



## Nomination Committee Terms of Reference

The Nomination Committee's purpose is to promote nominations to the FEMS Board of Trustees.

Its goal is to ensure that candidates reflect the diversity of FEMS Member Societies and the broader FEMS community, with multiple nominees for each position.

The Committee's scope includes:

- Assessing the suitability of candidates to confirm alignment with FEMS's strategic vision.
- Recommending improvements to the nomination process.
- Overseeing FEMS election process and voting procedures to ensure transparency and compliance with FEMS regulations.

The Committee does not manage daily operations or program delivery. Its work is governed by the FEMS Articles of Association and standing orders, and it reports to the FEMS Board through its chairperson.

### Responsibilities of the Nomination Committee

The Nomination Committee is responsible for overseeing a fair, transparent, and democratic election process for all Board positions. Its duties include:

#### 1. Election Integrity

- a) Ensuring elections are open, democratic, and fair.
- b) Overseeing a transparent process for nominations and voting.
- c) Recording and reporting election results.

#### 2. Nominations Management

- a) Reviewing and updating the call for nominations and assessment criteria based on the established vacancy descriptions annually to ensure accuracy and relevance with the Trustees.
- b) Promoting and publicizing the call for nominations and encouraging Member Societies and individuals to apply.
- c) Requesting additional information from candidates as needed.

#### 3. Candidate Evaluation

- a) Contacting and recommending suitable candidates when necessary.
- b) Considering the skills and competencies outlined in the role description for becoming a member of the Board of Trustees
- c) Shortlisting candidates for Council voting based on the suitability of candidates measured against assessment criteria, if there are more nominees than feasible for effective voting.
- d) Interviewing candidates to support the evaluation process when appropriate.

#### 4. Final Candidate Selection

- a) Making the final recommendation to the Board on the number of and which candidates should be put forward to Council for voting.

#### 5. Oversight at the Annual General Meeting (AGM)

- a) Ensuring fairness in the election process at the AGM.

- b) Requiring at least one Committee member (ideally the Chairperson) to attend the AGM.

## 6. Strategic Responsibilities

- a) Making recommendations to the Board on succession planning and improvements to the nomination and election process for future years.

## Reporting & Accountability

The Committee will report annually to the Board at the conclusion of each election cycle, providing outcomes, lessons learned, and any recommendations developed during the year.

Throughout their term, Committee members are expected to adhere to the FEMS Code of Conduct and maintain confidentiality regarding all materials and information handled in their role.

These Terms of Reference are subject to approval by the FEMS Board and will be reviewed by the Board of Trustees regularly.

## Meeting Schedule

The Committee will meet online or in-person as appropriate and the Committee will transact its business between meetings by email and other communications.

## Membership

The Election Committee consists of:

- **Five Committee members** - representatives from Member Societies ensuring good representation across the membership in terms of all types of diversity.
- **FEMS Secretary General** in attendance

From the committee members the following are selected as:

- Chairperson
- Optional: Vice chair (the committee may elect a vice chair if it feels it is required)

### The terms of office are as follows:

- Chairperson – 3 years.
- Optional: Vice chair – 3 years.
- Committee members – 3 years.
- Co-opted external professionals and ad hoc advisors - duration as required.

Committee members are entitled to reimbursement of expenses incurred, according to existing FEMS reimbursement policies.

The committee members, including the Chairperson, cannot be at the same time Delegates or Board members, and they shall have no voting rights in the Annual General Meeting. While being part of the Nomination Committee, a committee member cannot be nominated for a position on the FEMS Board.

Each committee member shall be elected for a term of three years, with the possibility to be confirmed in their role for an additional three-year term up to a maximum of six consecutive years. Committee members will be selected through a call for expressions of interest to Member Societies. The Board will select and approve from the candidates nominated. The Committee is supported by the FEMS Office with a member of the Office in attendance at meetings.

## Quorum

More than 50 percent of the total number of the Committee members (3) must be present at any of its meetings to make the proceedings of that meeting valid.

Decisions shall be made by consensus and where necessary, a majority vote. In the case of equality of votes, the Chairperson shall have a second or casting vote.

## Appendix 1 - Grouping of Member Societies

*All Member Societies have been divided into Groups 1-5 according to approximate geography, while ensuring a balanced distribution of Member Societies in each Group. Each Group will be represented by one Committee member. Newly admitted Societies will be assigned to one of these Groups, the assignment being made based on the current geographical assignments.*

<p><b>Group 1</b></p> <ol style="list-style-type: none"> <li>1. Armenian Microbiological Association</li> <li>2. Belarussian Non-governmental Association of Microbiologists</li> <li>3. Bulgarian Society for Microbiology (Union of Scientists in Bulgaria)</li> <li>4. Georgian Association for General and Applied Microbiology</li> <li>5. Society for Microbiology of Moldova</li> <li>6. Interregional Russian Microbiological Society</li> <li>7. Interregional Association Clinical Microbiology Antimicrobial Chemotherapy</li> <li>8. Society of Microbiologists of Ukraine</li> <li>9. Kazakhstan Association of Human Microbiome Researchers</li> </ol>	<p><b>Group 2</b></p> <ol style="list-style-type: none"> <li>1. Danish Microbiological Society</li> <li>2. Estonian Society for Microbiology</li> <li>3. Finnish Biochemical, Biophysical, and Microbiological Society</li> <li>4. Microbiological Society of Iceland</li> <li>5. Latvian Society for Microbiology</li> <li>6. Lithuanian Microbiological Society</li> <li>7. Norwegian Society for Microbiology</li> <li>8. Swedish Society for Microbiology</li> <li>9. Microbiology Society</li> <li>10. Applied Microbiology International (AMI)</li> <li>11. British Phycological Society</li> <li>12. British Mycological Society</li> </ol>
<p><b>Group 3</b></p> <ol style="list-style-type: none"> <li>1. Microbiology Society of BiH</li> <li>2. Czechoslovak Society for Microbiology</li> <li>3. Hungarian Society for Microbiology</li> <li>4. Polish Society of Microbiologists</li> <li>5. Croatian Microbiological Society</li> <li>6. Macedonian Microbiological Society</li> <li>7. Serbian Society for Microbiology</li> <li>8. Slovenian Microbiological Society</li> <li>9. International Biodeterioration and Biodegradation Society</li> <li>10. Israel Society for Microbiology</li> <li>11. Kosovo Society for Microbiology</li> </ol>	<p><b>Group 4</b></p> <ol style="list-style-type: none"> <li>1. Greek Society of Microbiology</li> <li>2. Society of Mikrobiokosmos</li> <li>3. Italian Society of General Microbiology and Microbial Biotechnologies</li> <li>4. Italian Society of Agro-Food and Microbial Biotechnologies</li> <li>5. Italian Association for Clinical Microbiology</li> <li>6. Italian Society of Microbiology</li> <li>7. Italian Society for Virology</li> <li>8. Portuguese Society of Microbiology</li> <li>9. Spanish Society for Microbiology</li> <li>10. Spanish Society for Virology</li> <li>11. Turkish Microbiological Society</li> </ol>
<p><b>Group 5</b></p> <ol style="list-style-type: none"> <li>1. Austrian Society for Hygiene, Microbiology and Preventive Medicine</li> <li>2. Austrian Association of Molecular Life Sciences and Biotechnology</li> <li>3. Belgian Society for Microbiology</li> <li>4. French Society for Microbiology</li> <li>5. Francophone Association for Microbial Ecology</li> </ol>	

6. German Society of Hygiene and Microbiology
7. Association for General and Applied Microbiology
8. Luxembourg Society of Microbiology
9. Royal Netherlands Society for Microbiology
10. Society for Virology
11. Swiss Society for Microbiology