

## Minutes

### IAVS Council Meeting, Tartu, Estonia

**Time: Thursday, June 27, 2013. 17:30-21:15**

**Location: Dorpat Conference Centre**

## Participants

**Members present:** Martin Diekmann (Pres.), Susan Wisser (Secr.), Alicia Acosta (Vice Pres.), Javier Loidi (Vice Pres.), Michael Palmer (Vice Pres.), Robert Peet (Vice Pres.), Valério Pillar (Vice Pres.), Michael Barbour, Sándor Bartha, Elgene Box, Alessandro Chiarucci, Milan Chytrý, Sara Cousins, Guillaume Decocq, Jürgen Dengler, Kazue Fujiwara, Tomáš Herben, Pavel Krestov, Jan Lepš, Ladislav Mucina, Meelis Pärtel, Marcel Rejmánek, Joop Schaminée, Angelika Schwabe-Kratochwil, Otto Wildi, J. Bastow Wilson, Martin Zobel  
= 27 votes

**Proxy votes:** Helge Bruelheide (Milan Chytrý) Deborah Goldberg (Michael Palmer), Jessica Gurevitch (Susan Wisser), Martin Hermý (Guillaume Decocq), Yukito Nakamura (Kazue Fujiwara), János Podani (Ladislav Mucina) = 6 votes.

Absent: Sandra Díaz, Klaus Dierssen, Erwin Bergmeier, Ulrich Deil, John Rodwell, Nina Smits

Guests: John Hay (Proposed IAVS 2016 venue: Brasilia, Brasil), Monika Janisova (EDGG), Matt Pacey (representing Wiley).

President Diekmann opened the meeting at 17:30.

### 1) **Announcement of proxy votes (Wisser)**

Proxy representation of 6 members was reported and approved (see above). Total voting members represented:  $27 + 6 = 33$ .

### 2) **Bylaws of working groups**

#### a) **Bylaws of European Vegetation Survey**

The Governing Board submitted a proposal to amend the bylaws of the European Vegetation Survey working group that provides specifications regarding the geographic breadth of the steering committee (see **Attachment 1**).

The proposal was approved unanimously.

#### b) **Bylaws of Ecoinformatics Working group (Wisser)**

The Governing Board submitted a proposal to approve the proposed bylaws of the Ecoinformatics Working Group. Susan Wisser explained that the bylaws were based on those of the EVS and were approved by members of the working group in March 2013 (see **Attachment 2**).

The proposal was approved unanimously.

**c) Bylaws of the Working Group for Phytosociological Nomenclature**

The evolution of these bylaws was explained and the final version was presented by Jean Paul Theurillat (see Attachments 3 and 4).

The proposal was approved unanimously.

**3) Finances**

**a) Report for 2012 - review (Diekmann) (see Attachment 5)**

Diekmann explained that financial projection was low and the budget showed money remaining at end of year. This included 30K€ allocated for the planned Business Office, but which was not spent. The report also shows that we have income considerably in excess of current expenses.

**b) Auditing of financial reports for 2011 & 2012, and of projection for 2013 (Wildi)**

The audit was carried out by 2 Council members: Otto Wildi and Ulrich Deil. Wildi reported on the audit. He explained how they checked quality and accuracy of the financial records, but not the overall financial situation. The assessment is that the finances are managed carefully and that there are bank receipts for everything. The main issue is that the financial report was a bit difficult to understand as presented. In his report to the Governing Board Wildi made several suggestions to improve readability. Spending has been done according to guidelines of IAVS. He also noted the buildup of considerable financial reserves.

**c) Budget for 2013 - update and approval of changes (Diekmann) (see Attachment 4)**

Diekmann explained that the accrued interest has been much higher than projected because we have 2 bank accounts and one of them gives us considerably more interest. IAVS still receives some membership dues directly. The income from Wiley has been consistent with the projection. The GB is requesting more funds for travel for editors and GB to attend the annual symposium. No funds are required for travel for the Administrative officer. Office expenses have been less than projected and as the Business Office is still not in place, that expense has been less than projected. The budget needs to be increased a bit for Award winner expenses as two (Wilson: honorary membership and Tilman: Humboldt award) attended the symposium in Tartu. The GB made the decision to allocate more funding to Global Fund to allow more students to attend Tartu meeting.

In the Discussion that followed Dengler made the point that the projection for working groups was less than agreed at Mokpo and this resulted in some working groups being turned down when they applied for funding this year.

Diekmann explained that this was only a projection and that it does not reflect a viewpoint of the GB on funding for working groups. The working group application that was turned down did not conform to the guidelines for funding that the GB was using (see Attachment 3, IAVS Council meeting minutes for 2012).

Wilson moved that the GB reconsider the principles in the wording of the guidelines in consultation with Dengler and distribute revision for next year's council meeting.

Mucina seconded.

The move was approved unanimously.

Diekmann moved that the revision of the 2013 budget be approved.

Peet seconded.

The revised budget for 2013 was approved unanimously.

#### **d) Budget for 2014 - discussion and approval (Diekmann)**

Lepš raised the issue of whether IAVS can provide financial support to print additional pages to reduce the JVS backlog, which is currently 8 months. Pacey provided an estimate for the cost as an issue worth of content comes out to £3500. Three issues will probably be required to get rid of the backlog at an estimated total cost of £10 500.

Because of uncertainty in the pages required and associated cost Peet proposed authorizing expenditure of up to €20 000 to get rid of JVS backlog.

Wilson pointed out that there will be no need in 2014 for an administrator salary and that the allocation for the business office might need to be increased, but discussion of this was deferred until later in the council meeting (see Agenda item 7)

The budget for 2014 was approved unanimously.

#### **e) Appointment of auditors (Diekmann)**

Diekmann suggested Otto Wildi and Ulrich Deil be reappointed as the IAVS auditors

The proposal was approved unanimously.

#### **f) Financial vision of IAVS / new Committee (Diekmann)**

Diekmann described how given the positive financial position of IAVS, the GB feels that we need a long-term strategy or vision to help guide us in how we want to spend our money, both in times when we are rich and times when we are poor. He suggested we develop a committee to do this.

Pillar volunteered to serve, though not as chair.

Diekmann asked the Council members to approach the GB with suggested people for this committee within the next few weeks, as the GB would like to appoint the committee by August.

### **4) Financial support to the Global Sponsorship Committee: Discussion (Acosta)**

(see Attachment 6)

Diekmann asked for council views on the increase in support to the Global Sponsorship Committee

There is general support in the Council for this increase as students and young scientists are the future of IAVS. Points raised included a) this reflects a previous recommendation by the membership committee (Palmer); b) once students/young scientists have received support it would be useful to follow up with them to encourage them to be more involved with IAVS, including serving on committees etc. (Palmer); c) financial support for the symposium attendance will be especially important for the 2014 meeting in Perth (Minchin).

The question was raised as to whether such support could be extended to support attendance of students at Working Group meetings (Chytrý). Discussion points raised included a) a proposal has been prepared outlining how this could work (Dengler); b) it is unclear how the approval process would work as Working Group support is approved by the GB whereas IAVS symposium attendance is supported by Global Fund (Wilson); c) support of students by IAVS should be a priority, but a decision needs to be made on the relative amount of support for attendance at the IAVS symposium versus other activities (Zobel); d) those receiving support should be IAVS members (Schwabe-Kratochwil, general agreement); e) guidance on how to proceed should be part of the scope of the proposed Financial Vision Committee (Diekmann).

The Membership Committee has proposed that the Global Fund support students to attend labs of other researchers (Palmer). Discussion points raised included a) disagreement over the level to which such activities can already be supported by non-IAVS grant schemes (Zobel, Palmer); b) this could be organized as an IAVS award (Chiarucci); c) administration of such an award requires scientific expertise that may be beyond that of the GSC; d) concern that there will be many applicants for a small amount of money and consequent heavy load on those judging the applications; e) need for clarification as to whether support should be for young scientists or scientists at any level.

Diekmann: suggested that these ideas and concerns could be forwarded to the future Financial Vision Committee

## **5 Remuneration for meeting attendance of Editors and Governing Board** Discussion (Wiser)

**(see Attachment 7)**

Wilson expressed three concerns: 1) the wording should be changed to reflect that the honorarium is in part a reward for services carried out throughout the year and is an honorarium rather than reimbursement of expenses incurred, 2) part of the intent is to reward Associate Editors for the work they do and that they deserve to be paid as much as the Chief Editors and the Governing Board, 3) it is inappropriate for the Governing Board to make a decision on what they are paid.

Discussion points following this included 1) the levels of payment were implicit in budgets that have been approved in the past by the Council, 2) if the Council is to approve the level of payment, what is the best mechanism for the Governing Board to communicate with the Council around such decisions. Are electronic votes the solution?

Peet moved to support the policy (Attachment 7) as presented with the wording changes as recommended by Wilson in 1) above.

Palmer seconded.

The remuneration policy (with amendment) was approved unanimously by Council with one abstention.

## **6 IAVS Code of Ethics** Discussion and approval of proposal (Loidi, Diekmann)

**(see Attachment 8)**

Diekmann described the process of developing the code of ethics. Solicited comments

Wilson raised the issue of posthumous publications in reference to clause C1d and suggested a wording change to 'has not agreed *if practicable*'.

Wilson also mentioned that Wiley has its own code of ethics, which should be examined to ensure consistency. Wiser agreed to locate them and so they could be compared with our document to ensure consistency.

Diekmann proposed a vote for approval of the code

The IAVS code of ethics (with amendment) was approved unanimously with one abstention.

**7 IAVS Business Office**  
Discussion (Peet, Wiser)  
(see Attachment 9)

Peet introduced the issue with a presentation and the attached document.

Peet pointed out that there are two different issues: 1) The administration of IAVS 2; and 2) Consistent support for future meetings (e.g., website, call for and submission of abstracts, registration, etcetera) so that symposium organisers don't have to develop new systems every year. There is some urgency to resolving the first issue, given Nina Smits' departure as administrator.

A number of points were discussed:

- Some Council members felt we should continue as we have with a dedicated, part-time administrator and that the Governing Board should advertise accordingly, rather than using a professional administrative service. This is primarily based on the perception that the latter would incur a significantly greater cost for IAVS. This conflicts with the current view of the Governing Board that there is too much risk in this option because of the reliance on a single person. Although the apparent costs may be lower than having a Business Office, there are hidden costs in supervision by GB members.
- Some Council members did not feel that assistance for organising symposia was desirable. Others pointed out that this was a separate issue and would be considered optional for symposium organizers.
- Matt Pacey (Wiley) agreed to provide information about the administrative structure of other societies that publish with Wiley.
- Suggestions provided as to other societies that we could contact to find out how they meet their administrative needs include the Organization for Tropical Studies (Peet replied that they have 5 full-time employees) and the International Biogeographical Society.
- Schaminée agreed to look into the option of Alterra providing administrative services to IAVS.
- The importance of effective membership management and administration of the membership database was reiterated.
- Some Council members felt it important for our administration to remain in The Netherlands.
- Some Council members felt it important for our administration to remain in Europe.
- One Council member felt there would be an advantage for our administration to be located in the US because of the poor penetration of IAVS there.

- Overall, the Council would like to be presented with multiple options for comparison.
- There will need to be some mechanism for discussion and voting on options presented by the Governing Board to the Council.

## 8 **Reports on publications** Chief Editors (Wilson)

Wilson retires from his position as Chair of the Editors at the end of June. Pärtel will act as Chair which leaves vacant a position of Chief Editor. The Chief Editors presented the nomination of Pillar because he has long-term experience as an Associate Editor and satisfies the need for a Chief Editor located outside of Europe.

The Council thanked Wilson for his many years of service.  
Diekmann asked for additional nominations. None were made.  
Diekmann proposed a vote.  
The appointment of Pillar to the position of Chief Editor was approved unanimously.

### a) Wiley report (Pacey)

Pacey reviewed sales and circulation of JVS and AVS. The 2 journals are available by subscription to over 4000 institutions globally; another 5000 institutions/subscribers in developing countries have free access. The majority of subscriptions are part of multi-year subject packages offered by Wiley. Online only individual membership subscriptions have increased. Readership statistics and the most downloaded articles were presented as was a timeline of marketing activities. The time from acceptance to online early dropped for both journals; the goal is to get this down to 30 days.

Schwabe-Kratochwil suggested that Wiley send email to all IAVS members with a Table of Contents each issue.

Pacey replied that it is against British law to do this automatically, but members can sign up for this service.

Peet suggested that IAVS could send an email to members reminding them that they can do this.

Pillar asked how the revenue sent to IAVS is calculated when JVS/AVS are sold as part of a much larger package.

Pacey replied that the rate coming back to IAVS from the subject package is based on original subscription price in instances where the library had a subscription in the past. The rate coming back to the Association from a subject package where library didn't previously have a subscription is split across the journals in the package based on journal price. This does penalize journals that keep their prices low. Wiley is considering moving to a financial payment system based on attributes such as impact factor and downloads.

### b) Publications Committee (Peet)

#### **(see Attachment 10)**

Peet reported the good news that the journals are generating significant income for IAVS. The Publications Committee needs to determine the best process to evaluate how the journals are going; this is done every 4 years. The committee will solicit advice from the Council and Chief Editors and generate a report to share with council at the 2014 symposium.

Wilson mentioned that at past meetings the Publications Committee has discussed Chief Editors when they weren't present which is proper. However, they have also discussed other matters where it would have been useful to have the Chief Editors present. He suggested that the Chair of the Editors serve as a non-voting, *ex officio* member of the Committee.

Peet replied that this is a good idea and that it would be implemented immediately, though long-term implementation will require a change in the IAVS Bylaws.

Barbour asked about the journal impact factors.

Peet replied that they rose significantly for AVS and slightly for JVS.

Dengler raised the issue that *Phytocoenologia* says their journal is an official journal of IAVS.

Pacey said that Wiley will write a letter to the publisher requesting that the statement be removed.

## 9 Reports of Working groups / Regional sections

### a European Dry Grassland Group (EDGG) (Janisova)

Janisova delivered a PowerPoint presentation.

There are now 949 members from 58 countries. The steering committee was re-elected in May. Janisova is now the IAVS contact person. The annual meeting took place in Poland (82 participants from 18 countries). The 2014 meeting will be in Tula Russia, and the 2015 meeting will be in Mainz, Germany. There were 2 research expeditions in the past year. Four bulletins were produced. Two fellowships were supported by IAVS. EDGG was responsible for special issues in the journals *Biodiversity and Conservation*, *Agriculture Ecosystems and Environment* and *Applied Vegetation Science* and a special feature in *Tuexenia*. Proceedings from the 2012 meeting in Greece have now been published.

### b European Vegetation Survey (EVS) (Chytrý)

(see report in the most recent *IAVS Bulletin: 2013/1*)

The annual meeting was held in Rome this year. A website was established, supported by 1000€ from IAVS. The first version of EuroVegChecklist was finalized. This is being linked with the EUNIS habitat classification (<http://eunis.eea.europa.eu>). Some new projects have been initiated. Of special note is the Braun-Blanquet Project, which has the goal of collecting vegetation plot data from all European alliances and using them to parameterize European vegetation types. The EVS team is working on the project of the European Vegetation Archive (<http://euroveg.org/eva-database>), a joint database of European vegetation plots. There are also ongoing projects on aquatic vegetation. A virtual special feature in *Applied Vegetation Science* is under preparation in concert with EDGG on European grasslands; a second special issue in *Phytocoenologia* is focusing on saline vegetation. EVS submitted a proposal to the 7th EU Framework Programme to build infrastructure for vegetation survey work in Europe, but failed. John Rodwell wrote a history of vegetation survey in Europe that has been published on the EVS website (<http://euroveg.org/history>).

### c Ecoinformatics (Peet, Wiser)

The group has prepared Bylaws, which have now been approved by the Governing Board, and is in the process of electing a Steering Committee. The GIVD database catalogue was published this year.

d Circumboreal Vegetation Map (CBVM) (Krestov)

A symposium was held in Vladivostok last year.

Dengler inquired about whether the group has prepared bylaws.

Krestov replied that some members are considering this.

Peet asked whether there is interaction and coordination with the CircumArctic project ([http://www.geobotany.org/library/reports/WalkerDA2011\\_caff5\\_rep111200.pdf](http://www.geobotany.org/library/reports/WalkerDA2011_caff5_rep111200.pdf)). Krestov replied that there is.

e North America Regional Section (Minchin)

Minchin has recently been elected President. Minchin's intention is to increase communication about IAVS and get more North American IAVS members to come to Perth. Minchin is seeking suggestions of how to get more involvement.

## 10 Reports of Committees

a Awards Committee (Schaminée)

For the 2013 meeting there were more than 106 competitors for the poster-presentation award, and more than 53 for oral presentation-awards. This is considered a big success.

b Meetings Committee (Pillar)

Last year the committee developed meeting guidelines and circulated these among interested parties. Some minor changes need to be made to the version being posted on the IAVS website. Everything is in place for Australia next year.

Mucina will introduce the 2014 symposium at the General Assembly. The Symposium will be 1-5 September at the University of Western Australia in Perth. There will be both pre- and post-Symposium excursions. The website will be up in July, together with the first circular. First registrations will be available in October 2013. Fees remain to be set, but are likely to be around ~310€.

Peet asked when the schedule for submission of sessions and papers, and for registration would be released. Mucina reported that this would be in the first circular scheduled to be released at the end of July.

2015 (Chytrý). The IAVS symposium will be held in Brno, the 2<sup>nd</sup> largest city of the Czech Republic, from 19 to 24 July. The theme will be "Large-scale vegetation patterns". Pre-symposium excursions of different lengths will be offered in the eastern Czech Republic. The post-symposium excursion will be in Western Carpathians (6 days) along an altitude gradient. A preliminary budget has been made but final prices have yet to be negotiated. Fees will not be higher than for 2013 in Estonia.

2016: (Hay). A formal proposal has been prepared to hold the 2016 symposium near Brasilia. A PowerPoint presentation was given. The symposium will be held in the city of Pirenopois, 160 km west of Brasilia. The venue is likely to be the Congress Hotel, which has hosted several large meetings. Hay has already organized a couple of meetings there so has had some practice. This is in the central region of Brazil, in a Cerrado (savanna) landscape. Likely dates are 30 May to 3 June of 2016. Potential pre- and post-symposium excursions were described, as were people who might help and potential funding sources. Fees should be in the normal range for IAVS.

Barbour moved that Council accept the proposal.  
The proposal to hold the 2016 IAVS symposium in Pirenopis was approved unanimously.

c Global Sponsorship Committee (Acosta)

(see Attachment 6)

Acosta described the new policies for awarding free membership and the changes to increase grants for student support.

Acosta announced that due to an increase in other commitments she must resign as Chair.

Diekmann commented that the efforts of the Global Sponsorship Committee in the past year have resulted from a tremendous amount of work. He asked Council to let him know if they have any nominations for replacements of the Chair.

e Website and Social Media Special Committee (TBA)

Wiser read a brief report provided by Nina Smits:

- 1) During the last year the Committee discussed ways that the IAVS website could be improved
- 2) The Committee has sent a document to the GB proposing website changes, but this this has not been further discussed. The position of Chair remains vacant (Nina is acting chair). The Committee solicits nominations for Chair, as well as regular members.
- 3) The Committee urges that the GB make a call for other IAVS members (interested in social media) to participate.

f Vegetation Classification Special Committee (Loidi)

(see Attachment 11)

Loidi summarized highlights of the year. A workshop on methods for plot-based vegetation classification was held in Rome and a website on vegetation classification methods has been developed by Miquel De Cáceres and is available through the IAVS website (<https://sites.google.com/site/vegclassmethods/>). A survey was conducted about plot-based vegetation classification methods (<https://sites.google.com/site/vegclassmethods/survey>).

## 12 Other business

The need for better communication between the Governing Board and the Council was suggested, in particular the need to have more contact throughout the year. A suggestion was made to solicit more votes on issues via electronic systems with deadlines.

The meeting was adjourned by the President at 21:15.

## Attachment 1

### Proposal of an amendment of Article 5 of the Bylaws of European Vegetation Survey

Approved by a 3/5 vote at the Business Meeting of European Vegetation Survey in Rome on 10 April 2013.

Current version of Bylaws is available at <http://euroveg.org/bylaws>.

The EVS Bylaws shall be amended by adding the red bolded text (including a footnote) to Article 5 of the current Bylaws:

#### Article 5. Steering Committee

The Working Group shall have a Steering Committee (SC) with five elected members, each from a different European country. **SC must contain at least one member from each of the following three European geographic regions, defined by similar languages, history and/or biogeography: Western-Central and North-western Europe<sup>1</sup>, Southern Europe<sup>2</sup> and Eastern-Central and Eastern Europe<sup>3</sup>. If a representative of one of these regions is missing among the five elected members, the candidate with the highest number of votes from that region becomes automatically the sixth or seventh member of the SC.** All SC members shall be members of IAVS. Each SC member shall be elected for a period of four years at the next business meeting of the EVS following a vacancy. Nominations shall be received by the EVS Secretary by e-mail or in person at an EVS meeting and may be made by any member. SC members may be elected for further periods of four years. The SC elects a Secretary from its members and appoints a Membership Administrator (who need not be a member of the SC) for a period of four years. All decisions on behalf of EVS except the election of the SC itself are made by the SC with majority.

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<sup>1</sup> Austria, Benelux, Denmark, Finland, Germany, Iceland, Ireland, Norway, Sweden, Switzerland, UK

<sup>2</sup> Albania, Cyprus, France, Greece, Italy, Malta, Portugal, Spain, Turkey

<sup>3</sup> Balkan countries except Albania and Greece, Baltic countries, Belarus, Czech Republic, Hungary, Moldova, Poland, Romania, Russia, Slovakia, Slovenia, Ukraine

## Attachment 2

### Bylaws

## The Ecoinformatics Working Group of the International Association for Vegetation Science

#### Article 1. Name and status

The name of this organization shall be “The Ecoinformatics Working Group”. It shall be a Working Group of the International Association for Vegetation Science (IAVS).

#### Article 2. Objectives

The objectives of the Ecoinformatics Working Group include:

- (a) facilitating communication among scientists studying community ecology through exploration and synthesis of large databases comprising vegetation-plot and related ecological data;
- (b) facilitating access to these data;
- (c) establishing standards for exchange of these data to facilitate data sharing;
- (d) providing tools for identification, access, integration, storage, and analysis of these data.

As a Working Group of IAVS, the Ecoinformatics Working Group shares the IAVS goals and supports its activities. The Ecoinformatics Working Group is subject to the Statutes and Bylaws of the IAVS.

#### Article 3. Membership

Membership in the Ecoinformatics Working Group is open to all persons, and membership in the IAVS is optional. Membership in the Ecoinformatics Working Group is obtained by:

- (a) written application to the Ecoinformatics Working Group Secretary, or
- (b) specification when joining or renewing membership in IAVS, or
- (c) subscribing to the Ecoinformatics List Server.

Membership is discontinued by submission of a written statement (electronic or hardcopy) to the Working Group Secretary that the member no longer wishes to be member of the Working Group.

Members are responsible for providing the Secretary with a functioning e-mail address. Membership is discontinued when no functioning e-mail address is available to either the Working Group Secretary or the IAVS Secretary.

#### Article 4. Business meeting

A business meeting shall be held annually in conjunction with the annual IAVS Symposium. All members attending may vote in the business meeting. A member may assign a proxy vote for the business meeting to another member by notifying the holder of the proxy and the Working Group Secretary. Any one participant may carry up to three proxy votes.

#### Article 5. Steering Committee

The Working Group shall have a Steering Committee (SC) with five elected members. All SC members shall be members of IAVS. In case of a tie for the fifth position, all candidates with the same number of votes are elected. Each SC member shall be elected for a period of four

years, with the possibility of re-election. Elections shall take place at least two months prior to the business meeting at which the regular four-year term of the SC is ending, or following a vacancy. At least one month prior to the start of an election, it shall be announced to the members via e-mail by the Secretary, who then shall receive nominations made by any member by e-mail or in person. Elections take place by means of an electronic ballot over a period of one month. The SC shall elect a Chair and a Secretary from its members for a period of four years. All decisions on behalf of the Working Group except those explicitly assigned otherwise are made by the SC by majority.

**Article 6. Duties of the Steering Committee members**

- (a) The SC members promote the interests of the Working Group, and supervise Working Group operations and scientific activities.
- (b) The SC may call upon members of the Working Group or appoint committees to assist with the Working Group affairs.
- (c) The Chair presides at the SC meetings as well as the Working Group business meetings held during the annual IAVS Symposia and supplies the annual report to IAVS.
- (d) The Secretary keeps records of the Working Group and its members and conducts elections and ballots.

**Article 7. Finances**

The Ecoinformatics Working Group financial assets shall be held by and managed through the accounts of IAVS.

**Article 8. Amendments**

These Bylaws may be amended by a majority vote of the members participating in an electronic ballot extending over a period of one month. Such an electronic ballot can be required by a majority vote of either the SC members or the participants at the annual business meeting, or by at least 10% of all Working Group members. Changes in the Bylaws are contingent on approval by the IAVS Council.

**Attachment 3** Bylaws of the Working Group for *Phytosociological Nomenclature* – as approved by Working Group and Governing board

#### Article 1. **Name and status**

The name of this organization shall be "Working Group for Phytosociological Nomenclature" (GPN). It shall be a working group of the International Association for Vegetation Science (IAVS).

#### Article 2. **Purposes**

2.1 On behalf of the IAVS as the copyright holder of the International Code of Phytosociological Nomenclature (ICPN), the Phytosociological Nomenclature Commission will be in charge of the maintenance, improvement, and proper application of the ICPN.

The main tasks of the GPN are:

- (a) to prepare and implement new editions of the ICPN;
- (b) to engage in the nomenclatural activities that are required by the ICPN;
- (c) to register the names of syntaxa, in priority the new names;
- (d) to register the typifications of names of syntaxa.

2.2 The secondary tasks of the Phytosociological Nomenclature Commission are:

- (a) to inform and advise the community of vegetation scientists about nomenclatural questions;
- (b) to follow methodological developments having direct or indirect implications for the nomenclature of vegetation types;
- (c) to follow the developments of the International Code of Botanical Nomenclature for Algae, Fungi and Plants;
- (d) to elaborate bridges between different schools of classifying plant communities.

2.3 As a working group of IAVS, the GPN shares the IAVS goals and supports its activities. The GPN is subject to the Statutes and Bylaws of the IAVS.

#### Article 3. **Membership**

3.1 Membership in the GPN is open to all members of IAVS free of charge. The Membership can be obtained by:

(a) application (letter or email) to the Secretary of Phytosociological Nomenclature Commission, or

(b) an explicit specification when joining or renewing the membership to IAVS.

3.2 Membership is discontinued by a written statement (electronic or hardcopy) sent to the Secretary of the GPN that the member does no longer want to be member of the Phytosociological Nomenclature Commission.

It is the responsibility of the members to provide the Secretary with a functioning e-mail address. Discontinuation of the membership in IAVS automatically implies termination of membership in the Phytosociological Nomenclature Commission.

#### **Article 4. Business Meeting**

A business meeting of the GPN shall be held annually in conjunction with either the annual IAVS Symposium or the annual meeting of another IAVS Working Group.

#### **Article 5. Structure of the Group for Phytosociological Nomenclature**

The Phytosociological Nomenclature Commission comprises three kind of bodies:

(a) Steering Committee, the executive body of GPN;

(b) Topic Committees, for performing specific tasks;

(c) GPN Assembly, in charge of validating the decisions taken by the GPN Committees.

#### **Article 6. The Steering Committee**

6.1 The Phytosociological Nomenclature Commission shall have a Steering Committee (SC) composed of seven elected members. SC members shall be elected for four-year renewable terms. Elections shall take place at least two months prior to the business meeting at which the regular four-year term of the SC is ending or following a vacancy. At least one month prior to the start of an election, it shall be announced to the members via e-mail by the Chair of the Phytosociological Nomenclature Commission, who then shall receive nominations made by any member by e-mail or in person.

6.2 All nominees shall provide a biosketch including their nomenclatural activities, and agree to serve if elected. When the nomination period is closed those candidates meeting the formal requirements shall be presented to the members together with their biosketch.

6.3 Elections shall take place by means of an electronic ballot over a period of one month. The seven candidates with the highest number of votes are elected as Members of the SC. In case of ties for the seventh member, a new ballot shall take place among the nominees having an equal number of votes over a period of seven working days.

## **Article 7 Organisation and Tasks of the Steering Committee**

7.1 The SC elects a Chair and a Secretary from its members for a period of four years. Meetings and decisions by the SC can be done either in person or by means of remote communication. All decisions on behalf of the GPN except those explicitly assigned otherwise will be made by the SC with simple majority of votes.

7.2 The duties of the SC are the following:

(a) The SC promotes the interests of the Working Group, coordinate the activities of the Topic Committees, and supervise

the scientific activities of GPN;

(b) The SC is responsible for the amendments of ICPN and new editions. In that sense, it receives all proposals aim as improvement and/or modification of the ICPN, prepares amendments to the ICPN, and new editions of the ICPN according to the decisions taken by the GPN Assembly;

(c) The SC shall appoint Topic Committees to perform specific tasks within the GPN.

7.3 The functions and tasks of the Chair shall be:

(a) The Chair presides the business meetings of the SC and the GPN;

(b) The Chair is responsible for production and distribution of the annual report of the GPN activities to IAVS;

(c) The Chair, at his/her discretion, may call upon members of the GPN to assist with emerging working group affairs;

(d) If prevented, the Chair may call upon any SC member to deputise him/her in his/her functions.

7.4 The functions and duties of the Secretary are:

(a) The Secretary keeps records of the Working Group activities, decisions, and members and provides these data to the IAVS Secretary.

(b) The Secretary is responsible for the organisation of the ballots.

(c) The Secretary receives the proposals of amendment of ICPN.

(d) The Secretary may call upon any SC member to assist him/her in his/her functions.

## Article 8 **Organisation and Tasks of the Topic Committees**

8.1 The Phytosociological Nomenclature Commission shall incorporate Topic Committees whose number and size are defined by the SC. There will be basically three permanent Topic Committees. The SC can arrange the tasks of the existing Committees or appoint a new Committee at their discretion in relation to the work to be performed.

8.2 The members of these Topic Committees are appointed by the SC both from its own members and/or from the membership of the GPN. Any other member of the GPN interested in the activities of a Topic Committee can participate as a non-voting member.

8.3 The SC shall appoint one of its members to chair a Topic Committee. The Chair of a Topic Committee shall be responsible for coordinating the activities of that Committee, and for reporting to the SC.

8.4 Committee for Changes and Conservation of Names.

(a) The Committee will receive all proposals concerning the subjective ruling of names according to ICPN, including the names to be inversed (*nomina inversa*) and modified (*nomina mutata*), to be declared ambiguous (*nomina ambigua*) or dubious (*nomina dubia*), and those to be conserved (*nomina conservanda*).

(b) The Committee shall make proposals on ruling the cases received.

8.5 Committee for the Registration and Typification of Names.

(a) The Committee will be responsible for the development and implementation of the registration and typification of the names.

(b) The Committee will provide a nomenclatural evaluation of the new names published and of the typifications of the names.

8.6 Committee for Website and Online Database.

(a) The Committee shall make available on the Internet the work produced by the other Committees.

(b) The Committee shall develop and maintain an online forum (discussion list) at facilitating solutions to emerging nomenclatural questions.

## Article 9 **Organisation and Tasks of the GPN Assembly**

9.1 The GPN Assembly shall be formed by all the members of the GPN and shall hold the legitimacy of the activities related to phytosociological nomenclature.

9.2 The tasks of the GPN Assembly shall be:

- (a) to elect the Steering Committee;
- (b) to support the Steering Committee with his members participating in one or more Topic Committees, in particular in helping to solve nomenclatural issues at a regional or national level, or related to specific taxonomic groups (e.g. vascular plants, algae, bryophytes, lichens);
- (c) to approve or reject the nomenclatural proposals issued by the Steering Committee and the Committee for Changes and Conservation of Names.

9.3 The GPN Assembly shall take decisions either at a business meeting or by means of electronic ballots, according to the decisions taken by the Steering Committee.

## Article 10. **Decisions**

10.1 Decisions taken by the Steering Committee, the Topic Committees and the GPN Assembly shall be made at the simple majority of votes (see also art. 10.2).

10.2 (a) Except for nomenclature proposals, all other proposals submitted to the GPN Assembly by the Steering Committee and the Topic Committees, or through a referendum according to Bylaw 10.3 or an initiative according to Bylaw 10.4 shall be approved or rejected by the simple majority.

(b) The decisions on nomenclature proposals issued by the Steering Committee or by the Committee for Changes and Conservation of Names shall be submitted to all the members of the GPN Assembly. These decisions shall be overturned by the Assembly with a qualified majority >60% of the votes.

10.3 Referendum. Items and nomenclature proposals from the Steering Committee or a Topic Committee that were rejected by the GPN Assembly can be proposed on vote a second time within a six months delay after the first vote if asked by more than one third of the GPN Assembly.

(a) Except for nomenclature proposals, all proposals from a referendum are approved or rejected at the simple majority (see Bylaw 10.1).

(b) Nomenclature proposals are submitted to a qualified majority of all the members of the GPN Assembly: they shall be accepted with >40% of the votes or rejected with >60% of the votes.

10.4 Initiative. Items and nomenclature proposals outside of the Steering Committee or the Topic Committees can be proposed on vote if they are asked for by more than one third of the GPN Assembly.

(a) Except for nomenclature proposals, all proposals from an initiative are approved or rejected at the simple majority.

(b) Nomenclature proposals are submitted to a qualified majority of all the members of the GPN Assembly: they shall be accepted with >60% of the votes or rejected with >40% of the votes.

10.5 (a) Decisions will be made mainly by email ballot among all the members of the concerned body (SC, Topic Committees, GPN Assembly). Ballot involving the GPN Assembly shall extend over a one month period. For the other bodies, the period is decided within the concerned body.

(b) When decisions are taken during a meeting (business meeting included), a member who cannot participate may delegate his/her vote to another member of the concerned body. For meetings of the GPN Assembly each member may cast up to three proxy votes (i.e. a maximum of four votes per member). Members who delegate their vote for a GPN meeting shall inform the Secretary of SC, and the chair of the body for the other meetings. If fewer than 50% of all the members of the concerned body are represented in person or by proxy, voting shall be by email ballot after all members have been informed about the proposals in question and the arguments for and against.

10.6 All the decisions taken by the GPN Assembly shall be published as soon as possible on the GPN official webpage, as well as valid Referenda and Initiatives. New editions of the ICPN and decisions on changes of names (inversed, modified), on dubious names, ambiguous names, and conserved names shall be published in a scientific journal.

## Article 11. **Finances**

The Phytosociological Nomenclature Commission's financial assets shall be held by and managed through the accounts of IAVS.

## Article 12. **Amendments**

These Bylaws will be adopted and may be amended by a simple majority of votes of the members participating in an electronic ballot extending over one month. Changes in the Bylaws are contingent on approval by the IAVS Council.

## **Attachment 4** Bylaws of the Working Group for *Phytosociological Nomenclature* – amendment and explanation

### **Chronological steps for approval of the GPN bylaws**

13 February 2013	A version with alternative proposals on some articles is sent out to the 31 founder members to vote on the alternative proposals.
2 April 2013	All the members are informed of the results of the vote (24 over 31) with a proposal to change the name of "Physociological Nomenclature Commission (PNC)" to "Working Group for Phytosociological Nomenclature Commission (GPN)".
3 April 2013	The result of the vote on Article 10 (decision process) is disputed as the version with the majority of votes got only the simple majority but not the absolute majority. A second ballot is organized on Article 10 and the proposal to change PNC to GPN.
4 April 2013	A second one week ballot is organized about Article 10 and the change of the name of the working group.
18 April 2013	The bylaws including the result of the second ballot on the name (GPN) and the decision process (Article 10) are sent to be approved in their whole.
27 April 2013	21 members over 31 having sent their approval, the bylaws are thus approved in their whole.

### ***Edition of Article 10***

After the vote on the decision process (Article 10) and the acceptance of the bylaws in their whole, the somehow cumbersome accepted version of Article 10 was partly edited for points 10.1-10.4 by Wolfgang Willner and Jean-Paul Theurillat in order to make it more simple and more clear. The edited version for points 10.1-10.4 is given hereafter.

#### **Article 10. Decisions**

10.1 Excepted for nomenclatural proposals (see Bylaw 10.2) decisions are taken at the majority of votes (abstentions do not count):

(a) Decisions taken within the Steering Committee, the Topic Committees and the GPN Assembly;

(b) All proposals submitted to the GPN Assembly by the Steering Committee and the Topic Committees, or through a referendum according to Bylaw 10.3 or an initiative according to Bylaw 10.4.

10.2 The decisions on nomenclatural proposals are taken at the majority within the SC and the Topic Committees, and at a qualified majority within the Assembly. Abstentions do not count.

(a) Decisions issued by the Steering Committee and proposals by the Committee for Changes and Conservation of Names shall be submitted to all the members of the Assembly for acceptance. They shall be overturned by the Assembly with a qualified majority >60% of the votes.

(b) Proposals overturned by the Assembly and proposed on vote a second time through a referendum (see Bylaw 10.3) shall be overturned by the Assembly with a qualified majority >60% of the votes.

(c) Proposals through an initiative (see Bylaw 10.4) shall be accepted by the Assembly with >60% of the votes.

10.3 Referendum. Items and nomenclature proposals from the Steering Committee or a Topic Committee that were rejected by the GPN Assembly can be proposed on vote a second time within a six months delay after the first vote if asked by more than one third of the GPN Assembly (see Bylaws 10.1 and 10.2. for the decisions).

10.4 Initiative. Items and nomenclature proposals outside of the Steering Committee or the Topic Committees can be proposed on vote if they are asked for by more than one third of the GPN Assembly (see Bylaws 10.1 and 10.2. for the decisions).

Attachment 5

IAVS Finances											
(in Euros)							To be approved by Council				
Year	2012 (already audited)				2013				2014		
	Financial projection		Financial overview		Financial projection (approved in Mokpo 2012)		Financial projection (Suggestion for update)		Financial projection		
	Credits	Debits	Credits	Debits	Credits	Debits	Credits	Debits	Credits	Debits	
<b>General Fund</b>											
Starting Cash, January 1	205177.98		205177.98		236582.98		293717.46		349322.46		
Interest	1500.00		4343.69		1500.00		5000.00		6300.00		
Membership dues <sup>1)</sup>	0.00		100.00		0.00		100.00		100.00		
Wiley-Blackwell income <sup>2)</sup>	100000.00		130650.86		120000.00		115000.00		115000.00		
Travels Editors <sup>3)</sup>		15000.00		22015.05		15000.00		20000.00		20000.00	
Travel Governing Board <sup>3)</sup>		9000.00		10010.00		9000.00		10500.00		12000.00	
Travel Administrative Officer		1500.00		2000.00		1500.00		0.00		1500.00	
Salaries Administrative Officer		2495.00		2495.00		2495.00		2495.00		2495.00	
Bank expenses		100.00		73.05		100.00		100.00		100.00	
Office expenses		1000.00		211.97		1000.00		400.00		300.00	
Tax		0.00		0.00		0.00		0.00		0.00	
Business Office <sup>4)</sup>		30000.00		0.00		30000.00		0.00		30000.00	
New honorary members & Award winners – expenses <sup>5)</sup>		3000.00		0.00		3000.00		5000.00		2000.00	

Young Scientist Awards <sup>6)</sup>		3000.00		1000.00		3000.00		3000.00		3000.00
Allocation to Global Fund		5000.00		5000.00		5000.00		15000.00		15000.00
Financial support of working groups <sup>7)</sup>				3750.00		17000.00		8000.00		17000.00
Charges to publish extra JVS pages to reduce current publication backlog <sup>8)</sup>										20000.00
Ending Cash: 31 December	236582.98		293717.46		270987.98		349322.46		347327.46	
<b>Global Fund</b>										
Starting Cash, January 1	27755.67		27755.67		31005.67		33241.98		32641.98	
Interest	250.00		486.31		250.00		400.00		700.00	
Allocation from General fund	5000.00		5000.00		5000.00		15000.00		15000.00	
Travel grants for students		0.00		0.00		0.00		15000.00		15000.00
Awards for manuscript editing		2000.00		0.00		2000.00		1000.00		2000.00
Ending Cash: 31 December	31005.67		33241.98		34255.67		32641.98		31341.98	
Comments:										
<sup>1)</sup> Some people still pay directly to the IAVS office.										
<sup>2)</sup> Wiley-Blackwell income is paid in three parts: two in the same calendar year, and a final part at the beginning of next calendar year.										
<sup>3)</sup> Travel costs for Perth will on average be higher than usual.										
<sup>4)</sup> No business office realized until now.										
<sup>5)</sup> 2013: one Honorary member and one Alexander von Humboldt awardee will come to the Tartu meeting.										
<sup>6)</sup> In 2012 payment only for one person.										
<sup>7)</sup> Four persons supported already in 2012.										
<sup>8)</sup> A cost of up to 20,000 was approved at the 2013 Council meeting in Tartu										

## **Attachment 6**

### **Global Sponsorship Committee report**

We have implemented a **new practice for free membership** that handles applications continuously, not only once a year as it was in the past. This year we have accepted 6 new applications for free IAVS membership with free journal access. There are currently 20 IAVS free members; of these 17 have free journal access.

**GSC grants for student support to participate in the 56th IAVS Symposium:** eligible persons were either Master or PhD students, presenting either Oral presentations or Posters. It was decided that for this time grants should be open to candidates from all the world (not limited to low income countries).

Allocated money for these grants; 15,000 EUR.

There were altogether 73 applications (many new IAVS members!) from 33 different countries: Austria, Belgium, Brazil, Bulgaria, Canada, Colombia, Czech Republic, Estonia, Finland, France, Germany, India, Iran, Italy, Latvia, Lithuania, Netherlands, New Zealand, Norway, Peru, Poland, Portugal, Russia, Serbia, Slovak Republic, South Africa, Spain, Sweden, Tanzania, Uganda, Ukraine, Uruguay, USA.

The evaluation process finished on April 20<sup>th</sup>, GSC members and the Tartu's organization team were involved.

Three categories of grants were proposed: 320 EUR (only symposium fees + dormitory), 610 EUR (symposium fees + dormitory + contribution for European travel) and 1000 EUR (symposium fees + dormitory + contribution for extra-European travel). In this way we supported 25 candidates from 17 different countries: 6 with 1000 EUR, 10 with 610 EUR, and 9 with 320 EUR.

All candidates have received an e-mail notifying if they were selected or not, and informed about the number of applications received and the criteria used for the evaluation. All selected candidates accepted the grant and those who were not supported were allowed to register with reduced fees.

## **Attachment 7 Remuneration for meeting attendance of Editors and Governing Board (as amended based on discussions by Council)**

### **Background**

It seems that almost every major scientific society gives some reward to its senior editors and executive officers to support them in their work associated with the society. In October 2008, the Chief Editors submitted a proposal to the Governing Board as part of a request for support. This was approved on an interim basis. In January 2009 there was a decision by the Executive Committee to support travel for the Executive Committee on an interim basis and to seek approval for a permanent policy at the Council meeting. From 2009 onwards, the budgets have included funds for Travel for the Editors, the Associate Editors, the Governing Board and the Administrator, and these have all been approved at Council meetings. However there is no record of a formal vote on this policy and no document explicitly detailing the policy. The goal of this document is to formalize this policy.

### **Proposal**

The Chief Editors and the Governing Board propose the following scheme for rewarding editorial staff and encouraging their attendance at IAVS Symposia:

- A. The Chief Editors and the seven members of the Governing Board will each receive an honorarium if they attend that year's IAVS Symposium. This is to support their Symposium attendance and reward them for their work. It is to be paid and spent as they wish so long as they attend, so there is an element of honorarium if they can obtain conference support elsewhere or if the Symposium is close to them that year.
- B. Further support for actual and reasonable expenses may be given to any Chief Editor or Governing Board member who would be unable to attend the Symposium on the honorarium alone that year.
- C. Each Associate Editor attending the Symposium receives an honorarium if they attend that year's IAVS Symposium. If there are more requests than can be accommodated within the budgeted amount, the support will be given on a first-come first-served basis, unless an increase in expenditure is approved by the Governing Board.
- D. The amounts for honoraria will be presented as part of the annual budget, as the amount may need to be adjusted according the location of the Symposium. Indicative amounts (based on 2013, Symposium in Tartu, Estonia are 1500€ for the Chief Editors and the Governing Board members and 1000€ for the Associate Editors. A condition for receipt of an honorarium is participation in the associated Editorial Meetings and/or meetings of the Governing Board and Council.
- E. Any individual who is both a Governing Board member and either a Chief Editor or Associate Editor can only claim one honorarium.

### **Logic**

The purpose of linking remuneration to Symposium attendance is that:

1. It is critical that the members of the Governing Board attend the IAVS Council Meeting and the IAVS General Assembly. In particular, the President presides over these meetings and the Secretary and Administrator are involved in their organization, taking minutes etc.
2. It is important for the Governing Board members (particularly the Vice President & Chair, Meetings Committee and the Vice President & Chair, Global Sponsorship Committee to be available for discussions with the organisers of the symposium for the following year and for later years.
3. It is useful for the Governing Board members to be available to members of the Association to discuss matters of import to IAVS
4. It is critical for editors, both Chief Editors and Associate Editors, to attend the Editorial Meeting, to meet potential referees and potential Editorial Board members, and to get to know other editorial staff.
6. Some of the people we appoint as Associate Editors are not strong participants in IAVS, possibly not even members, and Symposium attendance strengthens their identification with the Association.
7. If we gave the same amount of money to all editorial staff regardless of attendance, they would get only a small amount, which they might think too small a reward for their efforts.
8. Attendance at the Symposium by the Governing Board, Chief Editors and Associate Editors, who tend to be vegetation scientists of some reputation and ability, strengthens the Symposium and makes it more attractive to potential participants.

## **Notes**

By ‘Symposium’, the plan means the annual Symposium at which General Assembly is held (perhaps in the future the Association may hold more than one symposium per year).

‘year’ means the period around the Symposium, not necessarily a calendar year (this is to cope with situations like that of 2007, when the 2006 symposium and the 2007 symposium were both held in the 2007 calendar year.

“Attendance” specifically means being present for the majority of the days of the symposium and the associated Editorial Meetings and/or meetings of the Governing Board and Council.

## **Attachment 8**

### **PROPOSED CODE OF PROFESSIONAL ETHICS**

#### **A. Preamble:**

This Code provides guiding principles of conduct for all members of the International Association for Vegetation Science (IAVS) in their professional activities as vegetation scientists, whether in the context of paid employment or otherwise. The Code also establishes standards to be followed in submission of manuscripts for publication in the Association's journals. The goals of the Association include promoting research in vegetation science and its applications, and providing mechanisms and opportunities for vegetation scientists to communicate with each other and with those who might benefit from the work. This Code supports those goals by establishing standards and mechanisms to help ensure ethical practices and reliable, honest communication in the field of vegetation science, particularly, but not exclusively, in the publications and activities of IAVS.

#### **B. General Guidelines:**

IAVS advocates observation of the following principles by all vegetation scientists in their professional affairs, particularly, but not exclusively in their participation in the publications and activities of IAVS.

##### *1. In relation to the Association:*

- a. Members of IAVS will not represent themselves as spokespersons for the Association unless expressly authorized by appropriate officers of the Governing Board or charged as spokespersons by Council or General Assembly.

##### *2. In their work as vegetation scientists:*

- a. Members of IAVS will cooperate with other researchers whenever possible and appropriate to ensure rapid interchange and dissemination of their findings.
- b. Members of IAVS will not plagiarize in verbal or written communication, but will give full and proper credit to the works and ideas of others, and make every effort to avoid misrepresentation of those works and ideas.
- c. Members of IAVS will not fabricate or falsify results, deliberately misrepresent research findings, or otherwise commit scientific fraud.
- d. Members of IAVS will conduct their research so as to minimize adverse environmental effects of their presence and activities, and in compliance with legal requirements for protection of researchers, human subjects, or research organisms and systems.

##### *3. In their professional relationships with others:*

- a. Members of IAVS will not practice or condone harassment of any sort in any professional context; they will not discriminate against others, in the course of their work, on the basis of gender, sexual orientation, marital status, creed, religion, race, national origin, age, economic status, disability, or organizational affiliation.

- b. Members of IAVS will not seek employment, grants, or gain, nor attempt to injure the reputation or professional opportunities of another scientist by false, biased, or undocumented claims, by offers of gifts or favors, or by any other malicious action.

### **C. Publication Guidelines:**

The following principles of ethical professional conduct apply to IAVS members reviewing, editing, or submitting papers for publication in the professional literature in general. They should be seen as applying, where pertinent, to abstracts for meeting presentations and to grant proposals. They will be enforced particularly with respect to all manuscripts submitted to the Association's journals.

#### *1. Authorship:*

- a. Researchers will claim authorship of a paper only if they have made a substantial contribution. Authorship may legitimately be claimed if researchers:
  - i. conceived the ideas or questions addressed by the paper;
  - ii. designed sampling or experiments that generated new data reported;
  - iii. contributed to new analyses or interpretation of data, or to development of new models or simulations;
  - iv. developed new analyses or meta-analyses of data drawn from peer-reviewed publications (such reanalysis or meta-analysis may not require authorship of original authors of data-sets); or
  - iv. wrote the manuscript.
- b. Submission of manuscripts emerging from committees or working groups should include documentation that all participants have agreed on authorship or are included in the authors list
- c. Individuals or organizations funding or otherwise supporting research should be appropriately acknowledged. Both researchers and supporting individuals or organizations should establish a clear prior understanding concerning appropriate forms of recognition.
- d. Researchers submitting a manuscript for publication will not include as a coauthor any individual who has not agreed to the content of the final version of the manuscript; coauthors should be dropped only if they specifically request removal from the manuscript or after lead authors have attempted unsuccessfully to contact them for approval of the manuscript.

#### *2. Use and presentation of data:*

- a. Researchers will not submit for publication any manuscript containing data they are not authorized to use. IAVS assumes that the principal investigator(s) of a research project retain(s) the right to control use of resulting unpublished data unless otherwise specified by contract or explicit agreement. Authors submitting manuscripts using data from data-banks should verify that their use of data is consistent with any restrictions or rules set by that source.
- b. Researchers will not represent research results as new if they have been published or submitted elsewhere, or submit a manuscript for publication while it or a substantial part of it, is under review for possible publication elsewhere. This guideline applies primarily to peer-reviewed publication; prior publication of some aspects of a study in

dissertation form, in non-peer-reviewed literature, or in popular media may not be considered previous publication in this context, particularly if data and analyses were not fully described.

c. IAVS encourages making original data-sets and metadata available through online databases or other forms of data publication. Such publication should not be seen as constraining subsequent and separate peer-reviewed publication by original researchers of new analyses and interpretation using these data-sets.

d. When using ideas or results of others in manuscripts submitted for publication, researchers will give full attribution of sources. If the ideas or results have not been published, they may not be used without permission of the original researcher, who must also be explicitly acknowledged. Illustrations or tables from other publications or manuscripts may be used only with permission of the copyright owner and acknowledgment of the source.

e. IAVS members submitting manuscripts for publication will promptly report to editors any significant errors discovered after submission or publication; this guideline concerns, particularly, errors that might lead to changed interpretation of results.

### *3. Expectations of editors and referees*

a. Editors and referees will treat manuscripts under review as confidential, recognizing them as intellectual property of the author(s).

b. IAVS members invited to serve as editors or referees of a manuscript should report any present or past connections with the author or the author's institution that would potentially be seen as preventing objective evaluation of the work; handling or managing editors may determine whether possible conflicts of interest preclude such service.

c. IAVS members will not purposefully delay publication of another person's manuscript to gain advantage over that person.

### **D. Enforcement, Review, and Amendment:**

IAVS advocates the application of the above principles in the practice of vegetation science generally. All participants in the Association's activities -- including the Association's journals, meetings, and conferences organized or sponsored by the Association, and excursions and field-trips conducted under Association auspices -- are particularly expected to adhere to the Code and the Association reserves the option of enacting penalties in response to violations of the Code in the context of Association activities.

IAVS will undertake to make its membership and researchers submitting to its journals aware of its Code of Professional Ethics, through references in its publications and on its website and by other means as appropriate. The Association's Governing Board and Chief Editors will develop operating policies and procedures that implement the ethical guidelines stated in this Code. Members or other scientists becoming aware of suspected violations of the Code are encouraged to bring their concerns to a member of the Association's Governing Board or, if the suspected violation concerns the Association's publications, to one of its Chief Editors.

Assessment of and response to possible violations of the Code will be in the hands of the Chief Editors for matters pertaining to the Association's publications or of appropriate members of the Governing Board (excluding the President). Responses to violations might include, but are not limited to: rejection of a particular manuscript; banning, for some term,

from publication in Association journals; banning from IAVS membership or participation in IAVS activities; or communication of concerns to the violator's employer.

Appeals of any such actions may be made to the President of IAVS, who may choose to appoint up to two other members of the Association as an *ad hoc* committee to assist him or her in investigating a particular appeal and to make recommendations. The President's decision will be final with respect to IAVS actions.

This Code will go into effect upon adoption by the IAVS Governing Board and Council, and the Governing Board may, at any time following adoption, choose to amend the Code or to appoint a committee to review the Code and propose amendments.

## **Attachment 9. Presentation to Council about Business Office**

The need for a Business office has been recognised since at least 2009 and has been included in IAVS budgets since 2010.

### **Rationale**

We are still largely operating as we did in the 1980s, but the landscape has changed

- Computerised systems have changed the nature of how scientific societies function in terms of managing meetings, finances, membership etc
- With these changes have come changes in expectations of members of these societies
- The reliance of volunteer scientists to conduct the administrative functions of societies is increasingly untenable as research institutions and universities increase the demands on scientists and the scientific environment has become more competitive.
- Similarly, the length of time that officers are willing to serve is likely to become shorter, leading to less 'institutional memory'
- An overemphasis on administrative tasks means the officers have less time to do creative things to make the society more exciting and appealing to members
- Attracting new members is increasingly difficult with the proliferation of societies to which vegetation scientists may choose to associate with [maybe this isn't true??]. Advantages to being a member need to be evident.

### **Needs**

- Part-time Executive Director as the go-to person who takes the lead in running the organization so that academics are not over-burdened
- Multiple persons aware of IAVS so that if one quits the system does not break
- Ability to use parts of various persons with diverse skills such as accounting, membership, publicity, legal issues, develop the Bulletin, help with meeting organization, etc.
- Scope would include: serving as point of contact, membership management, communications, web content management, records management, financial management, addressing legal issues
- Urgency now that Nina winding up as administrator

### **Progress this year**

- Discussions with BES, BSA, and FASEB, German Ecological Society, ESA, others??
- Sought an organization that works with Wiley, but no other specific criteria

### **Key points with organisations we've talked to:**

- BES

- Suggested that IAVS employs someone directly (half time) that is based at BES
- Would provide a desk, basic telephone and internet connections, access to Charles Darwin during normal working hours of BES staff and business meeting room space.
- BSA
  - Has a service structure that seems what we need
  - Works with several American-based societies [American Fern Society, Society for Mathematical Biology, American Society of Plant Taxonomists, Society for Evolution [Wiley Blackwell]
  - 11 staff
  - But wanted their new open source membership management software (CIVICRM) in place before taking on a new society
- FASEB [Federation of American Societies for Experimental Biology]
  - Nonprofit, founded in 1912, represent 27 scientific societies
  - Fast to respond, presented a proposal to us
  - Option to shift membership management and web management from Wiley. Cost of this would be higher than with Wiley, but solution would be tailored to our needs in contrast to the Wiley 'off the shelf' solution

### **Discussions with Wiley**

- They have no strategic issues with us using a third party for membership management or website
- We would need to ensure that if third party is collecting membership fees that it is currency neutral in terms of our relationship with Wiley
- Profit share would increase by if Wiley no longer managed our membership
- In 2014 Wiley moving to new web site system that will improve our ability to manage content of our website
- Moving the website to a third party would not increase the IAVS profit share

### **Where to from here**

- Goal of 1 January to have a Business Office in place
- This means signing a contract by end of September

- Interested in Council input on solution
  - Do you know of any other organisations or companies that would provide this service
  - Any based in Europe?
- Matt Pacey (Wiley) is exploring what other organisations do and how they work with Wiley. We are especially interested in those organisations that have their membership and website managed by Wiley as we do now.
- We need some numbers around finances from meetings so we have a sense of whether the costs quoted to us by FASEB (or any other organization) are reasonable

## Attachment 10

# Report of the IAVS Publications Officer: 2012-2013

## 1. State of the Journals

The IAVS journals are doing very well as judged by nearly any metric. Here I summarize some of the most important of these.

### Availability

*Applied Vegetation Science* and *Journal of Vegetation Science* are available in over 4,000 institutions worldwide via the Wiley Blackwell license. *Applied Vegetation Science* and *Journal of Vegetation Science* are now available in over 5,000 institutions in the developing world via philanthropic initiatives

### Online Readership

Full text downloads for *Applied Vegetation Science* continues to increase dramatically: 14,345 in 2009; 28,812 in 2010; 44,741 in 2011; 52,738 in 2012..

Full text downloads for *Journal of Vegetation Science* also continues to increase dramatically: 72,916 in 2009; 139,378 in 2010; 187,666 in 2011; 208,338 in 2012..

### Production time

Times from receipt of a final manuscript at the publisher to publication in early view has steadily improved and are now very competitive with other journals. However, we are developing a bit of a backlog in time to print. We need to address the backlog by either reducing the acceptance rate or increasing the number of pages published.,

#### *Applied Vegetation Science*

Year	Vol: Issue	No of Issues	Number of pages	Number of articles	Average days from receipt at WB to EarlyView pub	Average days from receipt at WB to online issue pub	Average days from receipt at WB to print pub
2012	15	4	607	55	37	182	185
2011	14	4	606	51	44	147	153
2010	13	4	546	48	45	175	179

#### *Journal of Vegetation Science*

Year	Vol: Issue	No of Issues	Number of pages	Number of articles	Average days from receipt at WB to EarlyView pub	Average days from receipt at WB to online issue pub	Average days from receipt at WB to print pub
2012	23	6	1197	112	33	179	182
2011	22	6	1154	104	36	111	121
2010	21	6	1186	104	40	117	123

### Revenue

Revenue received by IAVS from Wiley-Blackwell has remained strong with a modest increase each year. Details will be provided at the Council meeting.

## 2. Deliberations of the Publications Committee

The IAVS Publications Committee consists of Robert Peet, Chair (US), Helge Bruelheide (DE), Hans Henrik Bruun (DK), Jessica Gurevitch (US), Tomáš Herben (CZ), Michael Manthey (DE), Bastow Wilson (NZ), and Martin Zobel (EE).

The Committee met once by Skype (February 2013) and exchanged considerable email. Below I summarize two of our primary topics of deliberation.

### **Plan for review of the journals and the Chief Editors**

IAVS Bylaw 5.6 reads “The Publications Committee shall oversee the publications of the Association. The Chair of the Committee shall be the Publications Officer and shall be one of the Vice Presidents. The Chair shall be responsible for interactions with the Chief Editors and with the publisher. The Committee shall review and approve proposals from the Chief Editors for major changes in the structure and content of the journals, and shall be responsible for a recurring 4-year review of the Chief Editors. The Committee shall advise the Council on reappointment of Chief Editors and evaluate candidates to fill vacancies among the Chief Editors. The Chief Editors shall select from among themselves a representative to serve as a non-voting, ex-officio member of the Committee, except during evaluations of Chief Editors.”

The review process for the four-year review of the journals and the Chief Editors was discussed in the 2012 meeting of the Publications Committee. As the last review was conducted in 2009, we anticipate that this will next be undertaken in late 2013 or early 2014. The Committee needs to prepare a brief document that describes the process. One complication for implementation is that several members of the Publications Committee are involved in the editing of the journals. It will be necessary to identify a small set of persons without such conflicts of interest to conduct the review, and selection of this group will need to be done in consultation with the Governing Board. It would be best if the results of the review could be discussed in person with the Chief Editors at the annual meeting in Perth in 2014.

### **Review of the IAVS contract with Wiley-Blackwell**

The initial IAVS contract with Blackwell was for 2009-2013, after which there is automatic renewal unless one party asks for renegotiation at least 1 year in advance. The Committee felt that both the Committee and the Governing Board should review the currently contract during 2012 and 13 and decide whether there are any important changes we would like to have in place by January 2014. The Publications Officer brought this matter up with our representatives at Wiley-Blackwell and they proposed new contract for our consideration. The Chief Editors and the Publications Committee reviewed the contract during January and February 2013. However, the discussions within the Governing Board with respect to establishment of an IAVS Business Office led to a delay in the final discussions of the contract revision as decisions with respect to the business office could have major implications for the details of the publication contract.

**Respectfully submitted, June 17, 2013**

**Robert K. Peet, IAVS Publication Officer**

## **Attachment 11.**

### **REPORT ON THE VEGETATION CLASSIFICATION COMMITTEE OF IAVS FOR THE IAVS COUNCIL MEETING IN TARTU, JULY 2013**

Javier Loidi

#### **Workshop on Methods for plot-based Vegetation Classification.**

**Organizers:** Miquel De Cáceres, Milan Chytrý & Javier Loidi

**Location:** Rome, April 8th 2013. Orto Botanico.

**Attendants:** 21 colleagues from all over the world

**Procedure:** they were formed 4 working groups which worked in two sessions. Discussion was about 7 topics:

Group A – Fabio Attore, Stephan Hennekans, Flavia Landucci, Javier Loidi, Ladislav Mucina, Jean-Paul Theurillat, Skip Walker (scribe).

Group B – Zoltán Botta-Dukat, Milan Chytrý, Jürgen Dengler, Jörg Ewald (scribe), Joop Schaminée, Wolfgang Willner, David Zelený & Iva Keizer

Group C – Dave Roberts, Enrico Feoli, Ladislav Mucina, Lubomir Tichy, Jan Rolecek, Ching-Feng Li, Miquel De Cáceres (scribe).

Group D – Zoltán Botta-Dukát, Milan Chytrý (scribe), Jürgen Dengler, Jan Roleček, Joop Schaminée, Wolfgang Willner

Topics:

1. Purpose of Vegetation Classification
2. Expert knowledge and numerical approaches
3. Collecting and assembling plot data for classification purposes
4. Defining resemblance between plot records
5. Classification algorithms
6. Validity of vegetation types
7. Using vegetation classifications

After the meetings a separate report was written for each group and the participants were committed to continue working on in order to produce a document which could be evaluated in order it could be eventually published, perhaps in the Forum section of JVS.

We are in that phase now.

## Website of Vegetation Classification Methods (Miquel De Cáceres)

<https://sites.google.com/site/vegclassmethods/>

Accessible from the IAVS webpage

International Collaborative Project

The aim of this website is to provide **conceptual** and **methodological** help for anyone aiming to create/maintain quantitative classifications of vegetation.

### SURVEY OF PLOT-BASED VEGETATION CLASSIFICATION METHODS

Number of respondents: **236** (49 countries)

Geographical origin of respondents

Country	#	%
Algeria	1	0.42
Argentina	2	0.85
Australia	12	5.08
Austria	3	1.27
Belgium	1	0.42
Bosnia- Hercegovina	2	0.85
Canada	9	3.81
Croatia	1	0.42
Czech Republic	6	2.54
Estonia	2	0.85
Finland	4	1.69
France	13	5.51
Georgia	1	0.42
Germany	31	13.1
Greece	2	0.85
Hungary	5	2.12
India	1	0.42
Iran	1	0.42
Ireland	4	1.69
Israel	1	0.42
Italy	22	9.32
Japan	3	1.27
Latvia	1	0.42
Mexico	5	2.12
Namibia	1	0.42
Netherlands	7	2.97
New Zealand	3	1.27
Nigeria	1	0.42
Norway	4	1.69
Pakistan	1	0.42
Panama	1	0.42
Poland	1	0.42
Portugal	2	0.85
Puerto Rico	1	0.42
Romania	2	0.85
Russia	5	2.12
Russian	1	0.42
Scotland	1	0.42
Slovak Republic	2	0.85
Slovenia	1	0.42
South Africa	3	1.27

South Korea	1	0.42
Spain	10	4.24
Sweden	2	0.85
Switzerland	5	2.12
Turkey	2	0.85
UK	7	2.97
Ukraine	1	0.42
USA	38	16.1