

Terms of Reference for the Moroccan National Committee for Astronomy

1. The Université Cadi Ayyad, Marrakech (UCA), as National Member for Morocco of the International Astronomical Union (IAU-UAI), appoints a National Committee for Astronomy (NCA) to advise UCA on all matters related to the Moroccan participation in international cooperation in astronomy in general and in the activities of the IAU in particular.
2. The NCA consists of 7 professional astronomers or scientists in related fields who may contribute to the advancement of astronomy in Morocco. As far as possible, the members shall be drawn from the various research groups in astronomy in Morocco. The NCA itself elects a Chairman and a Secretary; Elected members will be reported to the IAU by the president of the UCA.
3. Members of the NCA are appointed for terms of three years, renewable twice. It is intended that at least two members be replaced at the end of each term. Except for the initial members, the outgoing NCA shall present a list of proposed new members of the NCA at least half a year before the end of its term, complying with the rules in §§1-2, for decision by the President of UCA.
4. The NCA shall meet at least twice a year at the invitation of the Chairman or at least two members. Meetings may be held in person or by electronic means as deemed most effective in the circumstances, but at least one meeting per year shall be held in person if at least two members so request. Regardless of the form of each meeting, the Secretary to all members shall distribute Draft Minutes within two week of the meeting.
5. The NCA shall be competent to take decisions if at least two-thirds of its members participate in the meeting. Decisions require the support of at least half of all NCA members. A member prevented from attending a meeting may authorise another to vote on her/his behalf.
6. The NCA Secretary shall inform the IAU Secretariat of the name and all contact details of the NCA Chair, to ensure that the UCA is promptly informed of all correspondence related to the membership, statutes, budgets, and any other activities of the IAU. The NCA shall also make nominations for the UCA delegates to the IAU General Assemblies and shall ensure that they receive proper instructions on the UCA position in case of any votes foreseen.
7. The NCA shall receive all IAU correspondence related to the nomination of new Individual Members of the IAU. It shall actively encourage applications for such Membership from suitably qualified Moroccan astronomers and process them as instructed by the IAU by the relevant deadline(s).
8. The NCA Secretary shall maintain a file of all relevant announcements of international and national scientific and/or educational meetings and other activities and shall disseminate them in a timely manner to all relevant astronomy groups in Morocco.
9. The NCA may authorise the Chairman and Secretary to jointly decide on matters of a routine nature without calling a meeting. Such matters shall be reported in the Minutes of the next meeting.
10. These Terms of Reference may be modified at any time by the NCA, with the approval of the President of UCA.