

WCTRS/WCTR Current Operating Practices 2016



4 WCTRS President & WCTRS Secretariat

4. WCTRS President and Secretariat

4.1 Procedure for election of WCTRS President

According to the WCTRS Constitution, the term of office of the President of WCTRS is not limited to any period of time for as long as he/she is re-elected by the successive GAs in each subsequent conference. However, it has been customary that a President will not remain in office for more than two successive three-year terms in order to give chances to others who might be interested to serve in this position and to ensure injecting new ideas and new visions to the society. This leads to two possibilities; the newly elected President wishes to extend serving to a second term and then should be re-elected by the next GA, or does not wish to continue for a second term and hence another President must be elected by the next GC. Another case might be faced should a current President wishes to withdraw for any reason, e.g., health, new appointment, etc.

To facilitate the task of the nomination of a candidate name for WCTRS presidency to the GA, the STC forms, in due course, a President Nominations Committee (PNC) of three of its members, naming its chair. The committee should reflect variety of interests and geographical diversity in the STC and will perform its duties as below.

4.1.1 Nomination of a new President

Eighteen months before the WCTR in which the term of the current President is to end, namely at the January STC meeting in the previous year of the WCTR, the PNC should be formed by the STC. It should invite, through the members' area on the WCTRS Website, nominations for presidency from amongst the membership of the society. Those who wish to be considered for possible nomination by the STC should complete an Application Form that the committee designs, attaching CV. Nominations require the support of 10 fully paid members of the society. The Application Forms including names, affiliation and e-mail addresses of the 10

supporting members should be submitted by the applicants to the chair of the PNC at the most 15 months before the WCTR (30 March in the previous year of the WCTR).

The PNC would complete examining the applications, prepare a “short list” of up to three nominees and report to the STC for comments.

The PNC would, next, ask the short listed nominees to submit a short statement between three to five single-spaced pages, 2.5cm four margins, A4 size, 12pt, Times New Roman font; indicating their plans for the development of the Society if they are elected. Those should be submitted to the chair of the PNC no later than 9 months the year before the WCTR (30 September in the previous year). The PNC is responsible for making a reasoned recommendation of the selected candidate President elect to the STC for approval at its January meeting at the beginning of the year of the WCTR.

The chair of the PNC would report this decision of the STC to the GA of the WCTR.

4.1.2 Extension of current President for a second term

After 12 months of the start of term in office of a President who is elected in the previous WCTR for the first time, should express to the STC the willingness to continue for a second term, if he/she wishes to do so. The PNC will, accordingly, be formed by the STC to consider the extension request. It should give its recommendation to the STC in its January meeting 18 months before the forthcoming WCTR. In case of STC approval; the name of the current President will be presented by the chair of the PNC to the next GA for re-election.

In case of the denial of the renewal; the steps in Section 4.1.1 will be followed, bearing in mind that in this case the PNC would have been already formed as mentioned above.

4.2 Duties of the WCTRS President

The President of WCTRS is always a very well known distinguished international researcher, and is expected to perform wide range of duties. These cover duties required for running the Society and others needed for taking care of external affairs. The main duties of the President of the WCTRS are summarized below.

- To chair the General Assembly of the Society.
- To nominate to the GA the candidates for election as members of the STC.
- To chair the WCTRS STC.
- To represent the WCTRS in international events, conferences and meetings.
- To represent the WCTRS in front of world organisations.
- To report to the STC the results of any contacts with international organisations.
- To seek every possibility to secure future resources for WCTRS through international organisations.
- To present the WCTRS Technical Activities Report to the GA.
- To arrange and call for the meetings of the STC.
- To propose the Agenda of STC meetings.
- To assign (and coordinate) special tasks to member(s) of the STC.
- To coordinate the different Sub Committees of the STC.
- To suggest to the STC formation of new Sub Committees whenever needed.
- To ensure transfer of the STC directions on the organisation of a WCTR to the CDT.
- To follow up the progress of work of the CDT.
- To coordinate the committees of the WCTR (the SCC and the CDT) with relevant committees and activities of the WCTRS and with the external organisations (e.g., TRB, ITF and World Bank).
- To follow up with the CD in solving any problems and to report them to the STC if needed.

- To make and review agreements and contracts with appropriate organisations for cooperative activities, publications, promotion of WCTRS and WCTR, etc.
- To promote all WCTRS and WCTR publications including the official journals, TP and CSTP, publication of WCTR papers in special issues in official journals, partner journals and Elsevier “Procedia”, “WCTRS Book Series in Elsevier” for SIG publication, and publications of SIG activities in other books and special issues in journals.
- To review all WCTRS and WCTR in media including WCTRS Website, WCTRS Newsletters and WCTRS Facebook.
- To make every effort to increase membership of the society.
- To encourage scientific linkage between different members of the society.
- To invite new ideas for expansion and reforming of WCTRS activities.
- To follow up the work of the WCTRS Secretariat.

4.3 Appointment and Duties of the WCTRS Secretariat

The WCTRS President is assisted by a permanent Secretariat to help in running WCTRS and WCTR related activities. WCTRS signs a contract with an academic institution of international standing for hosting WCTRS Secretariat and Secretary. The President of WCTRS signs this contract with the head of the volunteering institution, which undertakes the required duties of the Secretariat and provides a Secretary with the required qualifications and skills stated in the contract.

The Secretariat contract is usually signed in the September immediately after a conference for a six year period, starting in the following February. The appointment is made by the STC on recommendation of the President. Three and a half years before the end of the contract, the President asks the institution hosting the Secretariat if they wish to roll the contract forward for a further three years. If they do not wish, or if STC considers it not

appropriate to continue, expressions of interest in hosting the secretariat are sought from members of the society in the February two years before the end of the contract. The intervening period is used to assess proposals and to make a recommendation to STC, so that a new contract can be signed six months prior to the end of the contract (the previous September in normal cases ending the contract in January). The Secretariat is currently hosted by:

Institute for Transport Studies (ITS),
34 - 40 University Road,
University of Leeds,
Leeds, LS2 9JT – England.
Tel: + 44 113 343 0961
E-mail: wctrs@leeds.ac.uk

The Secretary General of the WCTRS takes charge of the direct activities of the Secretariat and the supervision of the appointed Secretary. Duties of the Secretary (and the Secretariat) are detailed in the above mentioned contract and fall under the following main groups;

- Membership support.
- Accounting support.
- WCTRS Website.
- WCTRS President administrative support.
- STC support.
- Information dissemination.
- Society responsible work during a WCTR.
- Regular office work.