

FIP Rules of Procedure

CO-02: ELECTION PROCEDURE FOR FIP BUREAU MEMBERS

Introduction

1. The statutes provide that the Council shall elect certain members of the Bureau, namely:

- The President;
- 5 Vice Presidents (proposed by Bureau).

The Council shall also ratify the election of:

- 1 Vice President (elected and proposed by Board of Pharmaceutical Sciences);
- 1 Vice President (elected and proposed by Board of Pharmaceutical Practice);
- The Chairman of the Board of Pharmaceutical Sciences;
- The Chairman of the Board of Pharmaceutical Practice;
- The Scientific Secretary;
- The Professional Secretary;

elected by the respective Boards.

and the Council shall also ratify the appointment of:

- The FIP Education (FIP*Ed*) Chair

appointed by the Bureau

The President-elect, the Immediate Past President and the Chief Executive Officer (CEO) are ex-officio members of the Bureau.

2. The purpose of this protocol is to give guidance on general matters such as canvassing and to set down the procedure(s) to be followed during the election.

3. The Council will be asked to confirm this procedure (with any such amendments as are deemed necessary), every year after the election has taken place. This has the effect of fixing the procedure until after the next election has taken place. Thus all parties clearly understand the rules under which election will take place. In order to be of further assistance the protocol, after approval by the Council, will be translated into French, German and Spanish although English will be the primary language in the event of lack of clarity or ambiguity.



Nomination Procedure

4. Nomination for elected officers is a multi-stage process and as far as is practical has been standardised for each of the three possible nominating organs (Bureau, Board of Pharmaceutical Sciences, Board of Pharmaceutical Practice).

5. Candidates for the Position of President and the Five Vice Presidents nominated by the Bureau.

These shall be presented to Council from amongst those proposed for nomination to the Bureau. Proposals for nomination for these positions shall be forwarded to the CEO no later than February 1 in the year in which the election shall take place. Proposals for nomination will only be accepted from Member Organisations of FIP, provided that the candidate originates from a country with a Member Organisation of FIP. Proposals for nomination shall be in writing and made by means of the dedicated form with the following information typed:

- a) A curriculum vitae not exceeding one A4 page;
- b) A statement from the candidate in which he or she explains the benefit that his or her election will bring to the Bureau and to FIP in general.

Proposals for nomination should be accompanied by a photograph of the candidate.

The Bureau, in considering all proposals for nomination, shall as far as possible forward to the Council at least one candidate more than the number of vacancies for the post. If it feels unable to do so, for whatever reason, it shall forward a written explanation to the Council.

6. Candidates for the Position of Vice President (elected and proposed by the BPS), Vice President (elected and proposed by the BPP), Chairman of the BPS, Chairman of the BPP, Scientific and Professional Secretary.

Nominations for these positions shall be forwarded to the Scientific Secretary (in the case of nomination by the Board of Pharmaceutical Sciences) or the Professional Secretary (in the case of nomination by the Board of Pharmaceutical Practice) no later than 1 February in the year in which the election is to take place. Proposals for nomination will only be accepted from Member Organisations or members of the appropriate Board (including any additional members of the Board appointed under the FIP Statutes), provided that the candidate originates from a country with a Member Organisation of FIP. Proposals for Nomination shall be in writing and made by means of the dedicated form with the following information typed:

- a) A curriculum vitae not exceeding one A4 page;
- b) A statement from the candidate in which he or she explains the benefit that his or her election will bring to the Bureau and to FIP in general.

Proposals for nomination should be accompanied with a photograph of the candidate.

The respective Boards hold elections to fill the vacant positions and then forward the names of those elected to the Council for ratification. The elections are held within the



respective Boards, with voting restricted to members of each Board. Co-opted members of a Board shall also have voting rights, where applicable.

7. Candidates for the Position of FIP*Ed* Chair

Nominations for this position shall be forwarded to the CEO no later than 1 February in the year in which the appointment is to take place. Proposals for nomination shall be in writing and made by means of the dedicated form with the following information typed:

- a) A curriculum vitae not exceeding one A4 page;
- b) A statement from the candidate in which he or she explains the benefit that his or her election will bring to the Bureau and to FIP in general.

Proposals for nomination should be accompanied with a photograph of the candidate.

The Bureau appoints the person to fill the vacant position and will forward this appointment to the Council for ratification.

8. Submission to Council

All proposals for nomination shall be considered by the Bureau or the respective Board before 1 June. The secretary to the nominating structure (the CEO in case of the Bureau; FIP Scientific Secretary and the FIP Professional Secretary in the case of the Board of Pharmaceutical Sciences and the Board of Pharmaceutical Practice respectively) shall forward the details of all nominations that it wishes the Council to consider at its next meeting to FIP Head Office before 1 July.

The CEO will produce a booklet, as soon as possible after 1 July, containing all relevant information about the nominations received. This will be sent to all Council Delegates and to candidates standing for election prior to the Council meeting.

Elections and Ratifications

9. Order of Election/Ratification

Election/Ratification will be listed as an item on the Agenda for the Council meeting and will take place in the following order:

1)	President	Election by the Council
2)	Chairman of the Board of Pharmaceutical Sciences; Chairman of the Board of Pharmaceutical Practice; Chair of the FIP Education (FIP <i>Ed</i>) FIP Scientific Secretary; FIP Professional Secretary; Vice-President (proposed by the Board of Pharmaceutical Sciences); Vice President (proposed by the Board of Pharmaceutical Practice)	Ratification by the Council
3)	Vice-President(s) (nominated by the Bureau)	Election by the Council



10. Method of Voting

Voting forms shall be prepared by the CEO. Candidates will be listed in alphabetical order. Voting forms will be handed to Council members individually, as they sign the register prior to the Council meeting. The voting form will also state the number of votes to be cast by the Council member.

a) Elections

The election will be by secret ballot with a separate ballot for each of the positions subject to an election by the Council set out in paragraph 9 above.

In the case of multiple vacancies for vice-president positions, elections will take place one by one, allowing the Council to note who has been elected for the first vice-president vacancy before voting takes place on the next vacancy. This procedure will be repeated until all vacancies for vice-president have been filled.

A ballot paper containing all the names of the candidates for the vice-president position subject to an election will be presented to the Council Members.

Council Members wishing to cast a vote will place one X against the name of only one candidate. A voting paper containing two or more X-marks will be considered 'spoilt' and thus invalid. Voting papers without an X will not be considered as votes which have been cast.

For elections where there are the same number or fewer nominations for a position than vacancies the procedure will be as follows:

On the ballot paper there will be the word 'Yes' or 'No' against each candidate. Where a Council Member wishes the candidate to be elected one X will be placed in the box adjacent to the word 'Yes'. Conversely one X next to the word 'No' means that the delegate does not want the candidate elected. As previously a ballot paper with no X-marks will not be considered as having been cast and a voting paper containing more X-marks will be considered 'spoilt' and thus invalid.

b) Ratifications

The Council ratification of the elections by the respective Boards will be done as follows:

On a ballot paper there will be the word 'Yes' or 'No' against each candidate. Where a Council Member wishes the candidate's election to be ratified one X will be placed in the box adjacent to the word 'Yes'.

Conversely one X next to the word 'No' means that the delegate does not want the candidate election ratified.

As previously a ballot paper with no X-marks will not be considered as having been cast and a voting paper containing two or more X-marks for each candidate will be considered 'spoilt' and thus invalid.

11. Counting the Votes

Votes will be counted by a teller committee which will be chaired by the Immediate Past President (if present) or another elected officer (not being a candidate in any election). In the latter case the appointment will be made by the Council before the start of the



election. The other two members of the teller committee will be proposed by the President and approved by the Council before the start of the election. The report of the numbers of votes cast shall be duly certified by all members of the teller committee.

12. Declaration of Election/Ratification

a) When there is the same Number of Candidates as Vacancies

The candidates will be declared elected/ratified by simple majority of marks against 'Yes'. If a candidate is not elected, then the vacancy will remain until further nominations are provided by the nominating organ (Bureau or either of the two Boards) to the Council.

b) Where there are more Candidates for a single Vacancy

The candidate receiving the highest number of votes is considered elected/ratified.

c) Where there are more Candidates for multiple Vice President Vacancies

The candidate receiving the highest number of votes is considered elected/ratified. Thereafter the name of this elected candidate will be stricken from the ballot list. A second ballot will be conducted with the remaining candidates. The candidate receiving the highest number of votes in this second round of voting is considered elected. This procedure will be repeated until all vacancies for the Vice President positions are filled.

d) For the election of the FIP President

Because of the need for the FIP President to have a clear mandate from the Council, a special procedure shall be used. If there is one candidate then a simple majority of 'Yes' votes cast will suffice. If there are two candidates then a simple majority of votes cast will suffice. If there are more than two candidates then a second ballot will take place between the candidates with the highest number of votes in the first ballot unless the candidate with the highest number of votes has an absolute majority of votes cast. The candidate with the highest number of votes in the second ballot shall be declared the new President.

e) For Tied Ballot

i) When the number of Candidates is greater than the Number of Vacancies

In this case the candidates who tied for the final vacancy shall be included in a second ballot. The candidate in the second ballot with the highest number of votes shall be elected. In the event of a tied vote in the second ballot, the voting procedure shall be repeated until one candidate receives a majority of votes.

ii) For the Election of President

If there are only two candidates then there will be a second ballot. The candidate with the highest number of votes cast in the second ballot shall be elected. If this still results in a tied ballot then the procedure shall be repeated until one candidate receives a simple majority of the votes cast. If there are more than two candidates and the ballot results in a tied position for second place in the first ballot then there shall be a second ballot between these candidates, the candidate with the highest number of votes in the second ballot will go forward to a third ballot, along with the



candidate who received the highest number of votes in the first ballot. If the third ballot results in a tied, the ballot shall be repeated until one candidate receives a simple majority of the votes cast or until some other procedure, which must be agreed to between the candidates and approved by the Council, shall decide the candidate who shall be elected as the new President.

13. Publication of Results

The President (or someone nominated by him or her) shall read out the results of each election, giving the number of votes cast for each candidate. It shall be the responsibility of the CEO to produce, at the earliest opportunity a printed summary of all of the election results and to use all appropriate means to publicise the election results.

Additional provisions:

14. Multiple Candidacies

It is possible for the same candidate to seek election for more than one position. The elections will take place in the order set out in paragraph 9. In the event that such a candidate is elected then his or her other nomination(s) is/are automatically void. It is not possible, therefore, for the same person to be elected to more than one position.

15. Canvassing

Canvassing is actively discouraged from the time of nomination by the nominating organ.