

IMPORTANT ADVICE

We urge all who are interested in submitting a nomination to attentively read the Call, familiarise themselves with the required documents, nomination procedure and submission mechanism.

We strongly advise not to wait until the approach of the deadline to submit the Nomination Pack. Please bear in mind that incomplete Nomination Packs and documents non-compliant with the Call will not be considered valid and late submissions will not be accepted.

**CALL FOR NOMINATIONS
BOARD OF THE REPRESENTATIVES**

**BOARD MEMBERS 2024-2027
Term of Office starting Spring 2024**

TO THE FELLOW MEMBERS OF THE EADV:

Notice is hereby given that a Call for Nominations for positions on the Board of the Representatives is open as follows:

**Bulgaria (1 vacancy), Hungary (1 vacancy),
Italy (1 vacancy), Lithuania (1 vacancy),
Türkiye (1 vacancy)**

**Nominations must be submitted to the Secretary General by
11 March 2024 at 13:00 hrs CET**

Please ensure to submit your Nomination Pack before the deadline.

The actual time the application is received will be considered the official recorded time in the Call for Nominations database.

All potential candidates are requested to carefully read and respect the following instructions:

ELIGIBILITY CRITERIA:

- Only Fellow Members in good standing and with voting rights are entitled to submit a nomination;
- The nominees must represent the country in which their EADV membership is registered; (i.e. registration country stated in the membership application);
- Nominees must be proposed and seconded by two EADV Members in good standing and with voting rights who are registered in the same country of the nominee. Members of the Executive Committee and Members of the Nomination and Election Monitoring Committee must not endorse (as proposer or seconder) nominees.

NOMINATION PROCEDURE

To be valid, a **Nomination Pack must include:**

1. A complete and signed **acceptance of nomination** form;
2. A complete and signed **endorsement form** (from proposer and seconder);
3. A **short CV (max. two A4 pages)**;
4. A **mission statement (max. 300 words)**;
5. Recent head and shoulders **photograph**;
6. An updated and signed **Conflict of Interest Disclosure Form** (when filling out the form, please **tick the "Nominee for EADV elected positions"** box and **specify the position you are applying for** in the space that follows **"hereby acknowledge that, as a:"**);
7. A signed **Codes of Conduct and Behaviour Form**.

VERY IMPORTANT INFORMATION

Conduct and Behaviour:

- Codes of Conduct and Behaviour must be observed by candidates at all times;
- All candidates must agree to adhere to the Code of Conduct of the Academy, complete the Conflict of Interest statement of the Academy and adhere to the Rules governing the behaviour of candidates presenting for election as provided for in the bylaws. Failure to do so may invalidate the candidature.

Nomination and Nomination Pack:

- All forms must be duly filled out, dated and signed to be considered valid;
- All the submitted documents must be in English to be considered valid;
- CVs longer than two A4 pages will not be considered valid;
- Mission statements longer than 300 words will not be accepted;
- Incomplete Nomination Packs and documents non-compliant with the Call will not be considered valid and late submissions will not be accepted;
- The submitted documents should not contain personal sensitive data.

Candidate Profile:

- The names and countries of the candidate, proposer and seconder as well as the CV, mission statement, photograph and duly filled out and signed Conflict of Interest Disclosure Form will be made public to the voters as part of the Candidate Profile.

Term of Office – General Information:

- The term of office of a Board Member is three years with a one-time possibility of re-election.

Submission of the required material is only possible electronically

Questions may be addressed to eadvelections@eadv.org

Do not forget:

- **The Call closes on 11 March 2024 at 13:00 hrs CET;**
- ***Please ensure to submit your Nomination Pack before the deadline. The actual time the application is received will be considered the official recorded time in the Call for Nominations database.***

All nominations will be subject to approval by the Nomination and Election Monitoring Committee (NEMC).

The election of EADV Board Members will be conducted online, currently planned to be held between the end of March and April 2024. Should this schedule undergo any change, candidates will be informed accordingly.

The election will be conducted by Civica Election Services (CES), the Academy's longstanding supplier for online votes. The voting system used is safe and confidential.

Voting EADV Members in good standing from the afore mentioned countries are eligible to elect their national representatives to the EADV Board. They should ensure: (i) that they are entitled to vote according to the EADV Statutes - <https://eadv.org/about-eadv/statutes/>; and (ii) that their current email address has been correctly submitted to the attention of the EADV Membership Department - membership@eadv.org.

Elections results:

- will be announced via email to all candidates; and
- the names, country and photograph of the elected candidates will be published on the EADV website (for the Academy's privacy regulations see [EADV Privacy Policy](#)).

Useful information related to election procedure and time commitment of Board Members

Second Term Election

Please note that Board Members eligible to stand for second term elections must submit a full nomination just like any other nominee.

Time Commitment and other Practical Information

EADV Board Members represent EADV Members from their country and are expected to connect with the colleagues they represent and to promote the EADV and its activities/events.

Time commitment is low-moderate in comparison to other EADV Leadership/Committee positions. However, Board Members may be called upon by their constituents for endorsement, queries, suggestions, etc. throughout the year.

Every EADV Committee should preferably have at least one member who is also a member of the Board. Consequently, Committee Calls for Nominations open only to Board Members are regularly advertised.

Accommodation and travel expenses (within defined limits) as well as registration fee for Symposia and Congresses are taken care of by the Academy.

Board Meetings and other Meetings/Commitments

Board Members exercise their main power by attending the Board Meetings, by expressing their opinion at such Meetings and by voting. They are, therefore, expected to be present for the entirety of all regularly scheduled Board Meetings.

The Board usually meets in person twice a year: (i) at the Spring Symposium (usually April/May); and (ii) at the Annual Congress (usually September/October).

Board Meetings are chaired by the President.

The President, President-Elect and Immediate Past-President are Board Members as well as being Executive Committee Members. All Board Members, including the Presidents, are eligible to vote at the Board Meeting and the President has a casting vote.

It is good practice for Board Members to attend Annual General Meetings and they are invited to social events such as the President's Dinner usually held once a year during the EADV Congress.

From the Statutes, Article 18. Powers, Duties and Procedures of the Board - <https://www.eadv.org/statutes>

- (A) The Board shall perform the following activities:
 - (1) The Board shall:
 - (a) Make all strategic decisions that affect the development of the Academy.
 - (b) Approve the Officers' reports.
 - (c) Decide on the annual budget.
 - (d) Propose and decide motions.
 - (e) Amend the Statutes in accordance with Article 24;
 - (2) The Board shall elect and dismiss the following members of the EC who are not Members of the Board:
 - (a) The Secretary General.
 - (b) The Secretary General-Elect.
 - (c) The Treasurer.
 - (d) The Treasurer-Elect.
 - (e) Any other Officers as the Board may deem useful. The number of Officers of the Academy is limited to a maximum of twelve in total.
 - (3) The Board shall appoint and dismiss the CEO of the Academy.
 - (4) The Board shall elect and dismiss the following Committees and their Chairpersons:

- (a) The Ethics Committee.
 - (b) The Finance Committee.
 - (c) The Nomination and Election Monitoring Committee.
 - (d) The Statutes and Development Committee.
 - (e) The Scientific Committee.
 - (f) Any other Committees as the Board may deem useful.
- (5) The Board shall appoint the Auditors of the Academy.
- (B) The Board shall, whenever useful, make, alter or rescind bylaws relating to the following:
- (1) The manner of conducting the proceedings of meetings of the Board.
 - (2) The Officers of the Academy elected by the Board.
 - (3) The CEO of the Academy.
 - (4) The Committees of the Academy and their Chairpersons.
 - (5) Any other activities of the Board.
- (C) The Board shall meet as often as the interests of the Academy so require, but at least once per annum. The meeting shall be convened in the following manner:
- (1) At the direction of the President.
 - (2) At the direction of a majority of members of the Board.
- (D) No business shall be transacted by the Board unless at least half the members of the Board are present.
- (E) Unless expressly stated differently in these Statutes, all resolutions of the Board shall be passed by a majority of votes cast. If an equal number of votes are cast for and against any resolution, the President or his nominated replacement shall have the casting vote.
- (F) The Secretary General shall take and store the minutes of the Board meetings which shall be signed by the President and the Secretary General when agreed as a valid record by a vote of a majority of the Members who attended the meeting in question.
- (G) A Board member will be suspended or dismissed from office if suspended or dismissed from membership, or if two thirds of the voting members in that country so vote in an election called and administered by the Secretary General.
- (H) Electronic consultation and voting are acceptable procedures for all Committees, the EC and the Board. Any elections shall be conducted by secret ballot.

Prof. Carmen Salavastru
EADV Secretary General

12 February 2024