

Procedure to Conduct Elections

As of April 14, 2021

Election of Positions

1) Call for Candidates

- A written call for candidates shall be prepared by the Secretariat in cooperation with the Executive Committee that clearly states the description of the position, eligibility requirements, qualifications, and length of term of position. The call will then be sent by e-mail to the representatives of those IHE-Europe members who are eligible to stand as candidates for the specific position. For the Co-Chairs, representatives of Active Members and Benefactors can serve as candidates. For all other positions, representatives of Associate Members can stand as candidates, too.
- Candidates will need to send a motivation letter and curriculum vitae in English by the deadline found within the call. The call shall be open for a minimum of 30 calendar days. In the case of an election for the Co-Chair and financial officer positions, candidates must notify the Co-Chairs at least one month before the scheduled election, in accordance with ART. 27.2 and ART. 40 of the Statutes.
- The Secretariat will perform a check on the eligibility of the candidates (e.g., valid Representative, constituency, etc.). In the case of an election for the Co-Chair and financial officer positions, the Co-Chairs will draw up a list of all physical persons standing as candidate for election (ART. 27.2 and ART. 40 of the Statutes)

2) Announcement of Candidates

- The committee who will be voting shall receive the list of candidates and any application materials of the candidates within the convocation of the meeting (ART 27.2 and 40) via email. Additionally, in the case of an election for the Co-Chair and Financial Officer positions, the Steering Committee will be notified at least one month before the scheduled election.

3) Granting Proxies

- IHE-Europe strongly advises that candidates may not hold a proxy vote.
- IHE-Europe strongly advises that candidates do not assign a proxy for the election
- For Steering Committee meetings:

- Each Active Member shall have the right to be represented by another Active Member holding a proxy given via written communication (e.g., email) (ART. 23)
 - A representative of an Active National Initiative can only grant their proxy to another Active National Initiative representative and only can give one of their votes. (ART. 23)
 - For specific constituency voting (e.g., a Co-Chair), a representative from an Active National Initiative can only grant a proxy to another representative belonging to the same constituency of another Active National IHE Initiative (ART. 9.3)
 - A vendor member can only give their proxy to another vendor member or to a vendor representative from an Active National Initiative. (ART. 23)
 - A user member can only give their proxy to another user member or to a user representative from an Active National Initiative. (ART. 23)
 - Each Member may only hold one proxy vote. This includes the Active National Initiatives. (ART. 23)
 - For Operational Committee meetings:
 - Each Active Member shall have the right to be represented by another Active Member of its membership category holding a proxy given via written communication (e.g., email) (Rules, sect. 5.1.7.4)
 - Each Active Member has the right to hold one proxy vote. This includes the Active National Initiatives. (Sect. 5.1.7.4)
 - Each Member is entitled to a single vote in relation to any matter. This includes the National Initiatives. (Sect. 5.1.7.4)
- 4) Steering Committee and Operational Committee meetings must be validly constituted for the election to be valid.
- At least fifty percent of the Members need to be present or represented at the Steering or Operational Committee meeting. (ART. 25.1, Sect. 5.1.7.1)
- 5) Procedure
- Candidates will present their candidacy before leaving the room/teleconference call.
 - Each voting Member present or represented during the meeting shall complete a ballot (either paper or a hidden online poll) selecting/choosing only one physical person from the list of candidates.
 - Members can choose to abstain from voting.
 - All voting should take place during the meeting. No votes may be cast before or after the meeting.
 - Candidates have to leave the room or teleconference for the discussion before the vote and the vote itself. As such, candidates will not be able to vote for their own candidacy or as a proxy.
 - For voting during Steering Committee meetings:

- Each Active National Initiative shall have two votes unless one of the representative's vote has been suspended (ART. 25.2)
 - If two representatives from an Active National Initiative are voting, they must vote for the same candidate, otherwise their votes are considered invalid. (ART. 9.4)
- For each Active Member which is an Active National Initiative for which one of the two Representatives is not present, the Representative present shall automatically cast two votes unless the absent Representative's vote is suspended. This principle does not apply for constituency voting. (ART. 9.5)
- Only one vote can be cast by a "group" (ART. 25.3)
- Steering Committee members cannot vote if their vote has been suspended (Art. 25.5).
- For voting for the user or vendor Co-Chair, only members within that constituency can vote. (ART. 27.2) For specific constituency voting, a representative from an Active National Initiative only gets one vote.

6) Determining the Elected Candidate

- The candidate receiving the highest number of votes shall win the election. Blank votes, invalid votes, and abstentions shall not be counted. (ART. 27.2). In case of a tie between two candidates, a new vote shall immediately be organised between the two concerned candidates unless one of the candidates withdraws. If the tie cannot be broken after a second election by the voting committee, the Steering Committee will make a decision on how to proceed.
- The Secretariat will ensure the correct election procedures and correct counting.

7) Voting Results

- The results of the election shall be announced during the meeting and shall be recorded in the meeting minutes.
- The elected candidate will need to confirm immediately and in written that he/she accepts the mandate and, in the case of the Financial Officer position, there are no lawful impediments for him/her to hold the position. (ART. 40). In addition, the elected candidate will need to provide a copy of their identity card or passport to the Secretariat.
- If the elected candidate does not accept the mandate, then a new election will need to be scheduled either at a future meeting or using written procedures.

Election of Positions - Alternate Written Procedure (differences from above procedures only mentioned below)

1) Call for Candidates

- No Changes.

2) Using Written Procedure

- The candidates shall still present their candidacy during a committee meeting.
- After this meeting, an email shall then be sent to the voting committee. The email shall provide:
 - Justification for the election using written procedure (ART. 25.6).
 - The list of candidates and any application materials received (ART. 27.2, 40).
 - Information on how to vote (either via email or a hidden online poll)
 - The deadline for the votes.
 - In the case of a vote by Steering Committee, the deadline shall be 30 calendar days from when the email was sent (ART. 25.6).

3) Procedure

- Same in all instances as via meeting except the following:
 - Votes submitted after the deadline found in the written communication shall be considered invalid. The reference date is the effective sent date (i.e. date when the mail server of the sender got the submitted mail).
 - Steering Committee voting:
 - For each Active Member which is an Active National Initiative for which one of the two Representatives did not vote within the voting period, the Representative who did vote within this time frame shall automatically cast two (identical) votes unless the Representative who was absent had a suspended vote.
- As with elections conducted during meetings, candidates are not able to vote for their own candidacy when using written procedures.

4) Response needed for the election to be valid.

- At least half of the members of the committee with valid voting rights need to respond within the voting period for the decision to be valid (ART. 25.1, Sect. 5.1.7.1). The deadline for the voting period may not be extended.

5) Determining the Elected Candidate

- No changes.

6) Voting Results

- The results of the election shall be emailed to all members of the committee that is voting and shall be announced during the next committee meeting and recorded in the meeting minutes. The elected candidate will need to confirm at this meeting that he/she accepts the mandate, and, in the case of the Financial Officer position, there are no lawful impediments for him/her to hold the mandate (ART. 40).
- If the elected candidate does not accept the mandate, then a new election will need to be scheduled either at a future meeting or using written procedures.