

SIETAR Europa Executive Team Election Process & Guidelines

Selection of an Election Commission

In order to run the election process for the SIETAR Europa Executive Committee , an Election Commission of 3-4 members shall be appointed by the SIETAR Europa Board.

Requirements:

- Current member in good standing of SIETAR Europa (direct member or through a national SIETAR) for no less than a year.
- Experience with and knowledge of the organisation, its structure and the rules and regulations related to the election process.

Responsibilities:

- Preparing and releasing the call for candidates.
- Confirming the **eligibility** of nominated candidates.
- Ensuring a fair promotion of candidates throughout SIETAR Europa.
- Assessing the voting and nomination at the General Assembly.
- Supervising the appointment of candidates at the SIETAR Europa Board.

Timeline of the Election Process

2-4 months before the election of the SEU-Executive Committee the Election Commission shall:

- Prepare and distribute a call for **Declarations of Interest**.
- Support national SIETARs and Direct members in the publication and distribution of the Call for Declarations of Interest.
- Receive Declarations of Interest and Inform national SIETARs and direct members about the pool of candidates.

Declaration of Interest

Once the Election Commission is confirmed, SIETAR Europa will open a period of “Declaration of interest” for all the potential candidates interested in participating in the election. This information shall be shared through all SIETAR Europa channels with the help of national SIETARs for more outreach. This period shall last a

maximum of 1 month. The timeline for the Declaration of Interest shall be communicated. No candidates will be accepted after the deadline.

In the “Declaration of interest”, potential candidates can announce to the Election Commission their willingness to participate in the elections and which position they would run for. The “Declaration of interest” should include:

- Name, last name, and contact information.
- Affiliation to a national SIETAR or SIETAR Europa.
- Executive Team role they would like to run for.
- Resume/CV.
- Cover letter highlighting their relationship with SIETAR Europa and previous experience in similar positions and their motivation / programme / purpose
- Adherence to [SEU Board Code of Conduct](#)
- Names of two references/seconders to support the person’s candidature

After the Declaration of Interest period, the Election Commission shall send the pool of candidates for the positions to the Board of Directors. Each Board member shall share the candidates with their national Boards to decide on their nominations.

Candidate’s Nomination

National SIETARs and Direct Member Representatives shall have the opportunity to review and verify candidate applications and nominate candidates for election. Each national SIETAR and Direct Member Representatives can nominate an unlimited number of candidates for any position. DM Representatives shall act as a national SIETAR (two DM representatives = one nomination). This period shall last 2-4 weeks.

To be eligible for the elections, each candidate must have a minimum of two nominations from two different national SIETARs or DMs. Candidates with only one nomination or less will not be eligible to participate in the Election Process. The Election Commission will notify the candidates of their nominations and eligibility for the elections.

Candidates’ Promotion

Once the candidates are confirmed to be eligible, there will be a period of 1-2 months that should allow all members to learn about the candidates, sharing their experience, knowledge, future plans, and motivation in SIETAR Europa channels. The guidelines for promotion are the following:

- Each candidate shall have the same exposure to any SIETAR Europa channel used.

- Advertising from official channels will be fair and will not benefit any person over the rest of candidates.
- No party will promote negative aspects of any candidate for the benefit of a different candidate.
- No monetary benefit or discount should be offered for voting for a specific candidate.

Voting & Binding Nomination

After the campaigning period is closed, the voting period of 14 days shall start with online elections and it shall conclude at the General Assembly. During the General Assembly, the last votes will be gathered. The SIETAR-Europa IT Team runs and maintains the GDPR election platform.

The election vote shall close during the GA, where the final votes can be cast. At the GA, the persons with the most votes for each position shall be announced.

The GA shall then officially vote to make a “Binding Nomination” and task the Board of Directors with appointing the Executive Committee.

The SIETAR Europa Board of Directors shall appoint the elected candidates to their Executive Team positions under the supervision of the Election Commission. The terms of office for all Executive Team positions are 2 years.

Frequently Asked Questions:

1. What happens if there is only one candidate for an executive position?

One Candidate is enough for each position.

2. What happens if there are no candidates for a specific executive position?

The position will need to be filled on an interim basis with a member of the Board of Directors, or the Board of Directors could co-opt an interim person from the wider SIETAR Europa membership. The Electoral Commission should then re-run the process above to find a candidate and then run an Extraordinary GA when someone is elected.