



## 2018 DRAFT PROCEDURE FOR THE ELECTION OF A NEW BUREAU AND PRESIDENT

### Section 1. Background

This procedure is a modified version of that used in 2015 – which was debated and agreed by the previous Ex Co. It also builds on the Terms of Reference of the Bureau.

#### Mandate of the Bureau

- To prepare Executive Committee agendas and recommendations for action
- To ensure the implementation of Executive Committee decisions
- To represent EAPN externally
- To managing and support the work of the Director,
- To engage in the appointment of other key staff positions
- To deal with staff complaints
- To monitor the financial management of EAPN including the monitoring of the EAPN Fund
- To take key decisions in between Ex Co meetings, and report to the Ex Co
- To deal with statutory and politically sensitive issues (conflict management, ad-hoc support etc) related to member development.

The Bureau shall not normally have a policy making or resource-allocating role, other than when clearly delegated to do so by the Executive Committee or under the Statutes. However it is recognised that it shall require to undertake key functions in between Executive Committee meetings if decisions are required at short notice and then report back to the Executive Committee. The Bureau is not responsible for the day-to-day management of the EAPN staff team, except for the management and support of the Director.

#### Example of decisions or work of the Bureau

- To undertake the annual appraisal of the Director
- To help the Director interpret decisions of the Ex Co into a meaningful and realistic plan of action
- To prepare detailed agendas and recommendations for decisions for the Ex Co
- To make strategic and structural recommendations to the Ex Co
- To consider internal problems within members and frame an EAPN response

#### Examples of Bureau work areas which need to be ratified / discussed at the Ex Co

- Staff recruitment / dismissal
- Changes to staff conditions
- Proposed structural changes
- Proposed strategic changes

#### Composition

The number of Bureau members is set by the Ex Co (7 in 2018) and should consist of, at least:

- President

- 6 vice-presidents, who shall be allocated at least the following duties - support to the presidentship, secretary and treasurer.
- The Bureau should be **gender balanced** (no more than 4 members of either sex), and **geographically balanced**.
- One space shall be reserved for a European Organisation. If this space cannot be filled by a European Organisation, it will be made available to a National Network.

#### **Criteria for membership of the Bureau**

- Must agree with the overarching goals of EAPN
- Must be mandated by an EAPN NN or EO
- Must have experience and been involved in EAPN issues at local, national or European levels
- Must be willing to give the time required for the functioning of the Bureau (see below)
- Must demonstrate knowledge of European issues, and experience in participation in national and international arenas, ideally at EU level.
- Must have strong leadership abilities
- Must have capacity and ability to develop national networks, fostering ownership and participation
- Must have the ability to engage with other Executive Committee members in democratic decision making
- Must be able to accept majority positions and respect minority opinions
- Must be able to follow-up and deliver on decisions and agreed points

#### **Expectations of Bureau members**

- To represent EAPN in a number of different ways – speaking at events, providing press comments, producing written articles, etc.
- To be able to accurately represent the views and positions of EAPN.
- To be able to differentiate between representing the views or positions of their network and the views of EAPN
- To chair meetings and webinars
- To take responsibility for 1-2 specific areas of work within the Bureau – as Treasurer, Secretary, responsible for staffing issues etc. These roles and responsibilities would be agreed at the start of each new Bureau.

### **Section 2. 2018 process**

#### **TIMELINE**

##### **Deadline 15 July**

Google form developed for candidates to the Bureau / Presidency – this will provide the opportunity to show how candidates meet the agreed criteria, their motivation for standing for the bureau / presidency and their hopes for the development of EAPN during the approaching mandate

##### **Deadline 27 August**

Candidates complete the google form highlighting their interest in standing for the Bureau / Presidency

##### **Deadline 10 September**

Candidacies circulated to Ex Co members (2 weeks before the General Assembly)

##### **10 Sep – 26 Sep**

Members discuss the candidacies internally

#### **Ex Co meeting before General Assembly**

Members of the Ex Co may declare their interest to stand for the Bureau / Presidency, or nominate other candidates.

#### **Ex Co meeting after General Assembly**

Election of the bureau will be the main agenda point, following the methodology below.

### **METHODOLOGY**

#### **Election of members of the Bureau (6 vice-presidents)**

**a) If there are the same number of candidates as vacancies:**

As long as the candidates are gender balanced (three women and three men), geographically balanced and fulfill the criteria highlighted above, we proceed with the election without voting.

**b) If there are more candidates than vacancies**

Each member will vote a maximum of four candidates [1]. Voting two women and two men [2]. The six candidates (3 women & 3 men) with the largest number of votes will be elected.

#### **Election of the President of EAPN**

**a) If there is only one candidate**

As long as the candidate meets the criteria highlighted above, we proceed to a simple 'Yes / No / Abstain' vote, by secret ballot, recognizing the importance it is of having the confidence of the membership.

**b) If there are two candidates**

Ex Co members will vote by secret ballot. Each member of the EXCO may vote for one of the two candidates [3]. The person with the largest number of votes will be elected as president.

**c) If there are more than two candidates**

Ex Co members will vote by secret ballot, with each member voting for **one of the candidates** [4].

- If a candidate receives an absolute majority of votes, he/she will be elected president.
  - If NO candidate receives an absolute majority, the two candidates with the most votes proceed to a second round of voting by secret ballot. The candidate with an absolute majority in the second round will be elected president.
  - This procedure will also be amended to allow for a solution should the candidates receive the same number of votes after 2 rounds
-

[\[1\]](#) *If a ballot has more than four votes, it will be declared NOT valid and will NOT be included in the vote count. “Blank vote” and “Abstention” are accepted options and will be recorded as “blank votes”.*

[\[2\]](#) *If a ballot has four votes BUT without gender balance (more than two women and / or more than two men) it will be declared NOT valid and will NOT be included in the vote count. “Blank vote” and “Abstention” are accepted options and will be recorded as “blank votes”.*

[\[3\]](#) *If a ballot has more than one vote, it will be declared NOT valid and will NOT be included in the vote count. “Blank vote” and “Abstention” are accepted options and will be recorded as “blank votes”.*

[\[4\]](#) *If a ballot has more than one vote, it will be declared NOT valid and will NOT be included in the vote count. “Blank vote” and “Abstention” are accepted options and will be recorded as “blank votes”.*

