02.2026.01 Elections and General Assembly

Adopted: 10 October 2026 · Basis: Bylaws Articles 5, 6 and 7

1. **Timing and notice:** The ordinary General Assembly meets within the first four months of each year; the timing of the first ordinary General Assembly follows Bylaws Article 12. The place, time and agenda of the General Assembly are emailed to the Full Members at least 14 days in advance.
2. **Agenda proposals:** Full Members send items they want added to the agenda to the Board in writing at least 7 days before the meeting.
3. **Extraordinary meetings:** A request for an extraordinary General Assembly is sent to the Board in writing, with its agenda. The Board holds the meeting within 30 days of the request.
4. **Meeting chair:** The General Assembly elects a chair to run the meeting and a secretary to take the minutes. The meeting chair may also be a Board member.
5. **Online attendance:** At online or hybrid meetings, each participant's identity is checked, and voters are checked to be Full Members.
6. **Candidacies:** Full Members who want to stand for a Board apply to the Secretary in writing at least 7 days before the meeting. Each candidate adds a statement of up to 300 words. The list of candidates and their statements are sent to the Full Members when applications close.
7. **Elections:** Elections are held by secret ballot. For each Board, every Full Member votes for no more candidates than there are seats to fill. The candidates with the most votes are elected; the candidate with the next highest votes becomes the alternate. In a tie, the vote is repeated between the tied candidates; if they tie again, lots are drawn.
8. **Other decisions:** Decisions other than elections are taken by open vote; a secret vote is held if any Full Member asks.
9. **Counting:** Votes are counted by two Full Members who are not candidates, and the meeting chair announces the result. In online voting, the results are taken from the voting tool and attached to the minutes.
10. **Minutes:** The minutes record the number of attendees, the decisions taken and the voting results. They are sent to the Full Members within 30 days.