



## Procedures for nominating and electing members of the Board of Trustees

September 5, 2017

In the event of the occurrence of an instance not covered by these Procedures, the President will consult with the Board of Trustees (BoT) after which s/he will make a decision.

### *Assumption and termination of office*

1. The term of office of members of the BoT will end on 31 December of the final year of office.
2. New members will assume office on 1 January in the year following their election.
3. Members of the BoT appointed by the BoT will assume office at the date stipulated by the BoT. Such instances are as follows.
  - a. The appointment of the Treasurer and Membership Secretary.
  - b. The appointment of the Executive Secretary.
  - c. The appointment of a member to complete the term of office of an elected member of the BoT.

### *Eligibility for nomination*

1. The candidate for Full Institutional Member positions should be the official representative of a Full Institution member organisation in good standing, willing and eligible to stand for election.
2. The candidate **should have participated in at least three of the last five conferences.**
3. To ensure continuity of operation, it is advisable that nominations for the President and Vice President are made from among the current members of the BoT. The Treasurer and Executive Secretary may not stand for the positions of President or Vice President.
4. The candidate for Full Individual Member should be a member in good standing, willing and eligible to stand for election. He or she may not be the employee of a Full or Affiliate Institutional Member organization.

## ***Nominations process***

The nominations process will involve the following steps.

1. The opening of nominations for vacant positions on the BoT will be announced at the Annual General Meeting of the Association. If circumstances require it, the BoT may identify a different date.
2. The nominations process will open in the year preceding the expiry date of the member's term of office.
3. The start of the nominations process will also be announced on the IAEA website.
4. The nominations process will be conducted electronically with each nomination requiring a Nominator and a Secunder. Members will be advised of details as to who may constitute an acceptable Nominator and Secunder.
  - a. For a Full Institutional Member position, the Nominator and Secunder must be the official representatives of Full Institutional Member organisations and they may not come from the same organisation.
  - b. For a Full Individual Member position, the Nominator must be a Full Individual Member and the Secunder may be a Full Individual or Full Institutional Member.
5. The nominations process will last for a period of 30 days.
6. Candidates may be nominated for a single position only on the BoT.

## ***Verification***

1. The Membership Secretary of the BoT will confirm that each nominee is the official representative of a Full Institution Member organisation in good standing, or is a Full Individual Member in good standing, as appropriate, willing and eligible to stand for election.
2. If, following the nominations process, it is clear that the geographical and gender balance of Full Institutional Members of the BoT will be negatively affected, the BoT will request the Nominating Committee to seek and nominate appropriate candidates.
3. When no candidate has been nominated for a particular position, the BoT will request the Nominating Committee to seek and secure a candidate for that position. Since this candidate will stand unopposed, no formal voting will be required.
4. Once the verification process is complete, the Chair of the Nominating Committee will inform all members of the BoT and the nominees of the candidates for election.
5. The election process will commence.

### ***Composition of the Nominating Committee***

If the BoT decides that a Nominating Committee be appointed, it should be done on the following basis.

1. It should comprise one Chair and three other members.
2. The Chair should be a member of the BoT whose position is not up for election in that year; members should have a reasonable knowledge of the Association, having participated in previous conferences and have an idea of the likely contribution that the candidate will make to the work of the BoT.
3. The composition of the Nominating Committee should reflect the regional spread of the Association as far as possible and should be balanced in respect of gender.
4. The BoT will appoint the Chair of the Nominating Committee, and designate the three members during its meeting immediately preceding the conference, on the understanding that it may not need to perform any function should the nominations process produce an appropriate range of candidates
5. The Chair will extend invitations to the designated Nominating Committee members immediately following the BoT meeting. If an individual declines the invitation to serve on the Nominating Committee, the BoT will designate a substitute.

### ***Election process***

The election process will be as follows.

1. The announcement of the nominations will be made electronically, via the IAEA website and through Email. This announcement will include the dates during which voting will take place.
2. Members will be advised of the candidates who have been nominated, a short passage on each candidate and the positions for which they have been nominated.
3. If there is a position for which only one nomination has been received then that nominee shall be elected unopposed with no formal voting required.
4. Members will cast their votes electronically. Each Full Institutional member may only cast one vote for each vacant position.
5. The voting period will be 30 days.
6. Only Full Institutional Members may vote for Full Institutional Board positions. Only Full Individual Members may vote for the Full Individual Board position.
7. For each position, the candidate with the most votes cast in their favour shall be considered as elected.

8. If the winner should for any reason be unable to serve, a run-off election will be held among or between the remaining candidates, with the eligible voters being those members who cast votes in the original election.
9. If the votes for a position result in a tie for any vacant position, the outcome will be decided by the BoT.
10. The BoT will decide how to manage any other unusual occurrence.
11. The President will inform the nominees of the outcome of the elections. The Chair of the Nominating Committee will announce the results of the election via the IAEA website as soon as the votes have been accounted, but no later than 31 December of the year of the election as per Article 18 of the Constitution.
12. Any objections or appeals must be lodged in writing with the Chair of the Nominating Committee. No appeals or objections will be accepted after five working days after the announcement of the outcome of the election.