

**Canadian Consortium on
Neurodegeneration in Aging
Appointment to Leadership Positions
Policy and Procedures
Version 1.0**

Approved by the CCNA Research Executive Committee on November 22, 2017

Procedures

These procedures deal with the following positions: Scientific Director (SD), Associate Scientific Directors, other members of the Research Executive Committee (REC), and Leaders/co-Leaders of Themes, Teams, Platforms, and Cross-cutting Programs. These procedures were developed to address four types of vacancies: temporary planned, temporary unplanned, permanent planned, and permanent unplanned.

Temporary planned/unplanned vacancies

- 1) The temporary absence of a member of the CCNA leadership group (SD, Associate Scientific Directors, other members of the REC, and Leaders/co-Leaders of Themes, Teams, Platforms, and Cross-cutting Programs) and expected duration of the absence will be communicated to the SD and REC as soon as possible;
- 2) The REC is granted flexibility in determining the need of appointing an interim replacement and in selecting the individual who will be approached to take on the responsibility. If it is determined a temporary replacement is required:
 - a) The REC will generally appoint either a person previously identified as a potential replacement for the occupant of the position or ask another member of the CCNA leadership group to assume the position on an interim basis;
 - b) The appointment is conditional on the person approached agreeing to take on the position after being informed of expectations and anticipated duration of the interim appointment; and
 - c) Any person appointed on an interim basis must be a CCNA Investigator Member.
- 3) The interim appointment will be communicated within CCNA and to stakeholders outside the organization as needed.

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Permanent planned/unplanned vacancies

The SD, Associate Scientific Directors, REC members (including Theme Leaders/co-Leaders), and Team, Platform, or Cross-cutting Program Leaders/co-Leaders may decide to voluntarily withdraw from their CCNA position or be compelled to because of, for example, health related issues. The approach to be taken in replacing them for these reasons is as follows:

- 1) The intent or need of the person to step down on a permanent basis from their leadership position should be made known to the SD as soon as possible;
- 2) Any person appointed to fill a leadership vacancy must be a CCNA Investigator Member;
- 3) Theme, Team, Platform, or Cross-cutting Program leadership positions should pass to the Theme, Team, Platform, or Cross-cutting Program member best able to continue the research program and/or operation of the group;
 - a) To replace a Team, Platform, or Cross-cutting Program Leader/co-Leader an *ad hoc* subcommittee of the REC that will consist of at least two individuals (and include the relevant Theme Leader and/or co-Leader in the case of a Team Leader/co-Leader vacancy) will be struck. Members of the subcommittee will solicit input from Team, Platform, or Cross-cutting Program members, as needed, on who should assume the vacant leadership position. The outgoing Team, Platform, or Cross-cutting Program Leader/co-Leader will also be approached for input but while they may express an opinion on a potential successor they cannot appoint their replacement;
 - b) The *ad hoc* subcommittee will make a recommendation to the REC who will make the final decision on who will fill the vacancy by majority vote of those present at the REC meeting where the recommendation is discussed.
- 4) For vacancies on the REC, demographic and geographic considerations will also be considered. The SD will propose to the REC a replacement for the vacancy. For acceptance of this recommendation, two-thirds of REC members present at the meeting where it is discussed will have to approve it. If two-thirds do not support the recommendation of the SD, an *in camera* meeting of all REC members exclusive of the SD and co-chaired by the Associate Scientific Directors, will be held as soon as possible to determine who will fill the vacancy. A final decision will be made by majority vote of all those attending the meeting;
- 5) To replace the SD, an *in camera* meeting of all REC members exclusive of the current SD, co-chaired by the Associate Scientific Directors, will be held to determine who will fill the vacancy. Input prior to the meeting will be sought from various sources including the outgoing SD. The decision on who will fill the vacancy will be made by majority vote of all those attending the meeting; and

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- 6) Appointments will be communicated within CCNA and to stakeholders outside the organization as needed.

New leadership positions

A new Team, Platform or Cross-cutting Program may be created within CCNA after careful consideration of the scientific, financial and/or organizational implications of such a decision. Responsibility for appointing Leaders/co-Leaders of newly created CCNA units is assigned to the REC. While flexibility is granted to the REC in making these appointments, they should be based on a determination of which individual would be best equipped to implement the research program and/or oversee the operation of the group in question. The appointment will be made by majority vote of REC members attending the meeting where the appointment is proposed.

Dismissal

Dismissal of a person from one of the leadership positions noted above could take place if the REC concludes they have breached Tri-Council policies for responsible conduct of research, repeatedly failed to comply with the CCNA Policies and Procedures, or purposely undermined CCNA. Notice will be given by the REC (excluding the person in question if they are a member) of the intent to dismiss them from their appointment within 30 days. The individual will have the right to appeal their dismissal within this timeframe. If appealed, an *ad hoc* CCNA Appeals Committee consisting of two REC members and two non-REC CCNA Investigator Members (one of whom will chair the Appeals Committee) will be struck to hear the appeal and make a recommendation on dismissal to the REC. The final decision on dismissal will be made by the REC (excluding the person in question if they are a member). To fill any resultant vacancy, the process noted above that is relevant will be used.

These Policies and Procedures can be modified by majority vote of the REC at any time and will be reviewed within 12 months of their initial approval by the REC.

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