



– Board of Management –

Election of the Board of Management, the Treasurer and the Auditors

as agreed on 29 August 2007,
updated on 21 August 2013 and on 8 August 2016

In its meeting of 29 August 2007 the Board of Management of the IIPF, in accordance with Art. 6 (2) of the IIPF Statutes, approved the following procedures for the election of the members of the Board of Management, the Treasurer and the Auditors. The Board amended these Election Rules in their meetings of 21 August 2013 and 8 August 2016.

The election procedures complement and provide further details of the stipulations in the IIPF Statutes.

A. Election of the Board of Management

- (1) In the first newsletter after every annual Congress, and not later than December 31, the President announces the elections required before the next General Assembly. In this announcement the number of open positions to be filled in the Board of Management of the Institute is stated as well as the names of the Board of Management members eligible for re-election. In the same newsletter, the President reports the names of candidates for each position who have been nominated by the Board of Management and invites the general membership to submit additional nominations for each position in accordance with the procedures outlined in the following. These rules include the Vice Presidents.
- (2) The President is elected in the year before his/her term of office begins.
- (3) The term of office of all Board members begins on the day after the Annual Congress that follows their election (for the President: one year later) and ends on the last day of the congress three years after their term-in-office began.
- (4) No member may be nominated for more than one position in any election. Eligibility to vote begins in the second calendar year of membership in the Association, as stipulated in the Statutes.
- (5) As a general rule no more than three members from the same country may sit on the Board of Management at the same time, the President not included. If more than three candidates from the same country are nominated, only the three with the largest number of votes may be elected. "Country" refers to the seat of the institution that the candidate works for. Candidates affiliated with international organisations are treated as "stateless". In order to avoid the overrepresentation of Northern American countries (US & Canada), as well as of European and Japanese Board members, one position on the Board is reserved for members outside these regions. Not all positions –see Statutes for the maximum number – have to be filled, however; this also applies to the reserved position. The option of reserving a position does not prevent candidates from these regions from applying for a position following the "usual" (i.e. non-reserved) election procedure.

- (6) Nominations by the Board of Management are made in accordance with the following rules:
 - (i) A nomination committee composed of the current President, an Honorary President and two ordinary members of the Board of Management will propose candidates for all open positions for consideration by the full Board.
 - (ii) The Board of Management will nominate one person for the position of President.
 - (iii) For each open position as Vice President the Board of Management will nominate two members.
 - (iv) For open general positions on the Board of Management, the number of nominations will be equal to the number of open positions plus two.
 - (v) For an open reserved position the Board of Management will nominate two members.
- (7) A candidate for Vice-President or ordinary member of the Board not nominated by the Board of Management must be nominated by at least five members of the Institute who are eligible to vote. All nominations of candidates from the general membership must be received by the President not later than March 15 of the respective year of elections. Nominations received after this date are not valid.
- (8) All nominations must be in writing stating (i) the full name of the member to be nominated, (ii) the qualifications of the candidate (scientific, services rendered to the Institute, and others). Nominations must be accompanied by a summary curriculum vitae also listing main publications (maximum two pages).
- (9) All nominations must be accompanied by a statement from the nominated candidate confirming his/her willingness to be a candidate and, if elected, to serve. They will also confirm their willingness to be and stay a general member of the IIPF during their term of office.
- (10) The final slate of candidates as nominated by the Board of Management and the membership (the ballot) is circulated along with candidates' CVs to all members eligible to vote not later than six weeks before the General Assembly.
- (11) The election is conducted by a written procedure; this includes mail-in balloting or a suitable digital method assuring privacy and excluding fraud. A candidate is elected if he/she receives a simple plurality of the votes cast. In the case of a tie vote, the candidate with the longest IIPF membership is elected. All voting for officers of the Board of Management is conducted as described in the following.
- (12) If conducted by mail-in ballots, the ballots and a pre-addressed envelope to the General Secretariat of the IIPF are sent to members not later than six weeks before the meeting of the General Assembly. To be counted, mail-in ballots must be received at least one week before the General Assembly. Only ballots that arrive at the General Secretariat before the deadline are valid. The election can alternatively be conducted by a suitable digital method assuring privacy and excluding fraud. The invitation to take part in the election is to be sent to the members by e-mail not later than six weeks before the meeting of the General Assembly. The deadline for participation in the digital election procedure is at least one week before the General Assembly.
- (13) The votes are counted at the General Secretariat and the results are documented. One of the Auditors examines the election results and signs a written statement testifying that the election was conducted properly and that the results are correct.
- (14) The election results are a written resolution of the members of the Institute. For this reason the statement of results is also signed by the President and the General Secretariat. The results are announced at the next General Assembly. The candidates are informed beforehand in written form.

- (15) Changes in membership of the Executive Committee are reported by the President, or if he/she is prevented, by one of the Vice Presidents to the office of registration (Munich District Court – *Amtsgericht*) in the legally prescribed form.

B. Election of the Treasurer and the Auditors

- (1) If the election of the Treasurer or the Auditors is pending, the President announces this in the preceding year in his/her first newsletter after an Annual Meeting and not later than December 31. In this announcement the President informs of the potential re-eligibility of current officers, lists the names proposed by the Board of Management for each position and invites the general membership to submit additional nominations for each position in accordance with the procedures outlined in Section A, paragraphs (7) through (9) of these election rules.
- (2) The term-in-office of the Treasurer and the Auditors begins on the day after the Annual Congress that follows the election and ends on the last day of the congress six years (for the Treasurer) resp. five years (for the Auditors) after the term began.
- (3) No member may be nominated for more than one position in any election. Eligibility to vote begins in the second calendar year of Association membership, as stipulated in the Statutes.
- (4) Otherwise, the stipulations in Section A, paragraphs (7) through (14) apply accordingly for the election of the Treasurer and the Auditors.