



Procedure for the election of new members

1. The person interested in becoming a member contacts the office (office@daylight.academy) or is suggested by a current member.
2. The office verifies (if needed with the help of the steering committee) that the potential candidate's profile meets the requirement¹ of the Academy.
3. If this is the case, this person is invited to an Annual Conference or another DLA meeting.
4. After having participated in a meeting, the person sends to the office a short motivation letter together with two recommendation letters (nominations) from current members.
5. The office informs the steering committee, which decides if and when (at which General Assembly) the nominee should be elected as a new member.
6. If the steering committee approves the nomination, the office registers the nominee as a candidate.
7. A list of candidates is sent to all members before the general assembly with the request to inform the steering committee if there are concerns about a candidate:
 - a. If there are concerns, the steering committee decides how to proceed (e.g. mediation, exclusion, invitation to try again) and informs the candidate.
 - b. If there are no concerns, the candidate is invited to the next general assembly.
8. At the general assembly, the candidate presents him- or herself and explains his or her motivation for becoming a member.
9. The members elect the new member.

¹ See eligibility / Art. 6 a) of the Statutes: "Members are outstanding representatives and opinion leaders from all countries and disciplines, doing research or application related to daylight. They show: Leadership in science, architecture or other professional areas, international background and outreach, dedicated to being an ambassador for daylight & its effects, open-minded, with a track record for out-of-the-box and interdisciplinary thinking".