Y-GRAPPiANs
Young Group for Research and Assessment of Psoriasis and Psoriatic Arthritis

YOUNG-GRAPPA GOVERNANCE

Standard Operating Procedure

Election and appointment of Young-GRAPPA Subcommittee Chairs/Leaders

Document control	Details
Owner	Young-GRAPPA Chairmanship and Membership Subcommittee
Approval body	Young-GRAPPA Core Committee; GRAPPA approval where required
Review cycle	Every 2 years, or earlier if the Charter changes

1. Purpose and authority

This SOP governs the transparent selection of Young-GRAPPA Subcommittee Chairs/Leaders.

2. Term and role

- Term: two years, beginning at the agreed transition date, normally at or immediately after the Annual Meeting.
- Renewal: one further consecutive term may be considered if beneficial but requires reapplication and the same election process; renewal is not automatic.
- The Chair leads planning and meetings, allocates responsibilities, monitors active/inactive status, reports annually, coordinates with the Young-GRAPPA Chairmanship, maintains records, and ensures handover.

3. Eligibility

- Current Young-GRAPPA member and full or Early Career GRAPPA member ≤ 39 years of age.
- At least 12 months of active service as a general member of the relevant subcommittee by the start of the term. Project-specific service alone does not satisfy this requirement in the standard pathway.
- At the time of application, actively leading or co-leading at least one project, activity, or defined deliverable within the relevant subcommittee.
- Evidence during the preceding 12 months of attendance at ≥50% of relevant meetings and substantive contribution to at least one project/deliverable, unless an approved leave applies.
- Ability to serve the full term and attend Young-GRAPPA leadership meetings at least quarterly.
- No unresolved conflict, conduct issue, or inactivity process that would materially impair the role.

Exceptional eligibility and staged call

If no candidate applies or the assessment panel finds no candidate suitable, the Young-GRAPPA Chair follows a staged process: (1) reopen or actively recirculate the call to all members of the relevant subcommittee, including eligible general members and active project-specific members; and (2) if the position remains unfilled, open the call to the full eligible Young-GRAPPA general membership. A candidate selected through the second stage must be appointed as a general member of the relevant subcommittee before beginning the Chair term. Candidates outside the standard pathway must demonstrate equivalent Young-GRAPPA service and active leadership of a relevant project or deliverable, and require a two-thirds vote. The

exception and rationale must be recorded. The same process applies to a newly created subcommittee, with relevant equivalent service accepted.

4. Election timetable

2026 interim call => Call will be open in October

Selection and onboarding in November through January

2027 Official call

Stage	Preferred timing
Vacancy confirmed and coordinator appointed	**By 17 April**
Call open	**19 April–9 May**
Eligibility check and scoring	**10–21 May**
Candidate statements and optional interviews	**22–28 May**
Secret ballot and runoff, if required	**29 May–5 June**
Result and feedback	**By 6 June**
Handover	**6 June–10 July**
Formal transition	**At the Annual Meeting, around 10 July**

5. Election administration and conflicts

- The Membership Subcommittee appoints a non-applying election coordinator, approved by the Young-GRAPPA Chair or, if no Membership Subcommittee member is available, a non-applying member of the Chairmanship will coordinate.
- A three-person assessment panel comprises one non-applying Young-GRAPPA Chairmanship member, one non-applying Subcommittee member, and one outgoing/non-applying leader or Committee member not from the applicant's direct institution.
- Applicants, close collaborators with a material conflict, and reviewers from the same institution must not assess the affected application. All conflicts are declared and replacements documented.
- The coordinator confirms the voter roll before applications are disclosed.

6. Application and assessment

Applicants submit the standard form and a maximum two-page CV. The assessment panel independently scores candidates to confirm suitability and provide a structured basis for the election.

Criterion	Score out of 10
Applicant is an active member of Y-GRAPPA	0-10

Two-year vision, feasibility, and measures of success	0-10
Organization, reliability, and time commitment	0-10
Relevant skills and experience	0-10

6.1 Mandatory eligibility screen

Mandatory item	Required result
Current Young-GRAPPA/GRAPPA eligibility	Yes
≥12 months as an active general member of the relevant subcommittee (standard pathway)	Yes
Currently leads or co-leads a relevant subcommittee project/activity/deliverable	Yes
Meeting and contribution requirements met, allowing approved leave	Yes
Standard application and maximum two-page CV submitted	Yes
Availability for the two-year term and quarterly leadership meetings	Yes

Any "No" excludes the application from the standard pathway. Only the documented staged-call exception in Section 3 may permit further consideration.

Reviewer total: ___/40

7. Voting procedure

1. The panel will vote confidentially.
2. If no candidate receives a majority, a runoff is held between the two candidates with the most votes. In a two-candidate tie, one repeat ballot is held; if still tied, the Young-GRAPPA Chair-Elect (or another non-conflicted Chairmanship member) decides using the assessment scores and documented committee needs.
3. For a single candidate, the ballot is Yes / No / Abstain, and appointment requires >50% Yes among valid Yes/No votes.
4. The Young-GRAPPA Chairmanship (not applying) reviews the final results and declares the final winner.

8. Communication, records, and appeals

- All candidates are notified before the general announcement and receive mean criterion scores plus brief feedback. Vote totals may be reported to candidates; individual ballots remain confidential.
- The coordinator retains applications, conflicts, anonymized scoring, voter roll, and certified results securely for the term plus two years.
- A candidate may submit a procedural appeal within 10 working days. A non-conflicted Young-GRAPPA Chairmanship member reviews process, conflicts, or factual error. The appeal does not re-score leadership judgment absent a demonstrable error.

9. Transition, vacancy, and removal

- Outgoing and incoming Chairs complete a structured handover covering membership status, workplan, project tracker, deadlines, risks, budgets/resources, partnerships, and records.

- If a Chair resigns or becomes ineligible, the Young-GRAPPA Chairmanship may appoint an Acting Chair for up to six months while an expedited election is completed.
- Inactivity or non-performance is managed under the Charter: written notice, opportunity to respond and improve within 30 days, reasonable accommodation, and documented decision. Removal requires approval of the Young-GRAPPA Chairmanship and should be reported to the Core Committee.

10. Recommended future development

To strengthen succession, each subcommittee should identify a deputy or Chair-elect during the term. A formal Chair/Chair-elect structure may be added to the Charter in a future amendment; it should not be introduced through this SOP alone.