



### **1. Working Party (WP) Leadership**

Each WP has a leadership consisting of an elected chairperson, a vice chair (optional) and a secretary. Larger WPs may also have subgroups, with the Chairs of these forming part of the WP secretariat. All posts are to be filled by election among the WP members. Members fulfilling a specific post may serve for a term of up to four years after which they may stand for re-election once only. For continuity within the WP, it is recommended that not all roles are renewed at the same time.

### **2. Nomination procedure**

Elections are announced and a call for nominations made to all WP members (by email). After the announcement, the nomination form and the guidance document is circulated within the WP membership.

The members of the WP have up to 1 month to submit nominations, which should include a short biography and be signed by both the candidate and the nominee.

After closing, the list of candidates and their biographies are provided to the ISBT Central Office (CO) by the WP.

### **3. Elections**

The Central Office prepares a poll (using e.g. SurveyMonkey) and sends the link to the WP members allowing them up to four weeks to cast their votes, and will send a reminder at the request of the WP. After the deadline, the poll is closed and the results are analysed and communicated to the WP Chair by the ISBT CO. The Chair will make the results available to all WP members, with assistance from ISBT CO if required.

### **4. Voting**

Voting is limited to members of the WP and requires ISBT membership. Observers or liaisons from other organizations or other ISBT WP cannot vote.

### **5. New Leadership**

After the announcement of the elections results, the resigning officers have 2 months to hand over the tasks and responsibilities to the new representatives.

## Nomination form



If you wish to stand for a leadership position within an ISBT Working Party, please complete the following form.

Note that for a valid application, you need to be nominated by another member of the same Working Party.

<b>Nominator</b>	
Name	
Affiliation	
Date and place	
Signature	

<b>Nominee</b>	
Name	
Affiliation	
Short biography	
Date and place	
Signature	