



**Rules governing the election and the activities of the Board of the
European Centre for Space Economic and Commerce**

In line with Article 8 of the Charter Establishing a European Centre for Space Economy and Commerce (ECSECO), which I signed on 18 March 2022, and after consultation of the Transition Committee, the composition of which was endorsed by the General Meeting of Members of ECSECO of 9 November 2022, I, Josef Aschbacher, in my capacity of Director General of the European Space Agency, hereby approve the Rules governing the election of the Board of ECSECO and the Rules governing the activities of the Board of ECSECO, which are attached as Annex 1 and Annex 2 respectively.

These Rules are applicable with immediate effect.

Done in Paris on 17 July 2023,

Josef Aschbacher

Director General of ESA

**Rules governing the election of the Board of the European Centre
for Space Economy and Commerce**

Article 1 – Scope

The present rules shall govern the election of the Board of the European Centre for Space Economy and Commerce (ECSECO), referred to in Article 5.1 of the Charter Establishing ECSECO, which was signed by the Director General of ESA on 18 March 2022.

Article 2 – Composition of the Board

1. In accordance with Article 5.2 of the Charter, the Board shall be composed of 7 members:
 - a. Two members shall be ESA staff members appointed by the Director General, including the ESA Representative on the Board; and
 - b. Five members shall be elected by the General Meeting of Members as per the rules governing the election of the Board (the “elected members of the Board”).
2. The elected members of the Board must be members of ECSECO and must have a minimum of 10 years of professional experience.

Article 3 – Procedure for application

1. Candidates for election to the Board shall form lists composed of five individuals, who shall all meet the criteria of Article 2.2 above. The composition of the lists shall, to the greatest extent possible, be representative of the variety of backgrounds of the members of ECSECO (e.g., academia, private sector, space agencies) and of the nationalities of the members of ECSECO. The composition of the lists shall strive to achieve gender balance.
2. Each list shall be submitted to the Secretariat with the following information:
 - a. The names and CVs of the five candidates;
 - b. A signed statement by each candidate confirming their application; and
 - c. A joint statement from the five candidates outlining the reasons for the application and the programme they propose for the Board of ECSECO.
3. The Secretariat shall set the deadline for the submission of the information listed in Article 3.2, which shall be at the latest six weeks before the General Meeting of members during which the election will take place.
4. The Secretariat shall review the lists submitted to it and approve those that meet the above criteria. The Secretariat shall share the approved lists, together with the information listed in Article 3.2 above, with the members of ECSECO at the latest four weeks before the General Meeting of members during which the election will take place.

Article 4 – Election of the Board

1. A minimum of one list must have been approved by the Secretariat in order for the election to take place.
2. Members of ECSECO will be allowed to vote provided that they became members of ECSECO at least one week before the General Meeting of members during which the election will take place.
3. Only members of ECSECO physically present at the General Meeting shall be allowed to vote.
4. Each member of ECSECO allowed to vote shall cast five separate votes for individual candidates running under the lists approved by the Secretariat under Article 3.4. Members of ECSECO are encouraged to vote for candidates of a same list but are not obliged to do so.
5. The practical modalities of the voting process shall be determined by the Secretariat and explained to the members when the approved lists are distributed pursuant to Article 3.4 above.
6. The five candidates receiving the highest number of votes at the General Meeting shall be elected. If the constitution of the Board is prevented by two or more candidates having received an equal number of votes, the most senior candidate(s) among the runner(s)-up shall be elected.
7. The elected members of the Board are elected for a period of 3 years, starting on 1 January of the year following the election, and ending on 31 December of the third year.

Article 5 – Replacement of Board Member

1. In case the Board is notified of the fact that a member of the Board is unable to complete the three-year term, the Board shall continue to function on a truncated basis until the remaining members of the Board appoint a replacement, who shall act as a member of the Board until the end of the running three-year term. The Board should give preference to individuals who were candidates at the last election and received the highest number of votes.
2. If an elected member of the Board is inactive for a period exceeding six months, the active members of the Board may decide that the inactive member is to be considered unavailable under Article 5.1 above.
3. A Board shall function with a maximum of two replacements under Article 5.1 above. If a third elected member of the Board becomes unavailable, the Chair of the Board shall organise a new election in accordance with the present rules.

Article 6 – Modifications of the rules

1. The present rules may be modified by the Director General of ESA after consultation of the Board.
2. The Board may suggest to the Director General to modify the present rules.

**Rules governing the activities of the Board of the European Centre
for Space Economy and Commerce**

Article 1 – Scope

The present rules shall govern the activities of the Board of the European Centre for Space Economy and Commerce (ECSECO), referred to in Article 5.1 of the Charter Establishing ECSECO, which was signed by the Director General of ESA on 18 March 2022.

Article 2 – Structure of the Board

1. In accordance with Article 5.2 of the Charter, the Board shall be composed of 7 members:
 - a. Two members shall be ESA staff members appointed by the Director General, including the ESA Representative on the Board; and
 - b. Five members shall be elected by the General Meeting of members as per the rules governing the election of the Board.
2. In accordance with Article 5.2 of the Charter, the members of the Board shall elect a Chair and a vice-Chair, in accordance with Article 4 below. The Board shall strive to achieve gender balance for these two positions. The Chair, or, if the Chair is unavailable, the vice-Chair, shall act and speak on behalf of the Board towards the members of ECSECO and towards external entities.

Article 3 – Duties of the Board

1. In accordance with Article 5.2 of the Charter, the Board's functions shall be to oversee and assist in the running of ECSECO and in the preparation of the workplan of ECSECO, to propose themes for research and workshops, and to take other steps necessary to achieve the aims of ECSECO.
2. In accordance with Article 6.1 of the Charter, every three years, the Board, through its Chair, shall propose to the General Meeting the amount of the membership fee to be paid annually by the members of ECSECO. The Board may also recommend that certain categories of members should pay a reduced amount or be exempted from payment of the membership fee.
3. In accordance with Article 5.5 of the Charter, the Chair of the Board shall convene a General Meeting of members at least every three years.
4. The Board shall present a report on its activities at each General Meeting of members.
5. The Board shall be informed on a regular basis about ECSECO's budget and expenditures by the ESA Representative on the Board.

Article 4 – Decision-making of the Board

1. In accordance with Article 5.3 of the Charter, the Board shall meet at least twice a year.
2. The meetings of the Board shall be called as soon as practicable, and at the latest 2 weeks in advance. Meeting dates shall be chosen to allow participation of a maximum number of Board members. Members of the Board shall be invited to suggest items to be added to the agenda for the meeting. A meeting agenda shall be circulated by the Secretariat as early as possible and at the latest one day before the meeting.
3. A Board member who cannot attend a meeting of the Board can provide comments to the Secretariat ahead of the meeting to be shared with the other members of the Board at the meeting.
4. Decisions of the Board shall be taken by consensus of all Board members attending the meeting, which may be held in-person or online.
5. Each member of the Board attending a meeting may ask for a vote to take place on an issue submitted to the Board for approval. Any decision submitted to a vote shall be adopted by a majority of members attending the meeting in-person or online and voting, provided that the ESA Representative on the Board is in the majority.

Article 5 – Modifications of the rules

1. The present rules may be modified by the Director General after consultation of the Board.
2. The Board may suggest to the Director General to modify the present rules.