

Document approved by ALTE Board of Trustees, November 2021

## **Standing Committee Statutes**

The Standing Committee on Code of Practice and Quality Management (Standing Committee) is elected by the Council of Full Members of ALTE and acts to ensure the quality and fairness of the ALTE Quality Management System. According to Article 18 of the Constitution, the Board of Trustees delegated responsibility to ensure the quality and fairness of the ALTE Quality Management System to the ALTE Standing Committee on Code of Practice and Quality Management. At least one Trustee must serve in the Standing Committee.

### ***Duties of the Standing Committee on Code of Practice and Quality Management (SC)***

The Standing Committee on Code of Practice and Quality Management shall

- review each audit and request further evidence and information from an auditee or auditor where this is deemed necessary in order to conclude final outcomes;
- identify issues which need further action and communicate them to the auditee so that an action plan can be drawn up;
- adjudicate in disputes between auditees and auditors;
- present a summary of the committee's work to ALTE members on appropriate occasions;
- oversee auditor and auditee orientation, training and standardisation;
- advise on other Quality Assurance issues, as appropriate.

### ***Membership of the SC***

The SC shall consist of fourteen *places*. An ALTE member organisation shall be allowed to fill only one place.

Any change in the composition of the SC shall be communicated to ALTE members via the ALTE Secretariat at the earliest possible date.

Individual Expert Members of ALTE may become a member of the standing committee, following a successful election. Representatives from ALTE full member organisations who are a member of the standing committee, but who then subsequently cease to be a part of a full member organisation, may be proposed and accepted by the ALTE Board of Trustees to become an Individual Expert Member; if the process of becoming an Individual Expert Member is completed, then that individual may continue to serve on the SC, and their time of office is still counted from the original time they were elected onto the SC.

Representation from Individual Expert Members may not constitute more than half of the places available in the SC.

### ***Duties of individual members of the SC***

Each member of the SC shall keep all information on audits strictly confidential and shall be required to sign a confidentiality document on taking up their position.

Members shall attend all SC meetings. If a member is unable to attend a meeting, the member shall notify the Secretariat of this as soon as possible in advance of the meeting.

If a member has been, or will be, absent for more than four consecutive occasions, each of the other elected members or the representative of the Secretariat shall have the right to bring forward a motion to exclude this member from the SC. The place shall then be forfeited and a by-election shall be called. In the by-election it shall be possible for another representative of the same ALTE member organisation as the departing member to stand for office.

### ***Number of members of the SC***

Fourteen *places* shall be elected to form a complete SC. If there are fewer than fourteen nominations, the Call for Nominations shall be renewed and the existing SC shall continue to be in office until the election for the next SC has been completed.

If, for example by resignation from office, the number of places of a SC falls below fourteen, there shall be a by-election for as many places as are needed to make up the full complement of fourteen. While the by-election is in progress, the existing SC shall continue to be in office. The regulations as to the quorum and the required majority shall not change.

### ***Eligibility***

Members of the SC shall come from an institution which has been a full member of ALTE for at least three years, or be an Individual Expert Member of ALTE, and shall have extensive experience of ALTE work. Nominees shall further have expertise in one, or experience in at least three, of the following:

- test construction
- test administration
- marking/grading
- test analysis
- communication with stakeholders

and shall be expected to have attended at least five ALTE meetings and conferences.

### ***Special roles within the SC***

There shall be a Chair and a Deputy Chair; all other members shall be Members. The Chair and Deputy Chair shall be elected by all members of the SC, for a term of three years. There is no limit to the number of terms the Chair and Deputy Chair can serve, provided they are elected members of the Standing Committee. The ALTE Secretariat shall be represented at SC meetings (without a vote), and shall perform the duties of secretary.

### ***Term of office***

The term of office for each of the elected members of the Standing Committee shall be three years. Elected members shall automatically be eligible to remain in office for a second term unless they resign. After the second term, they shall have to be re-nominated and re-elected if they wish to continue in office.

### ***Termination of office***

The SC shall remain in office until the next SC is elected and the Secretariat has notified the Membership of the election result. If no election is carried out after the SC has been in office for three years, the term of office of the SC shall terminate at the end of the calendar year in

which the election would have been due.

### ***Right to vote in the SC***

At the beginning of a meeting the list of those members present who have a right to vote shall be minuted. Any change in the number of persons with a right to vote (latecomers or members who leave before the end of a meeting) shall also be minuted.

### ***Quorum***

The minimum number of members who shall be present in order to have a quorum shall be *nine*.

### ***Necessary majority to pass a proposal***

Proposals shall be decided by simple majority of the members of the SC who are present at a meeting. Abstentions shall not be considered in the calculation of a majority. A minimum number of *five pro* votes shall be required to pass any decision.

### ***Meetings of SC***

The SC shall meet at least twice a year at the same time as the ALTE biannual conferences and ideally a further two times where practicable or needed. Meetings may be conducted online as appropriate.

### ***Making decisions by email***

In the time between meetings, decisions can be taken by email when one of the following conditions is met:

- a) The issue has already been discussed at an SC meeting which was not quorate. The members present at the meeting have taken a provisional decision which is communicated to all members of the SC in the minutes. In the email accompanying the minutes, the decision that is to be voted on shall be quoted verbatim.
- b) The issue has already been discussed at an SC meeting but no decision was taken, and it is impossible to convene the next regular SC meeting for reasons beyond the control of the SC (eg. extraordinary weather conditions). The discussion has been minuted, and the minutes have been sent round.

In order to come to a valid decision, the following procedure shall be adhered to:

An issue can be put up for decision by any member of the SC or, in case a), by the Secretariat. The member shall in this case write a text which formulates the motion, or the Secretariat shall communicate the text of the provisional decision. This text cannot be changed while the decision process is in progress. The motion shall be formulated in a way that shall allow a vote of either “approved” or “not approved”, i.e. discussion must have been carried out before the decision process is started. In the case of a member formulating the motion, the text of the motion shall be passed to the Secretariat. The Secretariat shall forward the text to all members of the committee in an email which shall have “SC Decision item” as the subject line. The email shall contain information on who is bringing forward the motion, who the motion has been sent to (the addressees of the email), the exact text of the motion and a deadline for decision (at least five working days from the day of sending the email), and a reminder that only “approved”, “not approved”, or “abstention” votes shall be counted. One day before the deadline, the Secretariat shall send a reminder to those

members who have not responded. When the deadline is over, the Secretariat shall send an email to all members stating:

- who responded
- which vote was given by which member
- the text of the motion
- the decision on the motion

The same rules that apply to meetings shall be applied to email ballots, i.e.: the minimum number of members to respond shall be *nine*. If fewer than nine members respond, no decision shall be taken. Proposals shall be decided by simple majority of the members of the SC who respond. Abstentions shall not be considered in the calculation of a majority. A minimum number of *five pro* votes shall be required to pass any decision.

## **Election procedure**

### ***Right to vote***

Every ALTE member that is a Full Member at the opening of the election procedure (i.e. the Call for Nominations) shall have the right to elect the members of the Standing Committee. Each member institution has one vote, i.e. the right to vote shall be institutional. The vote shall be made by the designated voters at each institution. Note that no other form of member or affiliate has the right to vote.

### ***Nominations***

Candidates can nominate themselves, or be nominated by a representative of an ALTE member who is directly employed by the member, or by an Individual Expert Member. Only representatives of Full Members, directly employed by them, or Individual Expert Members, shall be eligible to be nominated.

Every candidate shall provide a short Curriculum Vitae which shall be made available as part of the information given to voters in the election.

Elected members shall automatically be eligible to remain in office for a second term unless they resign. After the second term, they shall have to be re-nominated and re-elected if they wish to continue in office.

### ***Mode of election:***

In order to hold an election for the Standing Committee, the ALTE Secretariat shall carry out the following:

### ***Call for nominations***

Invite nominations for membership in the Standing Committee by email. This email shall contain:

- Prerequisites for membership (i.e. point 'Eligibility')
- Regulations for nominations (i.e. points 'Nominations' and 'Membership of the SC')
- Stipulation of a closing date for nominations (three weeks after the Call for Nominations)
- Explanation about election procedures (i.e. this point 'Mode of election')
- A timetable giving provisional dates for the next stages in the election process (closing date for nominations, call for votes, closing date for votes, counting of votes, communication of result)
- A reminder that all email relating to the election shall be directed to the designated

email address.

An email reminding ALTE members of the closing date for nominations shall be sent to all ALTE members one week before the closing date.

#### *Call for votes*

On the next working day after the closing date for nominations, the ALTE Secretariat shall prepare an online voting system, and send instructions on how to vote to all designated voters. The email will also explain how many places are available and list the candidate(s) standing for election. Voters will be able to vote for as many candidates as places that are available, or abstain.

The design of the online form should also reflect this, limiting the way in which voters can fill in the form. This will ensure that only valid responses are submitted.

A closing date and time for the reception of votes shall be stipulated.

#### *Voting*

Voting shall be carried out by the designated voters on the online voting platform to ensure the anonymity of the vote. The Secretariat will not know how each voter voted.

The Secretariat shall send a further reminder to all designated voters one week before the deadline to vote.

All correspondence regarding the voting procedure, shall be kept on file at the ALTE Secretariat for a period of ten years.

#### *Counting of votes*

After the voting process is finished, the Secretariat shall check the number of votes. At least 70% of the expected votes (based on the number of designated voters) will need to have been submitted on the online voting platform by the given deadline. The Call for Votes must be repeated as many times as necessary until this quorum is reached.

If there is a tie, there shall be a second ballot for as many candidatures as are tied, to determine which one shall be elected as a member of the SC. This shall be conducted according to the same procedures.

Records of the received votes shall be kept on file at the Secretariat for a period of 10 years. The ALTE membership can request that they be made public to ALTE members.

The Secretariat shall communicate the results of the election in the following way:

- A list of candidates, with the number of votes received, either for or against the list, or by candidate
- A list of Institutions who had the right to vote in the election in question
- The number of votes received
- The result of the election

### ***By-elections***

A by-election shall be called if an elected position is given up before the term of office is over, and the number of elected positions on the Committee falls below twelve.

### ***Changes to these statutes***

Changes or amendments to these statutes shall be put before the Board of Trustees who shall decide whether the changes or amendments can be decided by the Board of Trustees itself, or whether they shall be put before the Membership in the Annual General Meeting and voted on.