

Regulations of Committee on Publication Ethics (COPE)

Revised 26 May 2017

These Regulations of the Committee on Publication Ethics (“COPE”) are made by the Trustee Board on 26 May 2017 pursuant to the power granted to it by Article 5.5 of the Articles of Association of COPE and may be repealed, varied or added to by the Trustee Board.

1 Membership

1.1 Eligibility

For Full Membership, the applicant must be:

- 1.1.1. an Editor in Chief of a peer reviewed scholarly journal or their nominated representative; or
- 1.1.2. a company or body whose primary business and object is publishing which includes the publishing of peer reviewed scholarly journals. The company or body must nominate a representative to COPE; or
- 1.1.3. The applicant must be a person who is interested in COPE’s objects and who is working in or associated with the publication of scientific journals or has a significant interest in safeguarding the integrity of the scientific record.
- 1.1.4. Honorary Members shall be individuals admitted by the Council at their discretion.

1.2 Admission

An applicant for membership shall complete and submit an application form on the COPE website. The Membership Subcommittee checks and verifies all information on the application and makes the final decision on the suitability for COPE membership. If there are questions on the suitability of the applicant, the Trustee Board will review the application and make a final decision. A rejected applicant may make one appeal of the decision and this will be reviewed by the Trustee Board. Any decision by the Trustee Board will be final. The applicant can reapply for membership, after correcting the problems highlighted, 12 months after the date of rejection.

1.3 Benefits

Upon payment of the subscription a member shall be entitled to:

- The right to present a case to Council or any of its committees and to seek advice from them
- The right to use the COPE logo in their journal
- Any other benefits decided by the Council

1.4 COPE Core Practices

As a condition of acceptance to any class of Membership each Member agrees to comply with COPE’s Core Practices

2 Suspension of Membership

The Trustee Board may suspend membership and the privilege of membership if the Trustee Board decides, after due enquiry and following the process as outlined in its sanctions policy, that the interests of COPE so require

3 Council

3.1. Appointment

Council Members shall be known as Constitutional Members and shall be appointed in accordance with the procedures set out below:

3.1.1. A candidate for appointment as a Council Member must be an Editor-in-Chief of a peer reviewed journal, or its nominated representative, or the director, officer or employee of a member.

3.1.1.1. Only one director, officer or employee of a Full Member may be represented on Council. If another director, officer or employee of a Full Member is shortlisted and subsequently elected to Council then that candidate must become a Full Member in their own right.

3.1.2. Elections for vacant positions are called once a year. The position shall be advertised via the COPE website.

3.1.3. In response to an advertised vacancy a candidate must nominate themselves by informing the Administrator of their intention to be a candidate for the advertised vacancy. The candidate, or the organization they represent, must have been a member of COPE for at least one year.

3.1.4. A candidate for Council membership must provide two professional references with their application. If the candidate is the nominated representative of a member, at least one of the nominees for Council membership must not be employed by the same organisation as the nominee.

3.1.5. Where the number of nominations is less than or equal to the number of vacancies, each nominee will be appointed if approved by the Nominations subcommittee and the majority of the Trustee Board. Where the number of nominations exceeds the number of vacancies the Nominations subcommittee shall review the nominations. A written questionnaire or telephone interview may be required of nominees to support their application. A shortlist of nominees will be produced, based on the selection criteria specified, for approval by the Trustee Board. Approved nominations will then be put forward for election by the General Membership. In the event of a tied vote, the Chairman or (if the vote is taken at a meeting) the chairman of the meeting will have a casting vote.

3.2 Composition of Council:

3.2.1. Composition of Council: the Council shall be representative of the COPE membership and shall encourage applications from areas of the membership not currently represented on Council, if such exist at the time a position becomes vacant. The Nominations subcommittee will be responsible for reviewing the composition of Council to determine if there are underrepresented areas in terms of region, specialty or other expertise. If so determined this will be specified in the call for candidates for election and will form the main criterion for selection.

3.2.2 The appointment(s) shall be announced and ordinarily take effect immediately

3.3 Co-option

Council Members shall be co-opted in accordance with the procedures set out below:

3.3.1. To be co-opted the proposed candidate for appointment as a Council Member may be an individual member of COPE or a director, officer or employee of a member. If not, but their area of expertise is deemed of benefit to COPE, the proposed candidate will be required to become a

member of COPE.

3.3.2. The Nominations subcommittee will be responsible for reviewing the composition of Council to determine if there are any underrepresented areas in region or specialty. Potential candidates for co-opting will be expected to meet one of these specified areas.

3.3.3. Candidates proposed for co-opting must submit a CV to the Nominations subcommittee for review. The potential candidate may then be asked to complete a written questionnaire or participate in a telephone conversation. The Nominations committee will submit its recommendation to the Trustee Board for approval.

3.3.4. Once approved, the appointment(s) shall be announced and take effect immediately.

4 Trustee Board

4.1 Appointment

Trustees shall be appointed in accordance with the procedures set out below:

4.1.1. Elections for vacant positions are called once a year.

4.1.2. A candidate for appointment as a Trustee must be a Constitutional Member (defined as a member of COPE Council) with full voting rights.

4.1.3. The Trustee Board will be responsible for reviewing the composition of the Trustee Board to determine if there are gaps in skills or expertise. This will be specified in the call for candidates for election and will form the main criterion for selection.

4.1.4. Trustees shall be elected by Constitutional Members. Each Constitutional Member shall have one vote. In the event of a tied vote, the Chairperson or (if the vote is taken at a meeting) the chairperson of the meeting will have a casting vote.

4.1.5. The successful candidate(s) shall be approved at the next Annual General Meeting and appointment will take effect immediately after.

4.1.6. If a candidate is not voted in at the Annual General Meeting then a Trustee may be co-opted to fill a vacancy or it is left vacant if there are enough Trustees.

4.2 Co-option

Trustees shall be appointed in accordance with the procedures set out below:

4.2.1. When a vacancy arises, the Trustee Board shall be responsible for reviewing the composition of the Trustee Board to determine any gaps in skills or expertise. This will be used to seek a suitable person(s) with an appropriate level of experience as a Trustee and/or with the relevant expertise as identified.

4.2.2. Candidates proposed for co-opting must submit a CV to the Trustee Board for review. This review may seek additional information by asking the potential candidate to complete a written questionnaire or participate in a telephone conversation.

4.2.3. Trustees shall be co-opted by majority of the Trustee Board. In the event of a tied vote, the Chairperson or (if the vote is taken at a meeting) the chairperson of the meeting will have a casting vote.

4.2.4. The appointment(s) shall be announced and take effect immediately.

5 Election of Officers

- 5.1. The Officers consist of Chair, Vice-chair, Secretary, and Treasurer. A person will only be eligible to be elected an Officer if s/he is a Constitutional member. Officers are ordinarily automatically Trustees unless prohibited to act as a Trustee as determined in the Articles or at the discretion of the Trustee Board.
- 5.2. Candidates for Officers ordinarily must have been COPE council members for at least one year before standing for election as an officer. If a vacancy remains unfilled after the closing date, then the Trustee's may co-opt an Officer from within COPE Council even if they have been members of COPE Council for less than one year.
- 5.3. Officers shall be elected by the Constitutional Members. Candidates for the Officer position of Vice-chair are, ordinarily, elected with the expectation that they are the Chair-elect and will become Chair in due course
- 5.4. The Administrator shall give to all Constitutional Members with voting rights notice of and publish the vacancies among the Officers to be filled at the forthcoming election and inviting nominations for such vacancies. At the same time COPE shall explain that elections shall be conducted by electronic voting for those Constitutional Members.
- 5.5. The notice shall specify the closing date by which nominations must be received by the Administrator.
- 5.6. In order for the nomination to be valid, each nominee must be proposed by one Constitutional Member with voting rights and consent to his/her nomination. The nominee must submit electronically their completed nomination together with a curriculum vitae and reasons for wanting to serve in office. The proposer must submit electronically their support for the nomination. The proposer must confirm they have reviewed the nominee's' application in full (cover letter and CV) and fully support their application based on their review of the application against our requirements as outlined in the call for nominations.
- 5.7. A Constitutional Member with voting rights may nominate more than one person for each vacancy.
- 5.8. All nominations must be received by the Administrator before midnight UK time on the closing date.
- 5.9. Where the nomination for a vacancy is unopposed and if the nominee is approved by a majority of Constitutional Members s/he shall be deemed to have been elected thereto. Where there is more than one nomination for a vacancy the following procedures shall apply.
- 5.10. The Administrator shall collate the nominations and supporting information and the Trustee Board shall review the nominations and hold a majority vote to produce a shortlist of approved nominees. The final short list of approved nominees to fill vacancies for the Officers posts for which elections are to be held and copies of their curriculum vitae and reasons for wanting to serve shall be sent electronically to all Constitutional Members.
- 5.11. Each Constitutional Member shall be entitled to vote for one candidate for each Officer vacancy. The candidate receiving the highest number of votes shall be deemed elected to the office.

- 5.12. In the event of a tied vote the Chairman shall have the casting vote.
- 5.13. Two of the nominees may also choose to share the role of the Vice-chair position, becoming co-Vice-Chairs and, ordinarily, subsequently co-Chairs. If the Chair position is shared between more than one person then there will still be one casting vote. Any decision to share the role is at the discretion of the Trustee Board.
- 5.14. The results of such election shall be declared immediately and then approved at the Annual General Meeting next following the election.
- 5.15. In the event of a computer failure or postal failure which results in any electronic or postal votes cast being irretrievably lost, the electronic votes or postal votes cast but lost shall be declared null and void by the Secretary whose decision shall be final.

6 Election of Subcommittee Chairs

- 6.1 Chairs of the Subcommittees shall be appointed in accordance with the procedures set out below:
 - 6.1.1. Elections for vacant positions are called as they arise. The position shall be advertised via COPE's internal system.
 - 6.1.2. In response to an advertised vacancy a candidate must nominate themselves by informing the Administrator of their intention to be a candidate for the advertised vacancy.
 - 6.1.3. Where the number of nominations is less than or equal to the number of vacancies each nominee will be appointed if approved by the Nominations subcommittee and a majority of the Trustee Board. Where the number of nominations exceeds the number of vacancies the Nominations subcommittee shall review the nominations and produce a shortlist of approved nominees for election by the Constitutional Membership.
 - 6.1.4. The Administrator shall collate the nominations and supporting information and the Trustee Board shall review the nominations and hold a majority vote to produce a shortlist of approved nominees. The final short list of approved nominees to fill vacancies for the subcommittee chair's posts for which elections are to be held and copies of their curriculum vitae and reasons for wanting to serve shall be sent electronically to all Constitutional Members.
 - 6.1.5. Each Constitutional Member shall be entitled to vote for one candidate for each subcommittee chair vacancy. The candidate receiving the highest number of votes shall be deemed elected to the office.
 - 6.1.6. The results of such election shall be declared and ordinarily take effect immediately.

7 Running of Council and Trustee Board

- 7.1 Full attendance at Trustee Board and Council meetings is expected. Apologies must be sent in advance to the Chair if not able to attend a Trustee or Council meeting. Missing two meetings without sending apologies in advance and / or not participating actively between meetings in the work of COPE may result in being asked to step down from being a Trustee or Council member.
- 7.2. Attendance at COPE's one annual meeting is expected from all Trustees / Council members. This usually takes place over two or three days. All other meetings shall usually be conducted

electronically.

7.3. It is expected that all Trustees / Council Members participate in at least two of the four Forums held each year. These are usually held electronically although some may be face to face meetings.

7.4. Much of the work of COPE is conducted electronically, it is therefore expected that all Trustees / Council Members have adequate internet access to be able to fully participate in online meetings, as well as be prepared to use the electronic systems that are in place to facilitate the work of COPE.

7.5. All trustees / Council members must provide an annual Conflict of Interest statement for publishing on the COPE website. This must also be updated during the year if a conflict arises, and, additionally, any conflicts of interest must be stated before each meeting

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