



## Election Bylaw

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### Background

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There are two main reasons to establish appropriate regulation of the election procedures of AAATE:

- 1) AAATE is ruled by its constitution. The constitution, based on Austrian law, grants the unconfined right of the General Assembly to elect the board and allows any member of the association to nominate candidates to run for a position. This is a basic legal necessity and must not be overruled by any other regulation. AAATE over the years, based on Danish law, developed an approach for nominating board members for election to support good cooperation in the board and continuity in governance of the association. One of these procedures is to have a person for three terms in the board consecutively as President Elect, President and Past President thus ensuring a depth of experience to lead the association. However this arrangement conflicts with the above unconfined right of each General Assembly of electing each board member and therefore couldn't be included in the constitution approved at the last General Assembly. The bylaw proposed herein re-establishes the above three term arrangement for the president positions in the board of AAATE.
- 2) In addition the Election Bylaw proposes elections to be hold only every second year at a General Assembly and to elect the whole board at once. This considerably eases the election procedures, supports a more stable cooperation in the board and makes sure that more members are present when elections take place (conference years).

Therefore the board of AAATE has proposed the following Election Bylaw to support continuity and election procedures.

## AAATE Board Positions

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1. The President
2. The first Deputy President, commonly known as The President Elect
3. The second Deputy President, commonly known as The past President
4. The Secretary
5. The Project Officer
6. The Treasurer
7. The Communication Officer

The term of each Board position is two years. All members of AAATE are eligible for board positions.

## Auditors

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The General Assembly nominates two auditors who are in charge of validating the financial situation of the association and reporting to the general assembly. The secretariat and the Treasurer have to provide access to all books and relevant documents to allow checking and reporting. The auditors are empowered by the General Assembly for a period of two years.

## Nomination Committee

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The General Assembly installs a Nomination Committee consisting of three people. One of them chairs the Nomination Committee. The Nomination Committee is empowered by the General Assembly for a period of two years.

## Nomination Procedures

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1. Members of the Association are invited to submit nominations of AAATE members for positions in the board to the Nomination Committee.
2. Self-nominations are possible.
3. Each member of the Board can be nominated for additional terms.
4. Nominations can be made up to 30 days before the General Assembly.
5. The Nomination Committee will get in contact with the nominee to prove their interest in candidacy and to inform them about the procedures.
6. Final nominations should include a short CV of the candidates.
7. The Nomination Committee prepares an election package for the General Assembly which will take all nominations submitted into account and includes the list of candidates for each board position. Each nomination has to be mentioned during the General Assembly.

In order to create continuity in the Governance of the Association, the General Assembly has adopted the following guidelines, the Nomination Committee and future General Assemblies are requested to take into account:

- The President Elect should have at least two years of experience in the AAATE board or should have established close cooperation with the AAATE Board (e.g. due to cooperation in the conference, workshop or in projects)
- The President has at least two years of experience in the AAATE Board, preferably as President Elect.
- The Past President has at least four years of experience in the AAATE Board, preferably as President Elect and President.

The sitting AAATE Board is invited to support the work of the Nomination Committee by:

- a) Nominating a member to become President-Elect.
- b) Nominating the actual President-Elect to become President.
- c) Nominating the actual President to become Past President.

If a Board member can no longer act as a board member due to unforeseen reasons (e.g. illness, private or business change) another member will be elected by the first general assembly for the rest of the term.

The Nomination Committee supported by the Board, will take care that these guidelines and procedures are respected to support continuity of AAATE.

## Election Procedures

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1. Every second year the General Assembly held during the AAATE conference will elect the AAATE Board.
2. The election procedures during the General Assemblies are prepared and moderated by the Chair of the Nomination Committee.
3. The Nomination Committee, with the involvement of the President of AAATE, will propose how election procedures are organised (e.g. by raising hands, acclamation or confidential vote), which is to be confirmed by the assembly.
4. The Nomination Committee prepares all necessary materials. The Nomination Committee is also in charge of collecting and taking into account proxies for votes handed over to other members.
5. The modality for the elections will be prepared by the Nomination Committee taking the following into account:
  - a. In the situation of only one candidate per available board position the election of such board positions can be done by acclamation.
  - b. In case of more candidates for one or more board positions a decision has to be made by majority vote. In this case
    - i. The Nomination Committee prepares a list of candidates running for a board position. Candidates may be invited to shortly introduce themselves during the GA
    - ii. Each voting member (multiplied by the proxies they have) can vote for as much candidates as positions are open
  - c. Those candidates getting most votes are elected as board members.
  - d. The GA assembly is asked to grant the right to decide on the final distribution of board positions to the newly elected board with the exception of the position of president, deputy president and second deputy president which have to be elected by the General Assembly. This should allow that the other members take the positions they are best suited for.
  - e. The final allocation of board positions to elected board members will be done in the first board meeting after the GA. The members will be informed via the website.

Approved by the General Assembly of 22 may 2014