

## Process for selecting candidates to stand for election to the Board of Directors

OCTOBER 2018

### Context

The procedure and process for selecting candidates to stand for election to the Board of Directors was discussed at the April 2018 General Assembly and a draft proposal was circulated for membership consultation. In taking the points raised and the context of amending the procedure, the following was agreed by the Board of Directors of EuropeActive at their meeting in September 2018. The process does not affect the Statutes of the Association which describe the requirements for the election and numbers.

The selection of candidates has been changed because in recent years there has been a growing number of applicants who want to stand for election, and to ensure the Board is comprised of a balance across its stakeholders and geographic representation.

The Statues require a minimum of three Directors only. Each Director and the President serve a term of three years, and can stand for re-election for a second three year term. After a second term the Director has to stand down. When a vacancy occurs the membership of the Association are invited to nominate a candidate(s). The list of eligible (viz. paid and full members of the Association) are invited to submit a short biography and to answer a question about their potential role and purpose of wanting to be a Board Director.

The election commences 28 days before the General Assembly where voting can take place by the membership through an on-line voting system, by proxy or by personal representation at the General Assembly. The votes cast are scrutinised by EuropeActive administration (to ensure compliance with eligibility requirements) and the results are based on the highest number of votes cast for each candidate to fill the vacancy(ies). A member of the current Board is appointed as a scrutineer on behalf of the membership of the Association at the General Assembly to ensure correct procedures are followed.

The result is announced at the General Assembly and 30% of the eligible membership must have voted for the resolution(s) in order for the vote to be validated. In the event of this not being met the decision is deferred to the next convened Board meeting where, by simple majority, the vote is decided.

In addition to the elected members the Board may decide to co-opt up to two additional people, and they have a consultative role at the meetings.

The President is selected by the Board and the appointment is ratified by the general membership at the General Assembly. The immediate past President can stay for a further year to assist the incoming President.

Amongst themselves the Board can elect the position of a Vice President, a Treasurer and appoint any other official regarded as essential for the functioning of the Association, e.g. a Secretary-General.

The EuropeActive Executive maintain a record of serving Directors, their stakeholder position and term of serving. Changes in the Board of Directors have to be confirmed with the Notary, and the Statutes amended accordingly with new details.

All Board Directors have to sign and uphold a Code of Conduct, which was last updated in March 2017.

## The procedure for selection of candidates

1. The Board will appoint a selection committee to oversee the entire election process of Board members.
2. The selection committee will comprise:
  - The President
  - The Executive Director
  - 2 members of the Board who have had at least 2 years' experience in the Board.
3. As determined by the January 2018 Board Meeting of the Directors, the current Board size of 11 plus the President (viz. 12 total) will be maintained, and will comprise at least the following stakeholder representation:
  - National associations x2
  - Multi-site operators (6+ sites and/or operating in 2 or more countries) x2
  - Suppliers x2
  - Education provider (higher or VET) x1
  - The President
  - The remaining positions can come from any of the above categories, or from any other stakeholder.
4. Candidates will need 3 existing EuropeActive members to sign and support their application to become a candidate.
5. The selection committee will also ensure reasonable geographic representation with ideally not more than 2 Board members at any time coming from the same European country.
6. The selection committee will:
  - With the approval of the Board, and prior to the call for candidates, confirm the criteria of candidature, the number of places, and categories from 3 and 5, above;
  - Inform the EuropeActive membership of the election criteria to meet conditions in points 3 and 5 above, when calling for candidates;
  - Confirm the selection criteria in terms of submitting a biography and an answer to a single question to be agreed;
  - Will hold pre-election interviews with the candidates to determine suitability and if necessary to reduce the number of candidates;
  - If the selection committee do not consider that a candidate should go forward for election they will provide the reason(s) to that person;
  - Actively promote a gender balance in the composition of the Board;
  - Candidates will need to show that they have been a member for at least 1 year and that they have actively contributed to the work of EuropeActive, and share its strategy and objectives;
7. The election process will then commence 28 days prior to General Assembly based on current format and precedence.

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