RULES OF PROCEDURE FOR THE ELECTION OF OFFICERS TO THE
EXECUTIVE BOARD | EXECUTIVE COMMITTEE | STANDING COMMITTEES

INTRODUCTION

According to article 9.3.2 of the CIRSE articles of association (the "Articles") the election and removal of the elected Members of the Executive Board, Executive Committee and the Members of the Standing Committees shall lie within the authority of the General Assembly.

Because of the large membership with voting rights and the fact that not all are able to attend the General Assembly, elections of Members of the Executive Committee and the Standing Committees shall take place by electronic voting and not by the General Assembly (Article 15.1*).

The Executive Committee shall at least 120 days prior to the beginning of the voting period announce the beginning and the duration of the voting period and shall publish the rules of procedure for the election (the "Rules of Procedure"), which shall determine the details of such electronic voting via the internet (articles 15.2).

The Rules of Procedure therefore provide all members holding voting rights (the "Elective Members") with information about the nomination and electronic voting process including all relevant time lines and deadlines.

All Members entitled to hold office are free to apply for the election to become a member of a Standing Committee, subject to the requirements laid down in the Articles and the Rules of Procedure set by the Executive Committee. Only Fellows can apply for election to a position on the Executive Committee. Candidates can apply only for one position at the same time (article 15.3).

The Executive Committee shall publish a list of eligible candidates who have expressed an interest in taking office as well as of candidates nominated by the Executive Committee (article 15.4). Applications from candidates who do not meet the required qualifications as outlined in these Rules of Procedure will be rejected and the candidate’s name will not be included in the list.

In these Rules of Procedure, and for the purpose of electronic voting, "relative majority" shall mean the attainment of a greater number of votes than the number cast in favour of an alternative candidate for office and "absolute majority" shall mean the next whole number exceeding fifty per cent of the total number of votes cast. There shall be no requirements regarding minimum numbers of votes cast for purpose of constituting a quorum for the elections. In the event of a tie the President shall have the casting vote.

The President shall announce the results of the election at the next General Assembly following the election and shall publish the results on the Society’s homepage. The election of the elected Members of the Executive Committee and of the Standing Committees shall become effective at the end of the General Assembly in which the results have been announced (article 15.7).

* unless otherwise defined herein references to Articles are references to articles of the CIRSE Articles of Association
ARTICLE 1
EXECUTIVE BOARD

Article 1.1 Call for Proposals and Nomination of Candidates

Members may propose candidates for the position of Vice President and Treasurer. All proposals must be submitted ninety days prior to the scheduled date of the start of the electronic voting period. The Executive Committee will nominate a maximum of two candidates for each position.

Deadline for submitting proposals is Monday, February 25, 2019. Any submission beyond that deadline will not be considered.

The names of up to two candidates will be submitted to the Members for election by electronic voting and will be announced on the CIRSE Website on Friday, May 24, 2019 at the latest.

Required qualifications of an eligible candidate:

- Only current or former members of the Executive Committee who are CIRSE Fellows and who have served at least 4 years on the Executive Committee are eligible for the function of Treasurer and Vice President.
- Candidates shall reside in Europe, be professionally active and recognised internationally within Europe as leaders in the promotion of education, science, research and clinical practice in the field of Cardiovascular and Interventional Radiology.
- Professional and personal integrity (no conflicts of interest affecting responsibilities in CIRSE): to be eligible to stand for the Executive Board of CIRSE, candidates must fulfil and comply with the eligibility requirements for members of the CIRSE Executive Committee and the CIRSE Executive Board as published in the members’ area of the CIRSE Website (the "Eligibility Requirements").
- Candidates must be elective members in good standing

Article 1.2 Elections

The electronic voting period has been fixed for June 3-14, 2019. All Elective Members in good standing will be entitled to vote.

The candidate attaining a relative majority at the ballot shall be elected. If for the positions of the Treasurer or the Vice President there is only one candidate, the election of such candidate shall require an absolute majority (article 11.4).
ARTICLE 2
ARTICLE 2.1 EXECUTIVE COMMITTEE – CHAIRPERSONS OF THE STANDING COMMITTEES

Article 2.1.1 Call for Proposals and Nomination of Candidates

Members may propose candidates for the positions of

- the Chairperson of the Membership Committee;
- the Chairperson of the Standards of Practice Committee;
- the Chairperson of the Research Committee.

Deadline for submitting proposals is Friday, March 15, 2019. Any submission beyond that deadline will not be considered.

The names of the candidates will be submitted to the Members for election by electronic voting and will be announced on the CIRSE Website on Friday, May 24, 2019 at the latest.

Required qualifications of an eligible candidate:

- Only Fellows can apply to be elected as Chairperson of one of the Standing Committees
- Candidates shall reside in Europe, be professionally active and recognised internationally within Europe as leaders in the promotion of education, science, research and clinical practice in the field of Cardiovascular and Interventional Radiology.
- Professional and personal integrity (no conflicts of interest affecting responsibilities in CIRSE): to be eligible to stand for the Executive Committee of CIRSE, candidates must fulfil and comply with the Eligibility Requirements.
- Proven leadership (and management) experience and skills (previous leadership positions).
- Sufficient knowledge of and experience with CIRSE affairs.
- Sufficient knowledge of the English language.
- Candidates must be elective members in good standing

Article 2.1.2 Elections

The electronic voting period has been fixed for June 3-14, 2019. All Elective Members in good standing will be entitled to vote.

The election of a person to any of the Executive Committee positions shall require a relative majority. If for any of the Executive Committee positions there is only one candidate, the election of such candidate shall require an absolute majority.
ARTICLE 2
ARTICLE 2.2 EXECUTIVE COMMITTEE – SCIENTIFIC PROGRAMME DEPUTY CHAIRPERSON

Article 2.2.1 Call for Proposals and Nomination of Candidates

Members may propose candidates for the position of

- the Scientific Programme Deputy Chairperson

Deadline for submitting proposals is Friday, March 15, 2019. Any submission beyond that deadline will not be considered.

The names of the candidates will be submitted to the Members for election by electronic voting and will be announced on the CIRSE Website on Friday, May 24, 2019 at the latest.

Required qualifications of an eligible candidate:

- Only Fellows can apply to be elected as the Scientific Programme Deputy Chairperson.
- Candidates shall reside in Europe, be professionally active and recognised internationally within Europe as leaders in the promotion of education, science, research and clinical practice in the field of Cardiovascular and Interventional Radiology.
- Professional and personal integrity (no conflicts of interest affecting responsibilities in CIRSE): to be eligible to stand for the Executive Committee of CIRSE, candidates must fulfil and comply with the Eligibility Requirements.
- Proven leadership (and management) experience and skills (previous leadership positions).
- Candidates should have already served on Congress Programme Planning Committees and shall outline their previous commitments when submitting their application. Therefore, previous experience in scientific and/or educational programme planning, within CIRSE or from local and/or national society related educational programmes, congresses or events is advantageous.
- Candidates should confirm that they can make the required time commitment needed for the position.
- Sufficient knowledge of and experience with CIRSE affairs.
- Sufficient knowledge of the English language.
- Candidates must be elective members in good standing.

Article 2.2.2 Elections

The electronic voting period has been fixed for June 3-14, 2019.
All Elective Members in good standing will be entitled to vote.

The election of a person to any of the Executive Committee positions shall require a relative majority. If for any of the Executive Committee positions there is only one candidate, the election of such candidate shall require an absolute majority.
ARTICLE 3
STANDING COMMITTEES

Article 3.1 Call for Proposals and Nomination of Candidates

Members may propose candidates for the positions of

- Member of the Membership Committee;
- Member of the Standards of Practice Committee;
- Member of the Research Committee.

Deadline for submitting proposals is **Friday, March 15, 2019**. Any submission beyond that deadline will not be considered.

The names of the candidates will be submitted to the Members for election by electronic voting and will be announced on the CIRSE Website on Friday, May 24, 2019 at the latest.

Required qualifications of an eligible candidate:

- Candidates shall reside in Europe, be professionally active Interventional Radiologists with a good professional and academic reputation.
- Professional and personal integrity (no conflicts of interest affecting responsibilities in CIRSE).
- Sufficient knowledge of the English language.
- Candidates must be elective members in good standing.

Article 3.2 Elections

The electronic voting period has been fixed for **June 3-14, 2019**.

All Elective Members in good standing will be entitled to vote.

The election of a person to any of the Standing Committee positions shall require a relative majority. The maximum number of members per Standing Committee shall be 4 + the Chairperson.
ARTICLE 4

Applications must be submitted to the CIRSE Central Office, using the online application form available in the myCIRSE area of the CIRSE website and including the following:

- The position for which the candidate would like to apply (only one position may be applied for);
- A letter of motivation of no more than 100 words;
- A narrative curriculum vitae of no more than 200 words;
- A profile picture of the candidate as a jpg file;
- The signed acknowledgment of the Eligibility Requirements for applications for members of the CIRSE Executive Committee and the CIRSE Executive Board;
- Outline of previous commitments in Congress Programme Planning Committees (Scientific Programme Deputy Chairperson only).

In case of a nomination, the nominee’s consent has to be obtained before submission.

Candidates are requested to acknowledge the contents of the Eligibility Requirements for members of the CIRSE Executive Committee and the CIRSE Executive Board with their signature. The Application Form, Eligibility Requirements and the Acknowledgment Form are published at the members’ area of the CIRSE website at www.cirse.org. In order to access the members’ area, please use your log in details or contact the CIRSE Central Office for further assistance.

Applicants should contact the CIRSE Office if they have not received a written confirmation of receipt within 4 working days from sending their application. Please note that without a written confirmation of receipt, the proposal is deemed invalid.

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