



Federation of European Toxicologists and European Societies of Toxicology

EUROTOX CARCINOGENESIS SPECIALITY SECTION

Operational Guidelines

ARTICLE I

The name of the EUROTOX Specialty Section is “**EUROTOX CARCINOGENESIS SPECIALITY SECTION**” hereinafter designated as **CARCINOGENESIS SS**.

ARTICLE II

The aim of the “**EUROTOX CARCINOGENESIS SPECIALITY SECTION**” is to

ARTICLE III

1. All members of EUROTOX, either individual members or members of EUROTOX national member societies, may become member of the **CARCINOGENESIS SS**.
2. The application form is available on the EUROTOX website or can be requested from the Secretary of the **CARCINOGENESIS SS**.

ARTICLE IV

1. **CARCINOGENESIS SS** Officers should include the Chair, the Secretary, the Chair-elected and two (2) Councilors.
2. The term of each Officer is three (3) years. Only the Secretary and Councilors can be elected for a second sequential term.
3. All Officers are chosen among **CARCINOGENESIS SS** members and are elected by **CARCINOGENESIS SS** members by e-mail voting.

ARTICLE V

1. Elections are organized by an Election Committee composed of all Officers except the candidate(s) and chaired by the past Chair.
2. Election of Officers must follow the EUROTOX Operational Guidelines, which includes
 - a) be an individual member of EUROTOX or a member of one of the national or affiliated societies of EUROTOX;
 - b) have been a member of the specialty section for at least two (2) years;
 - c) have been an active participant in the last two (2) annual face-to-face meetings of the section.
3. The Chair and the Secretary and both Councilors shall not be elected the same year.
4. The Chair and Chair-elect are elected the same year.
5. A call for nomination among **CARCINOGENESIS SS** members will be made by e-mail two (2) months before election and the name of the candidates together with short CVs will be communicated to all **CARCINOGENESIS SS** members by e-mail one (1) month before the election ballot by the Secretary.
6. The Election Committee will select a list from these proposals with up to two (2) candidates (whenever possible) for each position.

7. Candidates should be balanced, as far as is practically possible, regarding geography, and affiliation (academia, regulatory bodies, industry).
8. Votes will be submitted to the Secretary for scrutiny. Winners will be announced during the annual face-to-face meeting.

ARTICLE VI

1. **CARCINOGENESIS SS** is governed by the elected Officers. Officers and **CARCINOGENESIS SS** members meet annually during the EUROTOX annual congress.
2. Date and location of the face-to-face of the **CARCINOGENESIS SS** meeting will be communicated to members by the Specialty Section Secretary, and it will also appear in the congress program.

ARTICLE VII

1. The Chair acts as a representative of the **CARCINOGENESIS SS** in governing bodies of EUROTOX whenever needed.
2. The Chair will serve as a member of the SPC for the Annual congresses (an Officer may deputize).
3. The Chair will be responsible for the presentation of the annual report of the activities of the **CARCINOGENESIS SS**.
4. This annual report will be sent to the Secretary-General two (2) months before the Annual Congress to allow discussion at the Business Council meeting.

ARTICLE VIII

1. The Secretary is responsible for the correspondence with **CARCINOGENESIS SS** members and EUROTOX bodies and for the preparation of election.
2. The Secretary will provide the list of Officers and **CARCINOGENESIS SS** members to the EUROTOX Secretary annually (the Secretary may act as a deputy for the Chair if needed).

ARTICLE IX

1. Councilors will participate in the preparation of proposals for the scientific program for the EUROTOX annual congresses and in the promotion of educational activities.
2. Councilors will be part of the Election Committee and will help the Secretary in all activities. They may also act as the deputy Chair if needed.

ARTICLE X

1. The list of Officers and **CARCINOGENESIS SS** members will be provided to EUROTOX Secretary annually.
2. Annual activities of Specialty Section will be reported by the Chair to the EUROTOX Executive Committee before the EUROTOX Business Council.