

## Guidelines on establishing, and function of, the Election Committee

[Version 1.0; date of approval 25 January 2017]

- Purpose.** The Election Committee (the "ECom")<sup>1</sup> is established with the overall objective of encouraging nominations to the FEMS Board of Directors (the "BoD") of candidates representing the full diversity of FEMS Member Societies and of the FEMS community. At the same time, the ECom will ensure there are fair and appropriate nominations for each position on the BoD and will oversee the election process, ensuring full transparency and compliance with existing regulations. Consistent with its objective, the ECom will be responsible for putting out the call for nominations with widespread advertisement, and encouraging nominations of qualified candidates representing the overall diversity of the FEMS community. The ECom shall also ensure that each nominee receives and submits appropriate information, including properly highlighting the qualifications and expertise requested for the specific Director position.
- Composition and Chair.** The ECom shall consist of one representative from the BoD (i.e. the Secretary General) and of representatives from at least five Member Societies reflecting regional diversity. The ECom will choose its chairperson (the "Chairperson") among the elected representatives of the Member Societies (the "Representatives"). Decisions made by the ECom are expected to be unanimous.
- Nominations, rights and limitations of Representatives.** Member Societies will make nominations of Representatives for the ECom according to the specifications under Sections 7 and 8. Representatives for the ECom will be elected among the nominees by Council. The Representatives shall receive no compensation for their work but they will be entitled to reimbursement of incurred expenses, according to existing FEMS reimbursement policies. The Representatives including the Chairperson cannot be at the same time Delegates or Directors, and they shall have no voting rights in the Annual General Meeting (the "AGM").

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<sup>1</sup> See Appendix 1 for a list of definitions and abbreviations

# BUILDING COMMUNITIES

4. **Term.** Each Representative shall be elected for a term of two years<sup>2</sup>, with the possibility to be confirmed in her/his role for additional two-year term(s), for up to six consecutive years. Confirmation will require a new nomination by a Member Society. Her/his duties as Representative shall start on the day following his/her election<sup>3</sup>. While being part of the ECom, a Representative cannot be nominated for a position in the BoD.
5. **Duties of the ECom.** Two months before an upcoming 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, the expected qualifications of the candidates and the kind of diversity (e.g. geographic, gender, discipline, sector, etc.) that is ideally sought. After the AGM, the ECom shall encourage Member Societies to propose qualified candidates through an expression of interest (an "EoI") that shall be sent to the ECom by January 31. In the absence of EoI's from Member Societies, the ECom is expected to proactively search for candidates so that, by the deadline of April 30<sup>4</sup>, up to four qualified candidates have been appropriately nominated for the requested position(s). The ECom is expected to meet at least once in every year in which elections for the BoD will take place. A visual timetable of the activities of the ECom is illustrated in Figure 1.
6. **Role during the AGM.** The ECom is required to send at least one person to the AGM (ideally the Chairperson). During AGMs, the ECom 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 ECom shall provide a report on the activities performed during the preceding year.
7. **Initial call for nominations for ECom Representatives and voting rules.**
  - a. Member Societies have been divided into Groups 1-5 according to approximate geography, while ensuring a balanced distribution of Member Societies in each Group<sup>5</sup> (Appendix 2).
  - b. There will be one ECom Representative elected from each Group. The entire Council will elect one Representative from each Group. The same election rules apply as for Directors.
  - c. Call for nominations will be made by the Secretary General according to the Timetable of Appendix 3.

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<sup>2</sup> A short term is proposed to give the possibility to Representatives to apply for positions in the BoD.

<sup>3</sup> If a Representative steps down before or during an AGM, he/she can be nominated for a position in the BoD, since nominations shall be received by the following April and elections will take place at the AGM of the following year. This allows sufficient time to dilute away any possible manoeuvring in the ECom by former Representatives.

<sup>4</sup> It is assumed that AGMs take place in September, with April 30 as deadlines for nominations to Directors.

<sup>5</sup> In time any regional groups (including the ECom Groups, if organized regionally) must be consistent with the standard regional system (United Nations) adopted across the organization. Multinational societies can be linked to groups according to their home (IP) address.

8. **Following call for nominations for Representatives and voting rules.**

- a. Newly admitted Member Societies will be assigned to one of the existing Groups - see Appendix 2 - upon their acceptance as members of FEMS. The assignment to a specific Group will be made by the ECom. .
- b. In the spirit of encouraging full diversity of candidates for Directors, the ECom 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 ECom and no less than five Groups. Changes in the number and/or composition of Groups will need to be ratified by Council.
- c. The same voting rules as in Section 7.b will apply.

9. **Modifications.** Modifications to these rules can be made by the BoD or the ECom, with ratification by Council.

10. **Timetable.** The process will be initiated according to the timetable of Appendix 3.

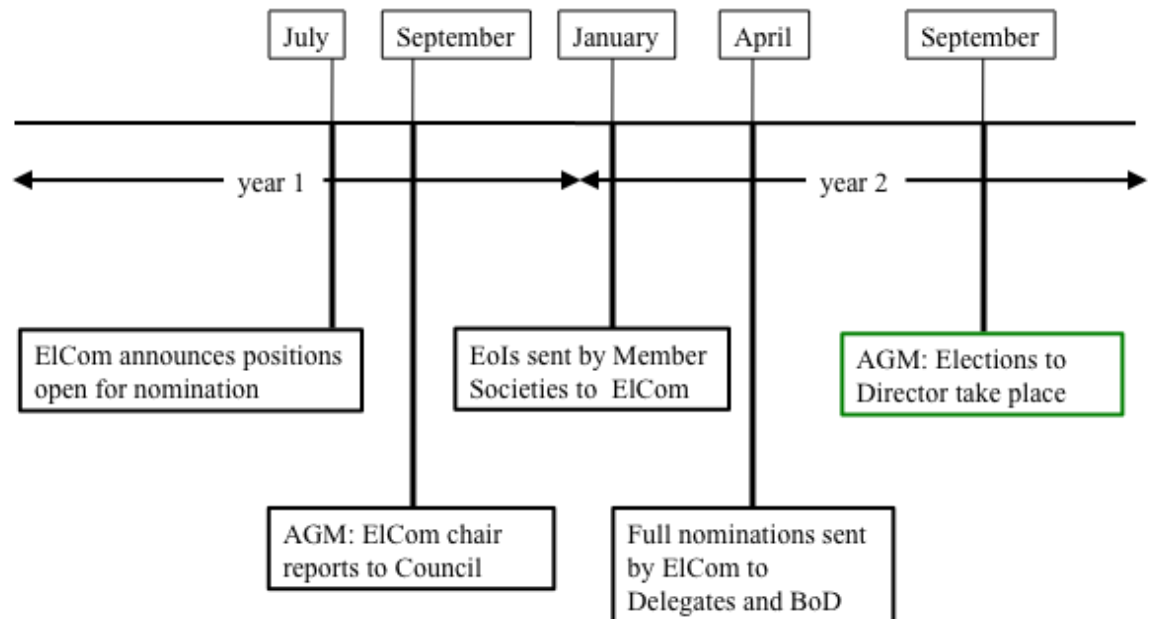


Figure 1: temporal outline of a single nomination and election process

## **Appendix 1 - 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 Representative chairing the ElCom

Election Committee (ElCom): as defined herein

Expression of Interest (EoI): a letter from a Member Society nominating a candidate for Director

Group: a grouping of Member Societies for the purpose of electing Representatives

Representative: a representative of a specific Group elected to the ElCom

## Appendix 2 - Grouping of Member Societies

- Group 1** Microbiology Society of BiH  
Bulgarian Society for Microbiology (Union of Scientists in Bulgaria)  
Croatian Microbiological Society  
Greek Society of Microbiology  
Society of Mikrobiokosmos  
Israel Society for Microbiology  
Macedonian Microbiological Society  
Turkish Microbiological Society
- Group 2** Armenian Microbiological Association  
Belarussian Non-governmental Association of Microbiologists  
Society for Microbiology of Moldova  
Romanian Society for Microbiology  
Interregional Russian Microbiological Society  
Interregional Association Clinical Microbiology Antimicrobial Chemotherapy  
All-Russian Public Organization "National Academy of Mycology"  
Society of Microbiologists of Ukraine
- Group 3** Belgian Society for Microbiology  
French Society for Microbiology  
German Society of Hygiene and Microbiology  
Association for General and Applied Microbiology  
Royal Netherlands Society for Microbiology  
Portuguese Society of Microbiology  
Society for Virology  
Spanish Society for Microbiology  
Spanish Society for Virology  
Swiss Society for Microbiology  
Microbiology Society  
Society for Applied Microbiology  
Scottish Microbiology Society  
British Phycological Society  
British Mycological Society
- Group 4** Danish Microbiological Society  
Estonian Society for Microbiology  
Finnish Biochemical, Biophysical, and Microbiological Society  
Microbiological Society of Iceland  
Latvian Society for Microbiology  
Norwegian Society for Microbiology  
Swedish Society for Microbiology  
Society for Anaerobic Microbiology  
International Biodeterioration and Biodegradation Society
- Group 5** Austrian Association of Molecular Life Sciences and Biotechnology  
Austrian Society for Hygiene, Microbiology and Preventive Medicine  
Czechoslovak Society for Microbiology  
Hungarian Society for Microbiology  
Italian Society of General Microbiology and Microbial Biotechnologies

Italian Society of Agro-Food and Microbial Biotechnologies  
Italian Association for Clinical Microbiology  
Italian Society of Microbiology  
Polish Society of Microbiologists  
Serbian Society for Microbiology  
Slovenian Microbiological Society

### Appendix 3 - Timetable for launching the ECom

<b>Date</b>	<b>Action</b>	<b>Who</b>
January 9, 2017	Presentation of final document to BoD	ECom WG <sup>6</sup>
January 31, 2017	Approval of final document	BoD
March 14, 2017	Call for nominations for Representatives in the ECom <sup>7</sup>	SG
April 30, 2017	Deadline for nomination	Member Societies
September 2017 (AGM)	Election of ECom Representatives	Council
September 2017	ECom starts to operate	ECom

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<sup>6</sup> The ECom WG is composed of Dr. Kaisa Haukka (Delegate for Finnish Biochemical, Biophysical, and Microbiological Society), Dr. Carsten Suhr Jacobsen (Delegate for Danish Microbiological Society), Dr. Peter Raspor (Delegate for Slovenian Microbiological Society), Dr. Clare Taylor (Delegate for Society for Applied Microbiology), and Dr. Stefano Donadio (FEMS Secretary General). This document was prepared by the ECom WG during a meeting in Amsterdam on 9 November 2016, a teleconference on 2 December 2016 and through several email exchanges.

<sup>7</sup> Members of the ECom WG can be nominated as Representatives of the ECom.