



## Procedure for Renewal of EFC Governing Organs

*Drafted September 2008*

Ultimate authority of the European Foundation Centre (EFC) vests in the Annual General Assembly (AGA) of Members, with governance entrusted to an elected Governing Council, supported by a Management Committee.

The mandate of the EFC Governing Council is to guide EFC's programmatic and strategic work. The Governing Council consists of up to 30 member organisations (minimum 14 organisations), which are elected amongst EFC voting members.

The Management Committee focuses on the day-to-day operational management of the EFC, and it consists of a group of individuals representing members of the Governing Council, including the Chair, the Vice-Chair, and the Treasurer of the Association and additional individuals representing members of the Governing Council.

The Nomination Committee, set up in 2007 with the mandate to monitor the composition of the governing organs, agreed on the following guidelines and procedures on renewing the EFC governing organs, as from the 2008 renewal of the Governing Council and Management Committee.

### **Procedure for Governing Council Renewal**

The Nomination Committee prepares a slate of Governors for election by the Annual General Assembly (AGA) of Members after consulting the Governing Council and EFC's broader membership.

#### **STEP ONE: (October - November): Call for nominations**

All EFC members are invited to submit proposals for new candidates, including those whose term on the Governing Council is coming to an end, if they are eligible for re-election to the EFC Governing Council. Governing Council members whose terms are up for renewal and who wish to stand for re-election must undergo the election procedure in equal competition with new candidates. The maximum number of organisations an EFC member can nominate is the same as the number of seats available on the Council. Organisations should not nominate themselves for the Council, instead they should get another EFC member to nominate them.

#### **STEP TWO: (January-March) Nomination Committee to prepare list of GC candidates for election by AGA**

Using the above input, the Nomination Committee contacts all organisations nominated for the Governing Council to review their willingness to stand for election. All willing organisations which are nominated and eligible for Governing Council membership will be put forward as candidates in the Governing Council election. Each candidate, when contacted by the Chair of the Nomination Committee regarding their willingness to stand for election, will be asked to fill in a maximum 200 word description on why they are standing for election and what their organisation

would contribute to the Governing Council. At this point the candidate will also be asked to declare that they adhere to the EFC Principles of Good Practice.

### **STEP THREE: (March - April) Electronic/postal consultation on proposed candidates**

*Optional, only where there are more nominations than vacant seats on the Governing Council*

EFC's Secretariat in March sends all EFC members a list of all the organisations standing for election, including background information in matrix format with various criteria about each organisation, as well as EFC profiles of the candidates and a map showing EFC membership and Governing Council membership.

Members vote using an electronic consultation form approximately one month before the AGA.

Members are only allowed to vote for as many organisations as there are vacancies on the Council. Any ballot paper nominating more candidates will be void.

The organisations that have received the most votes will form the slate. In case there is a tie for the last seat on the Council, the Nomination Committee will decide which organisation will sit on the Council, taking into account balance in terms of geography, size and type of organisation.

### **STEP FOUR: Confirmation of slate at AGA (May/June)**

The slate will be announced and approved at the AGA, which takes place during the conference in May/June.

### **Eligibility for a seat on the Governing Council**

All EFC voting members are eligible to stand for election to the Governing Council. However, the newly-published EFC Statutes, issued in March 2008, introduced a "three-year break rule after two terms on the Governing Council."

The new rule is only binding for members of the Governing Council elected or re-elected to the Governing Council in 2008 and thereafter. Those members may also stand for election twice consecutively and are only then obliged to take a three-year break.

EFC associates are not eligible to stand for election to the Governing Council.

### **The 'three-year break rule' explained**

