



## Federation of Microbiological Societies (FEMS) Election committee

### Terms of Reference

v2.2 18/09/2020

## 1. Purpose

- 1.1 to encourage nominations to the FEMS Board of Directors (the "BoD") of candidates representing the full diversity of FEMS Member Societies and of the FEMS community.
- 1.2 The ECom also oversees the FEMS election and voting processes, to ensure transparency and compliance with FEMS regulations.
- 1.3 the proceedings of the election Committee are governed by the FEMS FEMS Articles of Association (adopted 1 May 2017) regulating the conduct of the Directors and the administration of Sub-committees

## 2. Functions of the Election Committee

2.1 The ECom will be responsible for:

- **Promoting and publicizing the call for nominations**, with widespread advertisement and encouraging nominations of qualified candidates
- **ensuring each nominee receives and submits appropriate information**, including properly highlighting the qualifications and expertise requested for the specific Director position.
- **ensuring there are fair and appropriate nominations** for each position on the BoD
- **overseeing the election process**, ensuring full transparency and compliance with existing regulations
- **meeting at least once a year** in which elections for the BoD will take place

### 2.2 Call for nominations

After each AGM, the ECom shall communicate to all Member Societies the positions in the BoD that are up for renewal during the AGM of the **following year**, including the expected experience and qualifications of the candidates. The ECom shall encourage Member Societies to propose qualified candidates. The ECom is expected to proactively search for candidates so that, by the deadline of 30 April, at least three qualified candidates have been appropriately nominated for the requested position(s). The ECom is expected to keep an eye on the nominations received by 31 January and should begin the proactive search for candidates at this date if insufficient informal expressions of interest of applications have been received.

After 30 April, the ECom then have 1 month to review the nominees and, if there are more than 3 qualified candidates for the position, produce a short list for review by the BoD.



Figure 1 – outline of timeline (Directorship and ECom nominations)

### 2.3 Overseeing the election process

The ElCom is required to send at least one person to the AGM (ideally the Chairperson). During AGMs, the ElCom shall ensure the overall fairness of the election process (e.g. equal time for all candidates, proper handling and counting of ballots, etc.). At each AGM, the ElCom shall provide a report on the activities performed during the preceding year.

## 3. Membership

3.1 the ElCom consists of:

- **Committee members** - representatives from at least five Member Societies reflecting regional diversity
- **A Chairperson** - chosen from among the committee members and
- **A representative from the BoD** (i.e. the Secretary General).

3.2 Committee members shall receive no compensation for their work, but they will be entitled to reimbursement of incurred expenses, according to existing FEMS reimbursement policies. The committee members, including the Chairperson, cannot be at the same time Delegates or Directors, and they shall have no voting rights in the Annual General Meeting.

3.3 Each committee member shall be elected for a term of two years, with the possibility to be confirmed in her/his role for two additional terms up to a maximum of six consecutive years. Each confirmation will require a new nomination by a Member Society. Her/his duties as committee member shall start on the day following his/her election. While being part of the ElCom, a committee member cannot be nominated for a position in the BoD.

## 4. Nomination process for new Committee members

### 4.1 Initial call for nominations for ElCom committee members

- Member Societies have been divided into Groups 1-5 according to approximate geography, while ensuring a balanced distribution of Member Societies in each Group (see Appendix 1). Each Group will be represented by one ElCom committee member.
- Calls for nomination will be made by the ElCom following the same timeline and duties as for Director nominations (see *Duties of the ElCom and Figure 1*).

### 4.2 Voting rules for committee members

- The entire Council will elect one committee member from each Group.
- Nominees CV's will be provided to Council, with Delegates being asked to approve/indicate their choice if more than 1 nominee per Group is put forward.

## 5. Modifications

5.1 In the spirit of encouraging full diversity of candidates for Directors, the ElCom may propose changes in the number of Groups and/or in the composition of the different Groups, provided that there cannot be less than 5 Representatives in the ElCom and no less than five Groups. Modifications to these rules must be ratified by Council.

## Appendix 1 - Grouping of Member Societies

*Newly admitted Societies will be assigned to one of these Groups, the assignment being made by the EICOM.*

<b>Group 1</b> <ul style="list-style-type: none"><li>• Armenian Microbiological Association</li><li>• Belarussian Non-governmental Association of Microbiologists</li><li>• Bulgarian Society for Microbiology (Union of Scientists in Bulgaria)</li><li>• Georgian Association for General and Applied Microbiology</li><li>• Society for Microbiology of Moldova</li><li>• Romanian Society for Microbiology</li><li>• All-Russian Public Organization "National Academy of Mycology"</li><li>• Interregional Russian Microbiological Society</li><li>• Interregional Association Clinical Microbiology Antimicrobial Chemotherapy</li><li>• Society of Microbiologists of Ukraine</li></ul>	<b>Group 2</b> <ul style="list-style-type: none"><li>• Danish Microbiological Society</li><li>• Estonian Society for Microbiology</li><li>• Finnish Biochemical, Biophysical, and Microbiological Society</li><li>• Microbiological Society of Iceland</li><li>• Latvian Society for Microbiology</li><li>• Lithuanian Microbiological Society</li><li>• Norwegian Society for Microbiology</li><li>• Swedish Society for Microbiology</li><li>• Microbiology Society</li><li>• Society for Applied Microbiology</li></ul>
<b>Group 3</b> <ul style="list-style-type: none"><li>• Microbiology Society of BiH</li><li>• Czechoslovak Society for Microbiology</li><li>• Hungarian Society for Microbiology</li><li>• Polish Society of Microbiologists</li><li>• Croatian Microbiological Society</li><li>• Macedonian Microbiological Society</li><li>• Serbian Society for Microbiology</li><li>• Slovenian Microbiological Society</li><li>• International Biodeterioration and Biodegradation Society</li><li>• Israel Society for Microbiology</li></ul>	<b>Group 4</b> <ul style="list-style-type: none"><li>• Greek Society of Microbiology</li><li>• Society of Mikrobiokosmos</li><li>• Italian Society of General Microbiology and Microbial Biotechnologies</li><li>• Italian Society of Agro-Food and Microbial Biotechnologies</li><li>• Italian Association for Clinical Microbiology</li><li>• Italian Society of Microbiology</li><li>• Portuguese Society of Microbiology</li><li>• Spanish Society for Microbiology</li><li>• Spanish Society for Virology</li><li>• Turkish Microbiological Society</li></ul>
<b>Group 5</b> <p>Austrian Society for Hygiene, Microbiology and Preventive Medicine Austrian Association of Molecular Life Sciences and Biotechnology Belgian Society for Microbiology French Society for Microbiology German Society of Hygiene and Microbiology Association for General and Applied Microbiology Luxembourg Society of Microbiology Royal Netherlands Society for Microbiology Society for Virology Swiss Society for Microbiology</p>	

## Appendix 2 – Abbreviations

Terms capitalized and their abbreviations are listed below. Terms not defined herein are as defined in the FEMS Statues.

**Annual General Meeting (AGM)**

**Board of Directors (BoD)**

**Chairperson:** the committee member chairing the ElCom

**Election Committee (ElCom):** as defined herein

**Expression of Interest (Eoi):** a letter from a Member Society nominating a candidate for Director or person for committee member

**Group:** a grouping of Member Societies for the purpose of electing committee members

**Committee member:** a representative of a specific Group elected to the ElCom