CLG may negotiate a temporary or permanent different annual fee for an Academic Member.

Representation: Scientific Members of IBRO are by default represented by the president of the member society. Upon request, Scientific Members are entitled to appoint a different board member representative to represent the member towards IBRO. Member representatives will have the right to attend and vote in the assembly of the IBRO Governing Council on behalf of the member organization. The allocation of voting weights for Scientific Society Members is determined in relation to the size of the membership of the organization:

<u>Level</u>	<u>Membership</u>	<u>Voting weight***</u>
0	1-24 members	Not eligible to vote
1	25-149 members*	1 vote
2	150 – 499 members	2 votes
3	500 – 1,499 members	3 votes
4	1,500 – 2,999 members	4 votes
5	3,000 – 5,999 members	5 votes
6	>6000 members	6 votes**

* Scientific Academic Member organizations are by default considered as members of the Level 1 category with a voting weight of one.

** 6 votes plus one extra vote for each additional 10,000 members.

*** Scientific Federation Member organizations shall vote with the following weights:

- Continental/ Global representation: voting weight of five
- Regional/ National representation: voting weight of two

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The voting rights of Member Organizations shall automatically be suspended for Members that are not in good standing for the payment of their annual member fee. Representatives of these Scientific Member Organizations can attend the Governing Council meetings as non-voting observers. Scientific Member Organizations where the annual member fee has been waived following specific written request to IBRO shall be considered in good standing for their payment and thus maintain voting rights.

2.1.2 Corporate Member

Corporate Members of IBRO shall be commercial companies, for-profit foundations and research institutes or other professional and financial entities that align with and support IBRO's mission.

Eligibility: Corporate members shall be legally incorporated for-profit entities. Non-profit entities are not eligible for Corporate Membership of IBRO and shall be considered for a Scientific or Affiliate Membership.

Member fee: Corporate Membership of IBRO may be offered within a tiered membership structure. The member fees, rules for eligibility, and the entitlements accompanying each Corporate Membership category are decided by the Executive Committee.

Representation: A Corporate Member is entitled to appoint a representative to the Governing Council of IBRO who may attend the assembly on behalf of the member. Corporate Members do not have voting rights.

2.1.3 Affiliate Member

Affiliate Members shall be organizations, groups of scientists or other informal entities with activities and interests that align with those of IBRO.

Eligibility: There is no formal requirement for incorporation status for Affiliate Members.

Member fee: there is no fee associated with the Affiliate Member category.

Representation: Affiliate Members are not eligible to attend the Governing Council meetings and do not have voting rights.

2.2 General Principles

2.2.1 Applications for Membership

A formal application for membership of IBRO shall be sent to the Secretary General, accompanied by documentation such as proof of incorporation status, membership category applied for (section 2.1.) and other relevant supporting material that will be deemed necessary for the fair and transparent assessment of the applying organization's membership eligibility.

Following evaluation by the Secretary General, the final decision on IBRO membership of eligible organizations and entities is taken by regular majority vote of the Executive Committee.

2.2.2 Member Fees

IBRO members, with the exception of Affiliated Member organizations, shall pay an annual member fee, the amount of which shall be decided by the Executive Committee. Unpaid fees will administratively be added to the requested fee for the subsequent year. Missing member fee payments in excess of one year, i.e., accumulation of partially or fully unpaid annual

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member fee invoices for a period spanning two years or more, may result in re-categorization of the member to the Affiliate Member category by decision of the Executive Committee (section 2.2.3).

2.2.3 Recategorization of Members

Members of IBRO may be recategorized by vote of the Executive Committee. Recategorization of a member shall be implemented by the Executive Committee when a member no longer fulfills the criteria for eligibility for the member category of which they are part, or when the member is deemed to objectively better fulfill the criteria for a different membership category. Scientific Members that are repeatedly unable to pay member fees corresponding to the terms of their member affiliation may also be recategorized to the Affiliate Member category.

Member Organizations may also request a recategorization by letter to the Secretary General who will evaluate the request and, if deemed eligible, put forward the request for decision by the Executive Committee. The request shall be submitted at least two months prior to the next meeting of the Executive Committee. Recategorization of a Member Organization will be decided by majority vote of the Executive Committee.

2.2.4 Expulsion of Members

The Executive Committee may move to expel members when it is deemed that the conditions for membership have been seriously and irreparably compromised. This may involve one of the following conditions:

1. Gross disloyal conduct or serious breach of confidentiality with IBRO;
2. Taking actions either publicly or privately that are clearly in violation of the interests and mission of IBRO;
3. When a member enters into bankruptcy;
4. When the mission of IBRO and that of the member are fundamentally misaligned.

Expulsion of an IBRO member shall be decided by vote of the Executive Committee following the recommendation of the IBRO-CLG. The IBRO-CLG decides on the process and steps taken by IBRO in advance of a motion to expel a member. These steps must include formal communication with the member, as necessary, to clarify the situation and provide context that supports an expulsion.

2.2.5 Resignation of Members

Members of IBRO may freely resign from their membership of IBRO. Resignation by a member shall require that the member submits a formal letter to the IBRO Secretary General stating the reasons for the request. Resignation shall become effective three months after acknowledged receipt of the resignation letter.

2.2.6 Obligations of Members

- Members of IBRO shall follow and respect the rules of IBRO as defined in the Regulations;
- Members shall immediately inform IBRO of important changes to their incorporation, status and board structure and composition;
- Members are responsible for paying member fees on time;
- Members are obliged to inform IBRO of changes to contact addresses and other administrative contact information;
- Members, when requested annually, shall submit information about the size of their membership;
- Members shall actively align with IBRO's mission, and support promotional steps taken by IBRO to implement this mission;

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- Members agree to visibly feature information related to their IBRO membership on their websites.

Scientific and Corporate members are per default represented by their current President. In cases when this is not possible, the member shall appoint a different board member as delegate to the assembly of the IBRO Governing Council that may fully represent the Member towards the IBRO Council. The Member Organization shall confirm the mandate of their delegate annually.

3 The Governing Council

The IBRO Governing Council is the highest decision-making body of the organization and is empowered to take all steps necessary to fulfill the mission of IBRO.

3.1 *Composition of the Governing Council*

The Governing Council of IBRO is composed of the following members:

Elected members

- President of IBRO (Chairperson);
- Secretary General of IBRO;
- Treasurer of IBRO;
- Chairs of the IBRO Regional Committees

Member Organization's appointed representatives

- Representatives¹ of the Scientific and Corporate Member Organizations.

A Member Organization's appointed representative, the delegate, may not simultaneously belong to the elected member category of the Governing Council. An appointed delegate may maximally represent two Member Organizations simultaneously.

Absent Member Organizations with voting rights may request representation by a different organization's member representative to the Governing Council. Such a request shall be communicated to the Secretary General at least 2 weeks before the Governing Council. Appointed member representatives may act as absentee representative for a maximum of one absent Member Organization.

3.1.1 Terms of the Governing Council Members

The terms for the elected members of the IBRO Governing Council are defined by the term limits for their positions outlined in section 4.1.1. Substitution or replacement of elected members of the Governing Council is only possible according to the rules defined for each of these positions.

3.1.1.1 *Confirmation of mandate*

Each Member Organization shall annually confirm the mandate of the appointed delegate, who shall serve as their formal representative for the subsequent 12 months, or until the representative is replaced by the Member Organization. Replacement shall be communicated in writing to IBRO at least 1 month prior to the assembly of the Governing Council.

¹ Scientific and Corporate Member Organizations are by default represented by their current Presidents or CEOs as delegates of the IBRO Governing Council. In cases where this is not possible, the members may appoint a different board member as representative and delegate of the IBRO Governing Council.

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3.1.2 Other Representation in the Governing Council

The Executive Director, the Advisory Board, and the chair of the IBRO Early Career Committee may attend the meetings of the Governing Council as non-voting observers.

Other attendees with observer status may be invited on the initiative of the IBRO-CLG to attend the assembly of the IBRO Governing Council either partly or in full. Invited observers can under no circumstance in this capacity obtain voting rights in the IBRO Governing Council.

3.2 *Specific Tasks of the Governing Council*

The Governing Council shall be tasked with the following:

- Election of the IBRO Officers, namely the President-*elect*, the Secretary General-*elect* and the Treasurer-*elect*;
- Election of the members of the IBRO Regional Committees;
- Approval of amendments to the IBRO Statutes and Regulations;
- Adoption of the IBRO Strategic Plan;
- Approval of the annual reports from the IBRO Officers.

3.3 *Meetings of the Governing Council*

3.3.1 Chairperson

The Chair of the Governing Council is the President of IBRO. When the IBRO President is unable to chair the meeting, the Secretary-General shall serve as pro-tempore chair of the meeting. In such cases where the IBRO President is not Chair of the meeting, the Secretary General, and the Treasurer must both be present at the meeting.

3.3.2 Convening of Meetings

Meetings of the Governing Council will be convened on behalf of the President at least annually by the Secretary General or, in their absence, directly by the President. The time and place of the meeting, which is decided by the IBRO-CLG, will be communicated by the Secretary General to all Governing Council members at least 90 days before the meeting.

Governing Council meetings may occur as physical, hybrid or virtual meetings. The format of the meeting shall be decided by the IBRO-CLG and communicated to the members by the Secretariat on behalf of the Secretary General. All forms of attendance, virtual or physical, in an assembly of the Governing Council shall be deemed equal.

A group representing at least 30% of the Member Organizations with voting rights may request an extraordinary meeting of the Governing Council. Upon receipt of such a request, the Secretary General shall arrange an online voting ballot where, if a simple majority of the voting members are in favor of the request for an extraordinary meeting, an extraordinary meeting of the Governing Council must be held within two months of the date of the vote.

3.3.3 Agenda of the Governing Council

The Secretary General establishes the agenda for the Governing Council meetings and shall ensure that all delegate members receive the agenda at least one week before the assembly. Proposals to the agenda by individual Member Organizations shall be sent to the Secretary General at least 30 days before a Governing Council meeting for approval by the IBRO-CLG. Member Organizations may impose additional agenda items during an assembly, subject to the approval by a majority vote of the Governing Council.

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3.4 *Decisions of the Governing Council*

3.4.1 Quorum of the Governing Council

The quorum for a Governing Council has two specific requirements: 1) one half of all of the Member Organizations with voting rights must be represented in the meeting, and 2), one half of the possible votes of all Member Organizations, taking into account weighted voting distribution, must be represented.

3.4.2 Voting Rights of the Governing Council Members

The IBRO President, Secretary General, Treasurer and the Chairs of the five Regional Committees, i.e., the elected members of the Governing Council, each may vote in matters before the Governing Council. Each of these elected members will have a single vote. Absentee voting for *elected members* of the Governing Council is not permitted.

Voting rights of *appointed member representatives* will be accounted for according to the member category of their organization [section 2.1].

3.4.3 Defining Majority of the Governing Council

Decisions of the Governing Council will be reached by vote of the attending members with voting rights.

Quantifying the votes of a decision of the Governing Council shall always take into account each members' voting weights. Decisions of the Governing Council are normally reached by simple majority vote. In cases where different decision rules are explicitly stipulated in the IBRO Regulations or Statutes, these rules take precedence for quantifying the decisions of the Governing Council. In case of a split decision of the Governing Council, the vote of the Chair of the Governing Council shall decide the outcome of the question voted upon.

Decisions of the Governing Council can be reached by open or closed ballot as specified for the vote in the Statutes and the Regulations or, in the absence of a definition, as decided by the Chair of the Council. Closed ballot shall be mandatory for all decisions that implicate decisions about individuals such as the election of Officers and new members of the IBRO Core Committees.

The same rules for reaching decisions shall apply to votes by the Governing Council irrespective of the format of the meeting.

3.5 *Proceedings of the Governing Council*

A record of the proceedings of a Governing Council meeting shall be prepared by the IBRO Secretariat and approved by the Secretary General. The record of the proceedings shall be included with the supporting documents for the immediate next Governing Council meeting where they shall be presented for approval by vote.

3.6 *Expenses of the Governing Council*

IBRO will cover eligible expenses related to travel and accommodation of the elected members of the Governing Council according to the established IBRO Travel Policy. IBRO will not cover expenses for the attendance of Member Organizations delegates or representatives.

All direct costs associated with Governing Council meetings, including venue rental, catering, AV / IT and other eligible services, as approved by the Treasurer, will be covered by IBRO.

4 The Executive Committee

4.1 *Composition of the Executive Committee*

The Executive Committee shall consist of the President, the Secretary General, the Treasurer, the Chairs of IBRO's five Regional Committees, the Chair of the IBRO Early Career Committee and the Executive Director of IBRO.

The members of the Advisory Board can attend the Executive Committee meetings as non-voting advisors.

The President, the Secretary General, the Treasurer and the five Chairs of the IBRO Regional Committees have voting rights in the Executive Committee. The chair of the IBRO Early Career Committee and the Executive Director of IBRO are non-voting members of the Executive Committee.

4.1.1 Terms for Executive Committee Members

The terms for the President, Secretary General, and the Treasurer, are defined in section 4.4. of the Regulations. The chairs of the IBRO Regional Committees and of the IBRO Early Career Committee are members of the Executive Committee for the duration of their terms. If reelected as Chairperson, a Chair of a Regional Committee and of the IBRO Early Career Committee may serve in the Executive Committee for up to two consecutive terms. The Executive Director is a permanent member of the Executive Committee.

4.2 *Meetings of the Executive Committee*

The IBRO President shall chair the Executive Committee. In the absence of the President, the Secretary General shall chair the Committee. A quorum for an Executive Committee meeting shall correspond to the Chair plus three other voting members.

4.2.1 Convening of the Executive Committee

The meetings may be implemented as physical, hybrid or virtual meetings biannually with additional ad hoc meetings, as necessary. The time, format and locations of the Executive Committee meetings shall be decided by the IBRO-CLG.

The regular meetings of the Executive Committee shall be convened with a 30-day minimum notice period. The agenda for the meetings of the Executive Committee shall be shared with the members of the Executive Committee at least one week before the meeting.

4.2.2 Decisions of the Executive Committee

Voting rights and membership of the Executive Committee are defined in Section 4.1. Decisions of the Executive Committee shall occur by voting. Decisions by voting are taken by simple majority of the attending and voting members of the Executive Committee, with the vote of the President being decisive in case of a split vote.

4.2.3 Proceedings of the Executive Committee

A record of the proceedings of the Executive Committee meetings shall be prepared by the IBRO Secretariat, and approved by the Secretary General. They will be sent to all members of the Executive Committee for information. The record of the proceedings from the last meeting shall be presented for approval by the Executive Committee in the subsequent meeting.

4.2.4 Expenses of the Executive Committee Meetings

IBRO will assume responsibility for costs associated with the arrangement of meetings of the Executive Committee. Costs may include, but not limited to, venue rental, catering, accommodation and travel of the members of the Executive Committee and the attending

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members of the Advisory Board. The rules for accommodation and travel are defined in the IBRO Travel Policy.

4.3 Responsibilities and Tasks of the Executive Committee

The Executive Committee will be responsible for the following decisions and actions on behalf of IBRO:

- Decisions related to membership of IBRO;
- Approval of the Treasurer's report on the budget for the following year and of the annual accounts for the preceding year on behalf of IBRO;
- Decisions related to the structure and functioning of the Regional Committees;
- Approval of reports from the Regional Committee Chairs and the IBRO Early Career Committee;
- Decisions about World Congress location and venue and approval of the Program Committee;
- Management of the contractual obligation linked to IBRO publications;
- Establishment or discontinuation of ad-hoc committees, workgroups and networks;
- Approval of the composition of the Finance Committee;
- Approval of temporary appointments of IBRO Officers and Committee Members as necessary;
- Approval of IBRO Policies.

4.4 Roles of the IBRO Officers

The below information regarding the IBRO Officers is supplemented by the *Job Profile guideline*, which is part of the supporting documentation for the IBRO elections.

4.4.1 The President

The IBRO President serves as a voting member and Chairs the Executive Committee and the Governing Council. In addition, the President serves as a member of, and Chairs the IBRO Publications Committee and furthermore serves as a member of IBRO's Finance Committee.

4.4.1.1 Term of the President

The President shall be elected by the Governing Council following nomination by the Nominations Committee and shall serve as *President-elect* for a term of one year preceding the three-year term as President. The term as *President-elect* officially starts on the 1st January during the year following an election. The term as President starts on the 1st of January in the year that immediately follows the end of the term as *President-elect* and ends on 31st of December in the third year of the term. Immediately succeeding the active term, the President shall serve as *Immediate past President* and member of the IBRO Advisory Board for a term of two years.

In case of vacancy of the position of President (resignation, illness), the Secretary General will act as Interim President until the election of a new President. The process for appointing a new President depends on the proportion of the term left to be served.

In case of a vacancy of fewer than two years of the term remaining, the Secretary General will act as Interim President until the election of a President during the regular elections. The elected President shall take office immediately and serve the remaining term of the predecessor as President, followed by the term for which they were elected.

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In case of a vacancy that exceeds two years of the term remaining, an extraordinary election shall be held as soon as possible. The elected President shall take office immediately and serve the remaining term. A President elected through an extraordinary election is entitled to stand for re-election for a second term during the next regular elections.

4.4.1.2 Role and Responsibilities of the President

The President is the head of IBRO and has a responsibility to lead the IBRO-CLG in defining the strategic direction of the organization. The President shall act as IBRO's principal spokesperson in all matters, including externally towards the community, partners and other stakeholders, and internally towards IBRO's members, committees, the IBRO Secretariat, and the elected Officers. In collaboration with the Secretary General, the President shall be responsible for promoting the execution of priorities and policies determined by the Governing Council and the Executive Committee and shall perform such other functions as fundraising and any other duties that may be necessary or desirable in the furtherance of the purposes of IBRO. The President ensures that IBRO committees, across all their activities, adhere to IBRO's mission and objectives in their implementation of IBRO programs. The President acts as the principal supervisor for the Executive Director, who oversees the administration of IBRO.

4.4.2 The Secretary General

The Secretary General is an IBRO Officer, who is a voting member of the Executive Committee and the Governing Council. The Secretary General additionally serves as voting member of the Publications Committee and the Finance Committee.

4.4.2.1 Term of the Secretary General

The Secretary General shall be elected by the Governing Council following nominations by the Member Organizations and shall serve as Secretary General-*elect* for a term of one year preceding the three-year term as Secretary-General. The term as Secretary-General-*elect* officially starts on the first of January during the year following an election. The term as Secretary General starts on the 1st of January in the year that immediately follows the end of the term as Secretary General-*elect* and ends on 31st of December in the third year of the term.

In case of vacancy of the position of Secretary General (resignation, illness), the Treasurer will act as Interim Secretary General until the election of a new Secretary General. The process for appointing a new Secretary General depends on the proportion of the term left to be served.

In case of a vacancy of fewer than two years of the term remaining, the Treasurer will act as Interim Secretary General until the election of a Secretary General during the regular elections. The elected Secretary General shall take office immediately and serve the remaining term of the predecessor as Secretary General, followed by the term for which they were elected.

In case of a vacancy that exceeds two years of the term remaining, an extraordinary election shall be held as soon as possible. The elected Secretary General shall take office immediately and serve the remaining term. A Secretary General elected through an extraordinary election is entitled to stand for re-election for a second term during the next regular elections.

4.4.2.2 Role and Responsibilities of the Secretary General

The Secretary General supports the President in their role, including, upon request, as the designated representative of IBRO when the President is unavailable. On behalf of the IBRO Officers, the Secretary General is responsible for securing the appropriate implementation of administrative processes and procedures in accordance with the formal documentation of

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IBRO. On behalf of the President, the Secretary General, working with the Secretariat, will convene regularly scheduled and ad hoc meetings of the Governing Council and the Executive Committee and distribute agendas for these meetings at least one week in advance of each regularly scheduled meeting. Agendas for ad hoc meetings will generally be distributed no later than one day before the meeting. The Secretary General will review, in advance, and then approve all materials relevant to each meeting. The Secretary General furthermore supports the President in overseeing that IBRO committees, across all their activities, follow internal guidelines and principles for transparency in their decisions related to the implementation of IBRO programs.

4.4.3 The Treasurer

The Treasurer is an IBRO Officer, who is a voting member of the Executive Committee and the Governing Council. The Treasurer is a member of the IBRO Publications Committee and chairs the IBRO Finance Committee.

4.4.3.1 *Term of the Treasurer*

The Treasurer shall be elected by the Governing Council following nominations by the Member Organizations and shall serve as Treasurer-*elect* for a term of one year preceding the three-year term as Treasurer. The term as Treasurer-*elect* officially starts on the first of January during the year following an election. The term as Treasurer starts on the 1st of January in the year that immediately follows the end of the term as Treasurer-elect and ends on 31st of December in the third year of the term.

In case of vacancy of the position of Treasurer (resignation, illness), the Secretary General will act as Interim Treasurer until the election of a new Treasurer. The process for appointing a new Treasurer depends on the proportion of the term left to be served.

In case of a vacancy of fewer than two years of the term remaining, the Secretary General will act as Interim Treasurer until the election of a Treasurer during the regular elections. The elected Treasurer shall take office immediately and serve the remaining term of the predecessor as Treasurer, followed by the term for which they were elected.

In case of a vacancy that exceeds two years of the term remaining, an extraordinary election shall be held as soon as possible. The elected Treasurer shall take office immediately and serve the remaining term. A Treasurer elected through an extraordinary election is entitled to stand for re-election for a second term during the next regular elections.

4.4.3.2 *Role and Responsibilities of the Treasurer*

The Treasurer has responsibility to oversee the transparent use of funds in alignment with IBRO's mission and values. In this capacity and advised by the Finance Committee, the Treasurer has responsibility for ensuring that the Secretariat implements accurate accounting principles and that IBRO meets legal requirements regarding its financial management. As Chair of the Finance Committee and on behalf of IBRO, the Treasurer acts as liaison between the financial partners of IBRO, including with the various banks that manage IBRO funds and investments on behalf of the organization.

The Treasurer furthermore oversees that IBRO committees, across all their activities, follow internal rules and guidelines for the dissemination of IBRO funds. When funds have been allocated subject to restrictions or have otherwise been designated for specific purposes, the Treasurer shall ensure that the monies are disbursed only for the stated purposes. The Treasurer reports to the Governing Council and requests decisions by the Executive Committee when this is required.

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4.5 Election of IBRO Officers

Elections of the IBRO officers-*elect* are organized by the IBRO Secretariat under supervision of the Secretary General. Supporting details about the process and timelines for upcoming IBRO elections are included in the election guidelines maintained by the Secretariat.

4.5.1 Timing of Elections

Election of the IBRO Officers-*elect* is scheduled to align in the same year for all three positions, and coincide with the second year of the three-year term of the current IBRO Officers. When possible, the elections should be scheduled in the year that precedes the IBRO World Congress in order for the current IBRO Officers to finalize their terms in the same year as the World Congress.

The elected candidates shall serve a period of up to one year as IBRO Officers-elect. The period as IBRO Officer-elect shall start on the first of January in the year following the election.

4.5.2 Eligibility to Stand for Election as IBRO Officer

Candidates for the positions of IBRO Officer must be active scientists with highly visible research careers within or closely related to the broad area of neuroscience research. Scientists with emeritus status do not have eligibility for candidacy. The current IBRO Officers and the *immediate past* Officers may not stand for election for any position within IBRO. The Chairs and members of the IBRO Regional Committees and the IBRO Early Career Committee may stand for election as IBRO Officer irrespective of the terms they have served, including as member of the Executive Committee. Once elected, IBRO Officers may not simultaneously during their term hold any leadership positions in an IBRO Member Organization or serve as Chair or member of an IBRO Regional Committee.

4.5.3 Election Procedures

All Member Organizations of IBRO can propose nominees for the positions of IBRO Officers. The Nominations Committee shall subsequently review the proposed nominees and shall be tasked to select a final election slate consisting of up to three candidates for each IBRO Officer position. The Nominations Committee may include additional nominees for the selection of candidates when this is deemed necessary.

The election of new Officers, which is an exclusive competence of the Governing Council, shall be implemented via closed ballot and the outcome of the election shall be decided by an absolute majority vote. Uninominal voting will be used when two candidates are standing for election. When three or more candidates are standing for election as IBRO Officer, the IBRO-CLG will decide on the use of Uninominal voting or ranked-choice voting. Voting procedures of the Governing Council are defined in section 9 and the composition and purview of the Nominations Committee are described in section 5.4.

5 Core Committees and Boards

5.1 The Core Leadership Group (IBRO-CLG)

The purpose of the Core Leadership Group, consisting of the current IBRO Officers (the President, the Secretary General and the Treasurer), is to respond to all essential decision-making and matters of important prioritization on behalf of the organization. The IBRO-CLG will normally meet virtually with a frequency of one to two meetings per month as deemed necessary by the President of IBRO. Meetings will be convened by the Executive Director, who is also responsible for preparing a list of topics for discussion at the meetings.

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The IBRO-CLG oversees all IBRO activities and approves IBRO procedures and guidelines, articulates opinions on behalf of IBRO, and decides on the implementation of agreed upon strategic priorities, such as opportunities for engagement with existing and new partners.

The IBRO-CLG is empowered in the name of IBRO to accept bequests, subventions, grants or donations for carrying out the programs of action of IBRO. For all practical purposes, the IBRO-CLG defines actions and decisions of IBRO in response to the changing environment and opportunities surrounding the organization to the extent that they do not contradict any established governance document and/or infringe upon specified decision powers and responsibilities of the Governing Council and the Executive Committee.

The IBRO-CLG will decide on salaries, bonuses and other gratuities of the staff on recommendation by the Executive Director. The IBRO-CLG will also decide on salary, bonuses and gratuities of the Executive Director.

5.2 The Advisory Board

The Advisory Board consists of the following members: *Immediate-past* President, *President-elect*, *Secretary-General-elect*, *Treasurer-elect*. The terms of the Advisory Board members are equal to the position terms for which they are appointed (section 4.4). During a regular election cycle, the Advisory Board will thus consist of the *Immediate-past* President alone during two years following their elected term. During the year prior to the start of their active terms, the advisory board will consist of the *Officers-elect*.

The Advisory Board serves as advisors to the Executive Committee. The Advisory Board may provide ideas for new initiatives and support the Executive Committee with the strategic vision of IBRO, including in the development and updating of the organization's strategic plan (section 1.4.3). The members of the Advisory Board may, on an ad hoc basis, be assigned tasks and responsibilities by the IBRO-CLG and the Executive Committee.

The Advisory Board members shall have no voting rights and no formal decision power in IBRO. The members of the Advisory Board are members of the Nominations Committee (section 5.4) and are entitled to attend the meetings of the Governing Council and the Executive Committee. The Advisory Board is not expected to hold any separate meetings.

5.3 The Finance Committee

A Finance Committee, chaired by the Treasurer, shall in addition to the Treasurer consist of the following members: the President, Secretary General and the Executive Director. Additionally, the Finance Committee shall have one to three other members that are not currently serving in any other capacity within IBRO. The additional members of the Finance Committee shall be appointed with a view to complement the Finance Committee with professional expertise or significant experience with investment banking and international trends in this regard. The additional members of the Finance Committee are elected by the Executive Committee upon nomination by the Treasurer. Proposed new members of the Finance Committee cannot be immediate past officers of IBRO.

Upon recommendation from the Treasurer, the Finance Committee shall be responsible for ensuring the availability of sufficient funds to support the approved annual budgets of IBRO. In addition, the Finance Committee shall be responsible for the strategic allocation and optimal placement of the invested portfolio, in alignment with the priorities, strategic needs, and values of IBRO. Decisions of the Finance Committee shall be taken by common accord of the Committee's members. In case of discordance, the decision of the IBRO Treasurer, supported by the President and Secretary General will be decisive. The Treasurer shall

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formally serve as liaison to the Executive Committee and is responsible for ensuring that decisions of the Finance Committee adhere to IBRO's values, rules and general priorities.

The Executive Director is a non-voting, permanent member of the Finance Committee. The terms of other members of the IBRO Finance Committee are of three years. The terms of the appointed members of the Finance Committee are renewable for a total period of up to three consecutive terms.

The Treasurer may include a budget line in the annual budget to support the meetings of the Finance Committee. All members of the Finance Committee are engaged on a pro-bono basis, without commitments on behalf of IBRO of stipends or honoraria for these committee services.

5.4 The Nominations Committee

The Nominations Committee shall be composed of the members of the Advisory Board, the President of IBRO and the immediate past chairs of each of the Regional Committees.

The terms of the immediate past chairs on the Nominations Committee are of three years. In cases where no new immediate past chair is available from one of the Regional Committees, the term of the current immediate past chair on the Nominations Committee may be renewed once for a final term of three years. In cases where the immediate past chair of a Regional Committee is unable to serve as member of the Nominations Committee, it is the responsibility of the Regional Committee in question to appoint a substitute member from among the past members of their committee.

The Nominations Committee shall be responsible for nominating the candidates for the election of President-*elect*, Secretary General-*elect* and Treasurer-*elect* according to section 4.5.3. Taking into consideration the requirements for diversity and balance in terms of gender and regional representation, the Nominations Committee shall furthermore define the slate of individuals proposed for the election of members of the Regional Committees according to section 5.6.1. Decisions of the Nominations Committee shall be taken by common accord. In case of discordance, decisions are taken by vote where a simple majority shall be decisive.

5.5 The Publications Committee

Members of the Publications Committee are the President, the Secretary General, the Treasurer and two representatives appointed by the publisher. The Editor-in-Chief and the Associate Editor-in-Chief of the journal *Neuroscience*, and the Editor-in-Chief of *IBRO Neuroscience Reports* are normally invited to attend part of the annual meetings of the Publications Committee, where they will present an editorial report to the Publications Committee. With the exception of the appointed representatives of the publisher, the terms of the members of the committee are equal to the term of their mandates. The Editors-in-Chief and Associate Editor-in-Chief are not members of the Publications Committee and consequently have no vote in the decisions of the committee.

The Publications Committee's mandate is to oversee the good functioning of the IBRO journals, *Neuroscience* and *IBRO Neuroscience Reports*. The relationship between, and the responsibilities of IBRO and the publisher are defined in the publishing contract between the parties. For IBRO, the contractual obligations are under the purview of the IBRO-CLG, including the responsibility of selecting the Editor-in-Chief and Associate Editor of *Neuroscience* and the Editor-in-Chief of *IBRO Neuroscience Reports*. The Publications Committee shall minimally meet once per year, at which time the final accounts from the previous year shall be presented by the publisher and approved by the committee.

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Decisions of the Publications Committee shall be taken by common accord. In case of discordance, decisions are taken by vote where a simple majority shall be decisive.

5.6 *The Regional Committees*

IBRO is represented regionally by five Regional Committees: the Africa Regional Committee, the Asia-Pacific Regional Committee, the Latin-America Regional Committee, the Pan-Europe Regional Committee, and the US-Canada Regional Committee.

5.6.1 Election of members

Each IBRO Regional Committee consists of a Chair and up to eight regular members. The members and the Chair are elected as members for a term of three years with the possibility of one renewal for a final term of three years. The terms for elected and reappointed members of the Regional Committees start on the 1st of January in the year that follows their election and end on 31st of December in the third year of their terms. The nominations committee will pay particular attention to the Regional Committees' balance in terms of gender and regional representation. With the exception of the USCRC, the Regional Committees may have up to a maximum of two member scientists from the same country.

In order to ensure continuity of the Regional Committees, the election of new members and reappointment of existing members for a second term shall take place annually and aim to fill three open slots per committee per year.

Regional Committee elections are organized by the IBRO Secretariat under the supervision of the Secretary General.

All Member Organizations of IBRO and each member of the IBRO Executive Committee may suggest up to three candidates total for the election of new members of the IBRO Regional Committees. Suggested new members, who must have their primary residence and main scientific activity in the region for which they are suggested as a member, may not simultaneously be active in any IBRO Core Committee at the time of the election. The members of the IBRO Regional Committees shall be well-known and established as independent scientists in the region for which they are suggested as a member, with active research programs that are significantly linked to the field of neuroscience. Scientists with emeritus status do not have eligibility for candidacy.

Taking into consideration the relevance of all nominees' applications to the open positions, as well as the need to ensure balance in terms of gender and regional representation, it is the task of the Nominations Committee to review all suggested candidates and present a final list of shortlisted nominees per region for the election by the Governing Council. The slates for the Regional Committee elections shall include all candidates in one list per region that clearly indicates which nominees are standing for reappointment and those who are standing as new members.

The election of Regional Committee members is implemented separately per committee. The IBRO-CLG is responsible for defining the procedure for the election of Regional Committee members. When more candidates are presented than slots to fill in a committee, the election of members may be implemented via the plurinominal voting system or by ranked order voting. When the exact number, or less candidates are presented than slots to fill, the election will take place via a regular majority vote. The voting procedures of IBRO are defined in section 9 of the Regulations.

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5.6.2 Appointment of a Chair

In Regional Committees where the regular term of the current chair is ending, the members of each *incoming* committee shall proceed, in a meeting called by the current Chair, to nominate an *incoming* Chair for approval by the IBRO Executive Committee during its final meeting of the year, typically occurring in November. A Chair of a Regional Committee must be appointed from among the elected or reappointed members of the committee. Once approved, the *incoming* Regional Committee Chairs shall serve as members of the Executive Committee from the start of their new or continued terms. Following the end of their elected term, the Chairs of the Regional Committees shall serve as members of the IBRO Nominations Committee in their capacity of Immediate past Chair (section 5.4).

If no nomination for Chair has been received from the incoming Regional Committee by the time of the final Executive Committee meeting of the year, or if the nominated Chair is not accepted by the Executive Committee, the Executive Committee may proceed to nominate a Chair from among the Committee members on behalf of the Committee.

In case of a vacancy for the position of chair of a Regional Committee, the Secretary General is automatically appointed as interim Chair until a new Chair has been proposed by the Regional Committee and approved by the Executive Committee.

5.6.3 Function of the Regional Committees

Each Regional Committee has responsibility to manage the IBRO programs approved for their region. This process involves preparing the annual regional programs through the budget preparation process described in section 8.4. of the Regulations, and managing the implementation of IBRO programs and partnerships in their region. Further, the Regional Committees shall contribute to cross regional activities in collaboration with other Regional Committees and globally support IBRO's promotion and visibility within the regions. Decisions of the Regional Committees shall be taken by common accord. In case of discordance, decisions are taken by vote where a simple majority shall be decisive.

The Chairs of the Regional Committees are responsible for the appropriate organization of their committees, including the appointment and delegation of tasks and responsibilities. The Chairs shall be accountable for the transparent use of IBRO funds in their region according to the approved allocation and programming within a framework that fully adheres to IBRO's policies and guidelines. The Chairs shall report about the activities of their Regional Committee to the Executive Committee and the IBRO-CLG as requested.

6 Ad-hoc Committees, Workgroups and Networks

The IBRO Executive Committee, from time to time, may identify areas or topics where a dedicated effort or special focus is desirable on behalf of the organization. In such cases, the Executive Committee may establish ad-hoc committees, workgroups or networks with a time-limited duration that are tasked with a defined mission on behalf of IBRO. The tasks, membership, organization and duration for each ad-hoc committee, workgroup or network, as decided by the Executive Committee, shall be defined in a separate and designated IBRO guideline.

Ad-hoc committees, workgroups and networks are internal structures to IBRO and *cannot* be created with the purpose to support the structure and function of an external entity or group that receives funding from IBRO through a partnership. In such cases, a partnership MoU between IBRO and the external party shall define the activity and the partnership. IBRO ad-hoc committees, workgroups and networks may liaise, coordinate, collaborate and receive funding for their activities from external parties.

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All ad-hoc committees, workgroups and networks are under the purview of the Executive Committee, by which they are also established and dismantled. Ad-hoc committees, workgroups and networks shall report about their activities as often as requested.

Additional ad-hoc committees, workgroups and networks may be established as needed by the Executive Committee for a period of fewer than three years. In cases where an ad-hoc committee, workgroup or network is planned, or proposed for continuation beyond the initial period of three years, the ad-hoc committee, workgroup or network must be included, following a review and approval by the Executive Committee, in section 6 of the IBRO Regulations with specification of the duration, membership, tasks and mission, representation and structure of the group.

Ad-hoc committees, workgroups and networks may have a separate budget line in the annual budget that will cover the agreed activities and meetings of the group. Requests for activities and funding of ad-hoc committees, workgroups and networks shall be submitted through the regular budget request cycle of IBRO.

6.1 The IBRO Early Career Committee

The IBRO Early Career Committee (IECC) is composed of 15 scientists, consisting of three members per IBRO region. IECC members must in early stages of their careers as independent principal investigators at the time of their nomination. *Early career stage* in this context is broadly defined as the period of up to 10 years following the start of a position that allows the researcher to manage an independent research program in their own name. Exceptions can be made case by case by the Regional Committees for circumstances that either specifically link to a candidate's background, or to culturally and regionally accepted broader definitions of *Early Career*, such as "*Assistant Professor or equivalent*".

Ideally, the IECC members are alumni of IBRO who in their careers have demonstrated individual commitment towards science outreach and who have been involved in the organization of networking and training for early career scientists in their respective regions.

The members of the IECC are appointed for a term of three years by the Executive Committee upon nomination by the Regional Committees. An open call for proposals of and self-nomination by interested candidates may precede the formal nomination in each region. The term of IECC members may be renewed once for a final term of three years.

The IECC shall elect a Chair who will serve as non-voting member of, and liaison towards the Executive Committee. The Chair shall be responsible for organizing IECC activities and the delegation of tasks and responsibilities of the members.

The mission of the IBRO Early Career Committee is three-fold:

- support networking and scientific exchange between the individual IECC members and their scientific networks;
- provide visibility for IBRO among similar career staged scientists through coordinated activities and events of the IECC;
- ensure outreach, engagement and inclusion of ideas and views by the group on behalf of their constituency in IBRO's decision making and programs.

The latter point includes for the regionally appointed IECC members to act as informal liaisons on behalf of the network toward the Regional Committees.

As part of the annual budget, IBRO will support agreed events and activities of the network, including the approved costs associated with one annual meeting of the IECC. The requests for activities and funding of the IECC shall be submitted through the regular budget request cycle of IBRO. Established in 2022, the IECC is approved for a period of 6 years with the

possibility for renewal beyond 2027, following a positive evaluation and decision of the Executive Committee.

7 The World Congress

The World Congress is an international scientific meeting fully implemented and owned by IBRO. The World Congress rotates successively between the IBRO world regions ensuring opportunity and visibility for excellent scientists and diverse scientific topics and scientific cultures from across the regions of IBRO. The rotation and frequency of the World Congress is defined in a dedicated World Congress guideline that is maintained by the Secretariat.

The World Congress may be implemented in collaboration with one or several of the IBRO Scientific Member Organizations when this is feasible and desirable to IBRO. In such instances, a detailed MoU shall be established between the parties, that clearly defines responsibilities and expectations, including for all financial matters.

7.1 Country and Venue Selection

The decision of country and meeting venue for the World Congress is under the authority of the Executive Committee. Considerations related to partnerships, international access, venue options and facilities, finances and the opportunity for IBRO to strengthen its regional visibility and impact shall be taken into account when deciding on the country and venue for the World Congress.

The Governing Council shall be consulted about the plans for regional rotation and may be consulted on the country and venue considerations for the World Congress in advance of a final decision by the Executive Committee.

7.2 Scientific Program

The program of the World Congress shall be established by an independent scientific committee, the Program Committee, consisting of internally renowned scientists with a combined broad expertise across current neuroscience fields and topics. The World Congress Program Committee shall consist of approximately equal numbers of scientific experts from each of the IBRO regions and be inclusive and diverse in terms of geography, gender and race.

A Chair or a group of co-Chairs for the Program Committee shall be approved by the Governing Council upon nomination by the Executive Committee. The list of Program Committee members, developed in collaboration with the Chair(s) of the Program Committee is approved by the Executive Committee.

7.3 Additional Committees

The organization of the World Congress may involve the formation of additional committees and workgroups that may be established by the Executive Committee according to the specifications outlined under section 6 of the Regulations.

8 Finances of IBRO

8.1 The Fiscal Year of IBRO

The fiscal year of IBRO runs concurrently with the calendar year.

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8.2 *Definition for the Use of IBRO Funds*

The combined funds of IBRO, irrespective of their origin, may be used for purposes that are objectively supporting the mission of the organization. This includes all programs, events, meetings and partnerships that have been approved for funding by the organization. Included in the activities that may be supported by the organization are the reasonable costs linked to supporting an administrative office, travel of Officers and Committee members and global representation of the organization.

The approval of fund allocations according to the approved budget is under the authority of the Treasurer of IBRO on behalf of the organization. The Treasurer reports about the organization's financial matters to the Governing Council (section 3.2) and the Executive Committee (section 4.3).

8.3 *Annual Accounts*

Supported by the Executive Director, the Treasurer of IBRO shall prepare the annual accounts of the organization. The Treasurer shall ensure that the approved accounts are filed according to the rules of the country where IBRO is incorporated. The annual accounts are formally approved by the Executive Committee on behalf of IBRO in the first six months of the year that follows the fiscal year and shall subsequently be presented to the Governing Council for information.

8.4 *Budget Preparation*

The annual budget preparation process is defined in a dedicated guideline that is adapted annually in collaboration with the Treasurer. The guidelines shall include a timeline for the planned budget preparation process for the year. The principle for the IBRO budget allocation shall, to the extent this is possible, be based on a sustainability principle whereby IBRO remains permanently solvent.

The Treasurer, in collaboration with the Executive Director, shall annually prepare a preliminary budget proposal to the IBRO-CLG. The budget proposal may be based on requests for funds to support the Secretariat, partnerships, and the activities and programs of the various committees, networks and workgroups of IBRO.

A final budget proposal for the subsequent year shall be submitted by the Treasurer on behalf of the IBRO-CLG to the Executive Committee for approval in the final annual meeting of the Executive Committee.

9 *Voting procedures*

9.1 *Means of Voting*

All IBRO governance groups (section 1.5), may use the following means of voting for reaching decisions: paper ballot, hand voting, electronic voting, and mail-in voting. Secret ballot must be used for elections of IBRO Officers and for the appointment of members of the IBRO Regional Committees.

9.2 *Decisive Voting Majorities*

Regular Majority voting corresponds to a situation where a vote concerns a decision with more than two equal options. The option that receives the greatest number of votes, i.e., a plurality or simple majority, shall be selected. In case of a tie, the top two options are listed in a new ballot where the one receiving a majority in a subsequent vote is selected. In case of a tie between two options, the vote of the Chair shall be decisive. Non-valid ballots and blank ballots shall be discounted from the vote.

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Absolute Majority concerns decisions where the Regulations stipulate that a vote shall be decided by an absolute majority. In these cases, the option that receives more than 50% of the eligible votes cast, i.e., an absolute majority of the votes, shall be elected. In special cases, the required majority may be set to a threshold that is higher than the 50% level. Non-valid ballots and blank ballots shall be discounted from the vote.

9.3 Remote Voting

The Governing Council and the Executive Committee may decide to defer a decision to an online vote following approval of such a motion in a meeting. In these cases, the precise instructions for the vote shall be defined and the vote shall take place within one month of the meeting decision. The instructions shall define the type of majority and the means of voting that will be applied for the vote.

9.4 Governing Council Voting

The Secretary General is responsible for supervising the election process of the Governing Council except in cases where the Secretary General is absent or in a position of conflict of interest in which case it is the President that will supervise the election process.

9.4.1 Appointment of an Election Supervisory Group

The Chair of the Governing Council may propose to appoint an Election Supervisory Group consisting of two or three of the attending council representatives. The Election Supervisory Group shall, following approval by the council, supervise the process of voting.

9.4.2 Non-Valid Ballots

Ballots may be deemed non-valid in cases where a ballot contains a selection of more (or less) than the required options for the vote. Similarly, when a ballot is unclear, when it contains additional messages, or otherwise is deemed un-interpretable as a usable ballot it may be deemed non-valid.

9.4.3 Uninominal Voting

Uninominal voting concerns voting between several options or candidates requiring an absolute majority. When an absolute majority is not reached in a first round, the two top ranked options or candidates are shortlisted for a new round of voting between only these two options/candidates.

In case of a draw between two candidates, a decision will be taken by drawing lots between the candidates. If the threshold is not reached in a second round in a vote that involves an option (i.e., not a decision about candidates), the proposition is rejected.

9.4.4 Ranked-Choice Voting

Ranked-choice voting often is used in connection with election of members of the Regional Committees where three or more candidates are available per slot in a Regional Committee. Voting is implemented separately per open slot. A nominated candidate is elected by an absolute majority.

For the election, the Nominations Committee shall pre-arrange the approved candidates into groups of nominees per open slot. A first round of ballots shall be cast where the electors indicate their first and second choices per slot. In case no candidate receives an absolute majority in the first round for a given slot, the first rank order is used to eliminate the candidate with the least amount of first choice votes. This releases the 2nd order votes of the electors that had cast their votes on the eliminated candidate. The released votes are then added to the first order ranking which may change the majority and ranking of the candidates. The process is continued until one candidate is elected by an absolute majority.

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9.4.5 Plurinominal Voting

In a first round, a vote shall be cast among all nominated candidates. In the first round, the electors may indicate as many votes as there are positions to fill. Following the first round of votes, the candidates are ranked according to the number of votes received and based on this ranking, the top ranked candidates that match the number of positions are selected. In case of a tie between several of these top ranked and selected candidates, the Executive Committee will cast a new round of votes between the two or more tied candidates in order to solve the tie. In cases where more candidates are nominated than there are available positions, such as may be the case for the election of new members of the Regional Committees, the final voting process may involve an arbitrated decision by the Executive Committee.

10 Other provisions

10.1 *The IBRO Secretariat*

The Secretariat of IBRO supports the administrative implementation and development of IBRO programs, partnerships, committee work and financial matters. The Secretariat supports the elected leadership of IBRO and operates all administrative matters for the organization. The staff of the IBRO Secretariat is supervised by the Executive Director.

10.1.1 The Executive Director

The Executive Director, who reports to the President, assists and supports the activities of the IBRO officers in all matters concerning IBRO and its administration. The duties of the Executive Director shall support the development of IBRO's mission. The Executive Director acts as head of the administration of IBRO, in particular as Chief of Staff, and manages the distribution of tasks and responsibilities for IBRO's staff. The Executive Director is responsible for hiring new staff of the Secretariat. Members of staff report to the Executive Director who reports to the President. The Executive Director, as Chief of Staff, is also responsible for the correct execution of all financial transactions and reports to the Treasurer as chair of the Finance Committee.

The Executive Director, who is formally appointed by the President of IBRO, serves as a non-voting member of the Executive Committee.

10.2 *External Audits and Review of IBRO Policies*

As a good governance measure, IBRO shall regularly conduct reviews or audits of its internal policies and processes for adherence to the internal rules. The frequency, focus and scope of the audits and reviews shall be decided by the IBRO-CLG with an aim to perform an audit every 3-5 years. The audits and reviews of IBRO shall be overseen by a working group that has been appointed by the Executive Committee.

10.2.1 Appointment of the Review and Audit Working Group

The composition of the Review and Audit working group shall correspond to the scope of the intended audit or review. In all cases, the Review and Audit working group shall include representatives from several IBRO regions and be selected with a view to include specific and relevant expertise and knowledge into the group. The working group shall consist of five to 10 members that are approved by the Executive Committee. IBRO Officers may act in a capacity of advisor to the Review and Audit working group.

The group may recommend outsourcing the review or audit process to a relevant external provider. Direct costs for members and honoraria of the Audit and Review group members, as well as for any third party contracted supplier, shall be covered by IBRO following approval by the Treasurer.

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10.2.2 Outcomes and Publication

The Audit and Review working group shall prepare a final report that includes a detailed overview of the scope and procedure for the implemented audit or review, its findings and conclusions, including recommendations for updating identified processes of IBRO. The final report shall be submitted for approval to the IBRO Executive Committee. Approval by the Executive Committee shall conclude the review or audit process.

The IBRO President, supported by the IBRO-CLG shall summarize the audit or review in a publication that is suited for publication and dissemination to the members of IBRO.

10.3 Transitional Provisions

10.3.1 World Congress Rotation

The world congress shall take place in 2023, 2027, and 2031. From 2031 onwards the frequency of the meeting shall be one World Congress every third year, i.e., in years 2034, 2037, 2040 and so forth. This will coincide with the final term year of the IBRO Officers.

10.3.2 Term and Election of IBRO Officers

With the exception of the Secretary General position, the IBRO Officers who were elected in 2022 shall start their active three-year terms in January 2023. The Secretary-General-elect who was elected in 2022 shall serve one year, starting on 1st January 2023 as Secretary General-elect followed by a final term of two years as Secretary General ending on 31st December 2025.

New elections for IBRO Officers will take place in 2024 at which point this transitional provision is void.

10.3.3 Election of Regional Committee Members

The terms and election of the members of the Regional Committees shall be adjusted to fit an annual renewal of the committee composition by three members. The plan to achieve this is included in Annex 1. This plan is not technically and formally part of the Regulations and may be updated as needed by the secretariat in consultation with the IBRO-CLG. The adjustments will involve elections in 2023 through 2025 after which this transitional provision is void.

10.3.4 Transitional organization of the Advisory Board

During the term of 2023 the Advisory Board will consist of the Secretary General elect. In 2024, there will be no members of the Advisory Board. Following the election of incoming officers in 2024, the Advisory Board will from January 2025 consist of the elected officers as defined in the IBRO Regulations and the present transitional provision will be void.

10.3.5 Term and Elections of IBRO Early Career Committee

The term for the cohort of members elected in 2022 shall be extended by one year to encompass 2025. One additional member per region shall be appointed by the Regional Committees in 2023 in order for the group to reach a composition of 3 members per region as defined in section 6.1 of the Regulations.

New member appointments, and renewal of appointments to the group according to section 6.1. of the Regulations shall be confirmed in 2025 for start of membership on 1st January 2026.

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Annex 1: Regional Committee elections 2023-2025

Regional Committees	Elected according to old bylaws in 2021: 3 years with start in January 2022	election of RC members 3-year terms
Regional Committees	Elected according to old bylaws in 2022: 3 years with start in January 2023	election of RC members 3-year terms
Regional Committees	Elected according to new bylaws in 2023: 3 years with start in January 2024	election of 3 new RC members per committee; 3-year terms
Regional Committees	Elected according to new bylaws in 2024: 3 years with start in January 2025	election of 3 new RC members per committee; 3-year terms
Regional Committees	Elected according to new bylaws in 2025: 3 years with start in January 2026	election of 3 new RC members per committee; 3-year terms

[illegible]

*elections in 2023: two of the five positions that are open in the elections in 2023 shall be confirmed for a term of two years

[illegible]

*elections in 2023/2024: one of the four positions that are open in the elections in 2023 shall be confirmed for a term of two years. one of the four positions that are open in the elections in 2024 shall be confirmed for a term of one year

[illegible]

*elections in 2023: two of the five positions that are open in the elections in 2023 shall be confirmed for a term of two years

[illegible]

*Following elections in 2023 the committee will have 11members in 2024.

[illegible]