

# **NOMINATION PROCEDURES / ELECTION COMMITTEE / ROTATING ELECTION SYSTEM / REIMBURSEMENT POLICY**

## **1. Nominations**

### **1.1.**

The Executive Board shall announce a call for nominations at least 3 months before the set date for the General Assembly. The announcement shall inform on who can be nominated, which information to be provided and the deadline for making nominations.

### **1.2.**

To be nominated one must either be an Individual Member of SAR, or a recognised representative of an Institutional Member. In both cases the membership fee must have been paid for the year when the elections takes place, and the payment registered by SAR no later than 15 days before the elections.

Individual Members can only nominate themselves as candidate for the elections.

Candidates from Institutional Members can only be nominated by an institutional representative from this member institution with legal/financial authority.

To be included in the elections, the candidate has to be present in person at the General Assembly.

### **1.3**

A nomination must include full name, contact details (email and phone), institutional affiliation (if applicable), a brief CV (not more than one page), and a short motivation statement (5-7 lines).

For candidates representing an Institutional Member, the nomination letter must also include confirmation that the candidate will have cover from this institution for travel and accommodation costs for the participation in the Executive Board meetings called for in the election period, cf. 4.2.

### **1.4.**

Nominations must be received by the President not later than two months before the elections will take place.

## **2. Election Committee**

### 2.1.

To prepare the elections of the SAR Executive Board, an Election Committee of three members shall be appointed by the Executive Board three months before the set day for the General Assembly to prepare the elections.

The Election Committee should be composed in the following form:

- One member with experience from the Executive Board, to chair the Committee;
- One member holding a SAR individual membership;
- One member representing one of the SAR institutional members.

The one member representing one of the SAR institutional members cannot be affiliated with an institution represented in the current Executive Board.

### 2.2.

No member of the Election Committee can run as candidate to the Executive Board in the elections in question. An appointed member cannot step out of the committee with the aim to run as a candidate.

### 2.3

The Election Committee shall prepare an argued proposal to the General Assembly on all free positions at the Executive Board.

In this proposal the Election Committee shall consider which competences will be needed to run and develop the SAR operations in good order. Gender, geographical diversity as well as influence from individual and institutional membership should be taken into account.

To secure this, the Election Committee may contact and propose not-nominated candidates, however the demands in point 1.3 must be fulfilled, the membership fee paid in accordance with point 1.2 and the candidate present when the elections take place.

### 2.3

The Election Committee should present their recommendation in a message to the membership not later than 10 days before the elections will take place. At the same time, all nominations received, that fulfil the criteria listed in point 1.2 and 1.3, shall be announced.

### **3. Executive Board Rotating System**

#### 3.1.

To secure a more stable functionality of the SAR operations, the elections in 2020 onwards will be based on a rotating election system where – normally – only one part of the Executive Board will be up for election/re-election every second year **in accordance to the attached scheme with including notes. \*)**

#### 3.2

When the new scheme from 2020 is implemented in full, no member of the Executive Board can stay continuously for more than two periods, cf. SAR Articles 21.2. **However, for the limited time in the new rotating system, a restricted number of seats will continue to have the option of being elected for three periods, cf. the attached scheme. \*)**

#### 3.3

Should a member of the Executive Board decide to leave before the election period is finished, this member should inform the President and the Election Committee as soon as possible and – preferably – not later than three months before the next General Assembly. To avoid a destabilisation of the rotating system, the Election Committee must then propose a substitute election for such free seats only for the rest of this member's period.

**The same procedure to be implemented should more Executive Board Members then indicated in the attached scheme want to leave in 2020. \*)**

#### 3.4

The voting participants of the General Assembly may present alternative candidates for all positions that are up for election.

#### 3.5

The election procedures for President, First Vice President/Treasurer and Second Vice President/Secretary remains in accordance with the regulations in the Articles 21.1.

\*) These parts of the procedure (including the scheme referred to) are no longer applicable, as the election rotating system is now fully implemented (Note inserted February 2026)

#### **4. Executive Board Members Reimbursements**

##### 4.1

All Executive Board Members execute their tasks for SAR without reimbursement for the work done on behalf of the organisation.

##### 4.2

All Executive Board Members representing an Institutional Member must have cover from their institution for travel and accommodation costs for the participation in the Executive Board meetings called for in the election period. This guarantee of cover must be stated by an institutional representative with legal/financial authority when confirming to the Election Committee that the candidate do represent this member institution, cf. point 1.3.

##### 4.3

For Executive Board Members not representing an institution, SAR will cover travel and accommodation costs. The level of such costs for SAR must be part of the Election Committee's considerations when preparing the composition of the proposed Executive Board.

Endorsed by the General Assembly  
Den Haag, 30.04.16/Zurich, 24.03.19