01 July, 2019

Dear IGS Associate Members,

As of May 17, 2019, the IGS has implemented a new elections method, which is overseen and enforced by the newly established Standing Elections Committee (SEC), this year made up of Governing Board member David Stowers, Central Bureau representative Mayra Oyola, and Governing Board Vice Chair, Felix Perosanz. Committee members will be responsible for reviewing and approving all Associate Member (AM) applications, and vetting and selecting candidates responding to the Governing Board Call for nominations.

The new election process encourages all AMs to nominate candidates (including self-nominations) for any of the available positions, as long as both the AM and the candidate are active and in good standing with the IGS. All Associate Members of the IGS (i.e., those colleagues receiving this email and listed on the [Associate Membership List](http://www.igs.org/about/am)) are eligible to nominate during the period of **15 July -15 August, 2019**.

We are currently seeking nominations for the following positions (Descriptions are provided in Attachment 2):

* *Analysis Center Representative (AC Representative)*
* *Network Representative*
* *RINEX/RTCM Working Group (WG) Chair (vacant as of May 2019)*

Once the call for nomination ends, the SEC will organize and verify nominations. Candidates will be contacted by mid-August to confirm their interest and request *curriculum vitae*, statement of intent, and letter of support from their organization. The election process will be electronic and take place from 05 November to 08 December, 2019, closing at 12:00 pm PST. ***Please make sure the IGS Central Buxsreau is aware of updates to your email address and/or affiliation*.** The candidate receiving the most votes for each position will be elected to serve a 4-year term starting January 1, 2020.

Please note that the *RINEX/RTCM WG Chair* position is part of this call for nominations process in order to solicit interest for this role. This is a non-voting position, and will not be part of the voting process.

Very respectfully,

*Felix Perosanz*

*Vice-Chair, IGS Governing Board*

*Chair of the IGS Standing Elections Committee*

*David Stowers*

*Member of the IGS Governing Board*

*Mayra I. Oyola*

*Executive Secretary of the IGS Governing Board*

*Deputy Director of the IGS Central Bureau*

**Attachment 1: Associate Membership**

As a reminder, the Terms of Reference (ToR) defines an AM as:

*“AMs are persons representing organizations that participate in any of the IGS components. The membership is balanced with respect to IGS components, organizational representation and geography, and is meant to represent institutions which contribute significantly to the IGS on a continuous basis.*

*AMs elect the six members of the GB representing ACs, Data Centers (DCs) and Networks (except for those nominated by the CB). The list of AMs eligible to vote in elections must be approved by the GB prior to the election process. Current and former GB members may maintain active AM status before, during, and after their terms of service to the GB”.*

**Attachment 2: Summary of Responsibilities**

**Associate Representatives Duties and Responsibilities:** Per ToR **“***Associate Representatives embody the* ***AC****, DC, and* ***Network*** *components of the IGS. Candidates for these positions are solicited by an AM Call for Nominations and vetted by the SEC. The SEC then presents at least two candidates for each position to the AM for voting. The election will be determined by the number of votes received from the AMs”.*

**AC Representative**: As the name implies, the AC Representative must be associated to one of the IGS ACs or AACs. The IGS ACs are those groups, recognized by the GB, which are committed to deliver to the IGS some or all of the core products, promptly and reliably. AC Representatives serve as liasions between the ACs, the IGS GB, the IGS AMs, and the greater community; therefore, are responsible to communicate and address concerns over any significant matter regarding the AC processing, products or organization. The AC Representative will, by mutual agreement with AC Coordinator(s) and AC/AAC members, provide feedback on the quality and timeliness of the prospective AC/AAC products. AC Representatives participation is required during IGS GB meetings.

**Network Representative:** Network Representatives are responsible for improving coordination, reliability and functioning of the [IGS Network](http://www.igs.org/network) by serving as liaisons between the greater community and the IGS GB, while promoting use and acceptance of IGS data and products. Network Representatives must be experienced in manning one or multiple IGS ground tracking stations, and are responsible to communicate and address concerns over any significant matter regarding the IGS stations operations and derived products. Network Representatives are required, by mutual agreement with the Network Coordinator, to provide feedback on the quality of stations and station data. Network Representatives participation is required during IGS GB meetings.

**The RINEX/RTCM WG Chair:** The RINEX/RTCM WG Chair is primarily responsible for leading the RINEX/RTCM WG and its [charter](https://kb.igs.org/hc/en-us/articles/202044736-RINEX-Working-Group-Charter-and-Members). S/he is responsible for overseeing the full transition and updates to the next generation of RINEX, and support operational current and upcoming GNSS constellations and signals. The RINEX/RTCM WG Chair shall communicate the goals and objectives to the IGS community and to industry, and attend RTCM-SC104 and IGS GB meetings.

Further information about Associate Membership application, selection, maintenance, and validation is described in the “Associate Member Engagement Process” (link to document will be here).

Additionally, further information about the election process can be found in the “IGS Governing Board Election Process” (link to document will be here).

Definitions and Descriptions of components within the Governing Board, Committees, Working Groups and others may be found in the “IGS Terms of Reference” (link to document will be here).