

European Biosafety Association Nomination Committee



Terms of Reference EBSA Nomination Committee

Background and rationale:

The EBSA Council delegates the preparation of the yearly elections to the EBSA Nomination Committee.

The Committee is responsible for:

- advising Council of any forthcoming position before completion of the term well in advance of the AGM
- replacement of all vacant elected positions within EBSA
- identifying suitable candidates with sufficient knowledge, commitment and availability to run for election for official positions.
- arranging in advance the nominations and the election process
- completing the election process before the annual conference where the AGM is held.

Aim:

To ensure transparent and fair elections and evaluate candidates for suitability for the elected role in line with the expectations of EBSA members and the requirements set by Council and in line with the Bylaws.

Objectives:

Establish a schedule for each year for the election procedure, depending on the date of the AGM
Track positions and terms annually

Election Process:

The pre-election process consists of the following steps:

- Arrange an open call for volunteers for the available positions.
- Collect nominations. If necessary, actively contact members and ask if they are interested in volunteering.
- Evaluate candidates for suitability, eligibility, expertise and availability. As all positions are voluntary, ensure prospective candidates are fully aware of commitment, range and scale of tasks. If required, incumbents can be contacted to give further information to the nominee about the role.
- submit proposed names to Council for approval.
- All approved nominees submit formal application with a short motivation letter and c.v.

After completing the above mentioned steps, the EBSA administrative office will arrange an electronic ballot and send a link for members to vote. After the deadline for voting, the EBSA administrative office informs the Nomination Committee of the results who then inform Council. Council and/or the Nomination Committee informs the candidates of the results, both positive and negative. At the AGM, Council introduces the newly appointed members for the various positions.

General Information:

The Nomination Committee is composed of three members, nominated for a term of two years. The

two members are elected by the members. A member from Council is the third member and is the chair of the Nomination Committee

The committee works preferentially via conference calls and e-mail communication. Decisions are made by simple majority, while the Chair should strive as much as possible for unanimity. The committee chair is responsible for calling meetings, reporting on progress, liaising with Council and develop budget proposals and, upon Council approval, manage budgets to achieve the expected result.

Any costs that members incur to attend a meeting called by the Chair will be reimbursed by the EBSA Conference Office according to the general EBSA reimbursement guidelines and prior approval by Council. The Chair shall report to Council on activities and status.

All reports, proposals, meeting notes, budgets etc are stored at the space on the Box (or equivalent), thereby ensuring continuity of the activities. All Committee members and Council members have access to the documents.

Relationship to EBSA Conference Office and other EBSA Working Groups:

The nomination committee will work closely with the EBSA Conference Office according to an agreed time schedule. The committee will seek the input and support of other EBSA WGs as required.