



## UNIVERSEUM

### *Procedures for the Executive Committee Elections 2014-2017*

These Procedures are intended to guide orderly, fair and open nominations and elections of the Executive Committee of UNIVERSEUM according to its Statutes.

1. The election of the UNIVERSEUM Executive Committee shall be held at the UNIVERSEUM General Assembly of 14 June 2014, University of Hamburg.
2. The nominations and election shall be conducted by an *ad hoc* Election Committee (EC): Reet Mägi (University of Tartu), Chairperson, and Bjørn Vidar Johansen (University of Oslo), Secretary.
3. The EC shall announce the call for nominations at least three months before the General Assembly. The deadline for submissions shall be one month before the General Assembly. The precise dates shall be defined by the EC.
4. Nominations must be for groups or 'slates' of candidates, one for each office, and each vote in the election shall be cast for a slate of candidates, not for an individual candidate.
5. Each slate shall be sent to the Chairperson of the EC and shall comprise: a) names, affiliation and biographical notes (max. 200 words) of the nominees for the positions of one President, two Vice-Presidents, one Secretary and one Treasurer; and b) a proposal for the 3-year term programme (max. 1000 words).
6. The EC shall verify the proposed slates, checking their content and the eligibility of the nominees, according to UNIVERSEUM Statutes. The EC shall announce the candidates **at least three weeks before** the General Assembly.
7. Voting by proxy shall be allowed, as long as proxies are nominated by email to the Chairperson of the EC at least one week before the General Assembly. Proxy forms shall be made available on the UNIVERSEUM website.
8. Voting shall take place by secret ballot at the General Assembly. Only members who have paid their 2014 membership fees shall be allowed to vote. Validation shall be performed by the EC.
9. The EC Chairperson shall provide the proposer of each slate with an opportunity to address the General Assembly (max. 5 min).
10. At the General Assembly, ballots shall be collected and scrutinised by the EC, which shall also announce the results and write the election minutes to be annexed to the General Assembly minutes. Ballots shall be destroyed.
11. Any questions not addressed by these Procedures shall be resolved by the Election Committee.