

UEMS Section of Occupational Medicine

Voting a UEMS Section's Board - Essential voting rules

RIGHT to vote

Only full member countries (the specialty of the Section is officially recognized) are enabled to cast a vote, the others and associated member countries can act in an advisory capacity. The exercise of **the right to vote is subject to payment of the subscription.**

Each **national delegation has its (ONE) vote** cast by the head of the delegation or his duly appointed medical deputy.

Proxy can be given to another delegate and each delegation can only have 1 proxy. The absent delegate sends to the Secretary of the Section an email or letter indicating that his vote will be carried out by another delegate (which must have voting rights). The country of the delegate must have full or associate membership within the UEMS.

THE ELECTION PROCEDURE IS AS FOLLOWS:

- The election of members of the Board must appear on the Agenda of the ordinary Section's meeting as a separate item.
- A **candidature** must be received in a written form (possible also by e-mail) from a full member by the secretary at least two weeks before the meeting. A candidate can be proposed for more than one office. (In our case it was decided that the candidates should apply with a short vision of his/her mission to the Election Committee)
- The order of voting is: president, secretary, treasurer.

The candidates are presented **by a duly appointed deputy (The proposal for this person to be is Tom).**

The vote is made by secret ballot and supervised by an Election Committee ("Bureau de vote"). **The Election Committee is formed by three delegates representing three full member countries** present, excluding members of the Executive in office and candidates for office subject to ballot. **These three delegates are chosen in relation to their length of service within the Section: they appoint among themselves the person who shall assume the office of President of the Election Committee.** The Election Committee is responsible for the correct compliance with the voting procedure, in particular the circulation, collection and sorting of ballot papers.

Once the Election Committee is formed, and throughout the whole duration of the vote, the President of the meeting shall relinquish his place in favour of the President of the Election Committee who declares the vote open, once he has ensured that all candidates have effectively left the meeting room and are located in a room where it is impossible for them to hear the discussions and a fortiori, intervene in them. After the candidates have departed, the President of the Election Committee reads the list of candidates' names for each office and asks the assembly to give its opinion on the validity and acceptability of each candidate. Once the voting procedure has started, no

candidature shall be withdrawn or introduced. However, between two rounds of voting, the President of the Election Committee may propose that the Assembly allows the voluntary withdrawal of a candidate.

Following the collection of ballot papers, the votes are counted aloud in the meeting room. The President of the Election Committee proclaims the result, which is entered in the minutes, after which, he declares the vote closed and relinquishes his place in favour of the President of the meeting, who recalls the candidates absent during the vote and informs them of the result of the vote.

To be declared elected, a candidate shall receive the absolute majority of votes of full Members present or represented. If no absolute majority emerges at the first round, a second round shall take place at the end of which, if no candidate has received the majority required, a third round is organised between the two candidates having received the largest number of votes in the previous round. If no majority emerges, the candidate with the longest service within the Council is declared elected.

Missions and Mandate

A. The President

The President is notably charged:

- to promote and pursue the objectives and resolutions of Council of UEMS;
- to preside over the meetings ...
- to represent UEMS in relations with third parties.

B. The Secretary General

The Secretary General is charged more particularly:

- to promote and pursue the objectives and resolutions of UEMS;
- with the organisation of meetings
- to ensure that information and correspondence are forwarded *in* English;
- to keep the archives;
- to promote the activity of the Section and to take part in their meetings whenever he sees fit;
- to control the drawing-up of the minutes of every meeting for which he is responsible;
- to send the text of Statutes, the Rules of Procedure and any amendment to the Members.

C. The Treasurer

The Treasurer is charged more particularly:

- with the calculation of the annual subscription to be proposed to the Board, based on a draft budget and in conformity with the key previously accepted by the Board;
- to send out the requests for payment of subscription to Brussels Office and to ensure their payment within the time required to balance the budget;
- to control expenditure and to establish an annual balance sheet to be submitted for the approval of the UEMS Executive Board.

MANDATE

Each mandate lasts for four years and may be renewed only once in the same position.

After each election, the Secretary General of UEMS shall be informed without delay.

April 2017

The secretary