

Governance elections: Executive Committee and Board

October 2024

Frequently Asked Questions

1. Which EASPD governance positions are available in the October 2024 elections?

All EASPD governance positions are open.

These positions are:

- **Executive Committee (Ex-com)**
 - **1 President position**
 - **3 Vice-president positions**
 - **1 Treasurer position**
- **Board**
 - **13 Board member positions:**
 - 8 board members with a portfolio to become the co-chair of one of the EASPD member forums on:
 1. *Education*
 2. *Employment*
 3. *Inclusive Living*
 4. *Early Childhood Intervention*
 5. *Arts and Culture*
 6. *Policy Impact*
 7. *Workforce Development and Human Resources*
 8. *Person-Centered Technology*
 - 5 board members without a portfolio

The term of office for all positions in the board is 4 years.

2. Who can apply for the eligible positions within EASPD's governance?

Representatives of EASPD full-member organisations who have paid the 2024 membership fee can apply.

Representatives of EASPD full-member organisations are eligible candidates for the open governance positions. The representatives do not necessarily need to be the Legal Representative. Places on the Board of EASPD require candidates of senior rank (e.g. director, Board member, CEO etc) from member organisations.

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Their candidacy must be supported by their employer. The organisation nominating the candidate must have paid its membership fee for 2024 or have correctly followed its membership agreement for the year. If successfully elected, candidates must serve in the best interests of EASPD as a whole.

3. Who cannot apply for the eligible positions within EASPD's governance?

Representatives of EASPD full-member organisation that have pending membership fee.

All board members that have been elected for 2 consecutive terms of 4 years. All Executive Officers – except the President – that have served for a maximum of 8 years as an Executive Officer *within* an absolute maximum of 12 consecutive years as a Board member. The EASPD President that have been in the position for a maximum of 8 years within an absolute maximum unbroken term of 16 years as a Board member and/or Executive Officer and/or President.

4. Who is eligible to vote?

Legal representative and mandate proxies that have registered from 2 September til 6th October and have received the confirmation email of the EASPD Membership Officer, Ángela Corbí, before 11th October.

After the closure of the applications for candidates, eligible voters will be required to register to vote in the EASPD elections. This registration will be **open from 2nd September to 6th October**. Legal Representatives and mandated proxies will be required to register via an online form that will be sent to all Legal Representatives of EASPD full-member organisations. Those legal representative or proxies from organisations that have paid their membership fee for 2024 or have correctly followed its membership agreement will be eligible to vote.

In case of not receiving this email before 11th October, the EASPD Membership Officer must be informed via angela.corbi@easpd.eu between 14th-17th October.

5. What is the difference between a board member with a portfolio and a board member without a portfolio?

Elected Board Members with portfolios will co-chair the EASPD Member Forum to which they have been elected.

Alongside the general responsibilities of a Board Member, a Board Member with a portfolio has the additional role of co-chairing the EASPD Member Forum of their choice for which s/he was elected. The objectives of this position within the EASPD board are to:

- ensure a better representation of members' priorities and needs;

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- generate a better connection between the work of Member Forums and EASPD's strategic objectives;
- and foster synergies among all Member Forums.

Member Forums each have two equal Co-Chairs - one elected at a meeting of the General Assembly, who will be an EASPD Board Member, as mentioned above. The other Co-Chair will be elected by a later decision of that Member Forum. This internal Co-Chair election will normally take place at the Forum meeting after the Board is elected. Co-chairs must be elected by the members of each Member Forum.

6. When will be the Member Forum Chairs elected?

Member Forum Chairs are the elected board members with a portfolio.

Member Forums each have two equal Co-Chairs - one elected at a meeting of the General Assembly, who will be an **EASPD Board Member**. The **other Co-Chair** is an internal Co-Chair elected by a later decision of that Member Forum. This internal Co-Chair election will normally take place at the Forum meeting after the Board is elected. Co-chairs must be elected by the members of each Members Forum.

7. Can candidates submit their candidature for multiple positions?

Yes, candidates can apply for multiple positions.

For instance, eligible members may submit their candidature for both the position of Board Member with a portfolio and Board Member without a portfolio. Where this happens, the successful candidate in the list of Board Members with a Portfolio will be removed from the second list of Board Members without a portfolio.

Similarly, members may submit their candidature for a position in the Executive Committee and the Board. If elected as an Ex-com Member in an earlier voting round, the candidates name will be removed from the list of the board.

The sequence of voting is the following:

1. President
2. Vice-presidents
3. Treasurer
4. Board members:
 - a. List of candidates with a portfolio
 - b. List of candidates without a portfolio

8. How many candidates per organisation can apply for board positions?

Only one candidate per organisation can apply for board positions.

Member organisations may only nominate one person from their organisation as a candidate for election to the Board. No member organisation may have more one representative on the Board. But one candidate can apply for different positions in the board.

9. What is the application process?

All candidates for any post on the Board (including the Executive Committee) must complete and submit the following documents:

1. Candidate Information form containing:
 - 1.1 Employers Declaration Form (confirming that the candidate will be given time and support by the organisation to fulfil the role)
 - 1.2 Candidate Declaration form (confirming the candidate's understanding of the role).
2. Provide a brief CV and a recent, high-good quality photo.
3. Declaration of interest form.

The documents are available on [the Governance Google Drive](#). Please submit all application documents via one email to Ángela Corbi, EASPD Membership Officer via angela.corbi@easpd.eu by **31st August 23:59 CEST**.

10. What is the timeline for the elections?

During the General Assembly on 22nd May, the application process will be announced and explained to all members. From that moment, candidates are invited to apply until the deadline on 31st August 23:59 CEST.

The list of eligible candidates will be presented on 16th September. A social campaign of *Meet the candidate* will be carried out until the day of the elections.

After the closure of the applications for candidates, eligible voters will be required to register to vote in the EASPD elections. This registration will be **open from 1st September to 6th October**. Legal Representatives and mandated proxies will be required to register via an online form that will be sent to all Legal Representatives of EASPD full-member organisations. A standard form will be provided by the EASPD secretariat. Every registrant should receive a confirmation email and information on how to access the voting platform by 11th October. If this email is not received, the EASPD Membership Officer should be informed via email between 14th-17th October.

During the General Assembly on 19th October, the EASPD elections will take place.

11. I have registered to vote, how do I access to the elections platform?

After the 6th October, the EASPD Membership Officer will contact the registrants to confirm their eligibility to vote (only of which organisations have paid the membership fee for 2024) and to provide them with the necessary information on how to access the voting platform.

If this email is not received, please contact Ángela Corbi, EASPD Membership Officer, via angela.corbi@easpd.eu between 14th-17th October.

12. How will the elections be conducted?

The EASPD elections will be conducted via [Electionbuddy](#) platform.

Following the registration as a voter, the EASPD Membership Officer, Ángela Corbí, will confirm the eligibility to vote and provide you with the personal and non-transferable Key access and Password to access the platform. Additionally, at the start of the elections, the same information will be sent via the Electionbuddy platform.

After accessing the platform with the personal Key access and password, the first ballot will automatically appear. When selecting the most preferred, confirming the vote is essential. On the contrary, the vote won't be submitted. There will be 6 minutes available to submit the vote in each ballot.

Once the vote is submitted, do not close the browser. The next ballot will come up automatically, after every participant has submit their vote and the winner of the position is announced. As a reminder, the election sequence will be:

- Step 1: A test round
- Step 2: Election of the President
- Step 3: Election of the Vice President(s)
- Step 4: Election of the Treasurer
- Step 5: Election of Board Members with a Portfolio of a Member Forum in different ballots
- Step 6: The simultaneous election of all Board Members without a Portfolio

13. What happens if there is tie for any MF Co-chair?

In the event of a tie for any Member Forum Co-Chair position, the President shall allow each candidate to withdraw. If neither candidate withdraws the matter will be resolved by the President by the toss of a coin.

14. How will I know the candidates and learn about their portfolio?

All candidatures will be published on our social media from the 15th September, after the Elections Committee have checked their availability.