

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

In its meeting of 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:

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.
- (2) The President and the Vice Presidents are elected in the year before their terms of office begin.
- (3) No member may be nominated for more than one position in any election. Eligibility to vote and to be elected begins in the second calendar year of membership in the Association.
- (4) No more than two members from the same country may sit on the Board of Management at the same time, the President not included. If more than two candidates from the same country are nominated, only the two with the largest number of votes may be elected.
- (5) Nominations by the Board of Management are made in accordance with the following rules: (i) A nomination committee composed of the current President plus 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.

- (6) A candidate not nominated by the Board of Management must be nominated by at least five fully paid-up members of the Institute. 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.
- (7) 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 one page).
- (8) All nominations must be accompanied by a written statement from the nominated candidate confirming his/her willingness to be a candidate and, if elected, to serve.
- (9) 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.
- (10) The election is conducted by mail-in ballots. 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 by mail-in ballots as described in the following.
- (11) Mail-in 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 three weeks before the General Assembly. Only ballots that arrive at the General Secretariat before the deadline are valid.
- (12) The ballots 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.
- (13) The election results are a written resolution of the members. 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.

- (14) 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 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 the following.
- (2) No member may be nominated for more than one position in any election. Eligibility to be elected begins in the second calendar year of membership in the Association.
- (3) Otherwise, the stipulations in Section A, paragraphs (6) and (8) through (12) apply accordingly for the election of the Treasurer and the Auditors.