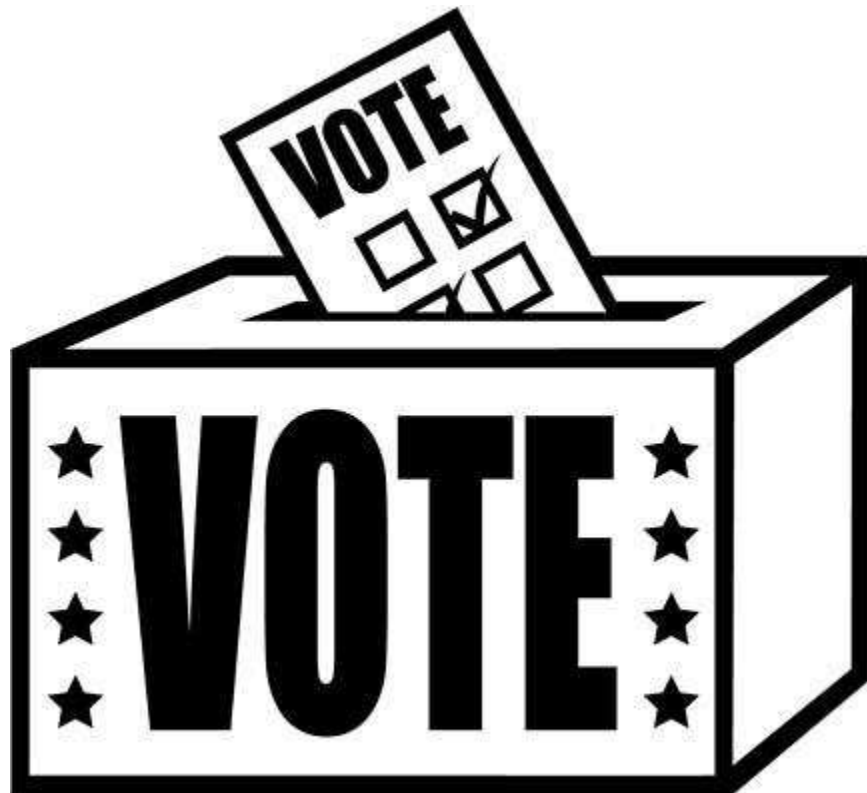
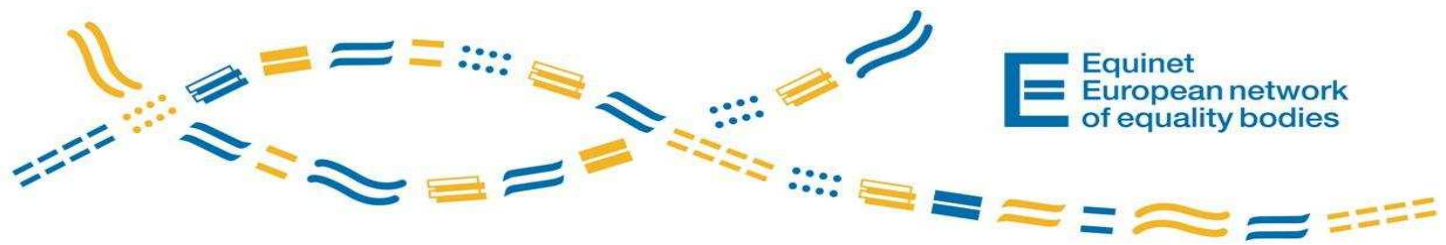


# THE EQUINET BOARD ELECTIONS GUIDE

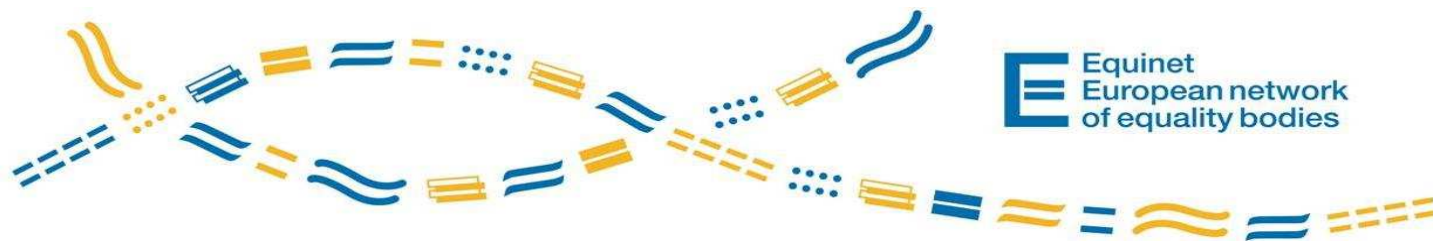




## **PREAMBLE**

This guide contains the Elections Procedures for the Equinet Executive Board as adopted in 2010 by the General Assembly of Equinet Members at their Annual General Meeting (AGM) 2010 and amended in 2012 at the AGM of that year.

The procedures have been designed in order to ensure as much as possible that the diversity within the Equinet membership, be it geographical or in size and scope of mandate, is reflected at the level of the Equinet Executive Board.



## Elections Procedures for the Equinet Executive Board

### 1. The number of Board members in the Equinet Executive Board

1.1. The Equinet Executive Board has nine members unless otherwise regulated in this document.

### 2. The geographical electoral groupings

2.1. There are three geographical clusters of members for the Board elections.

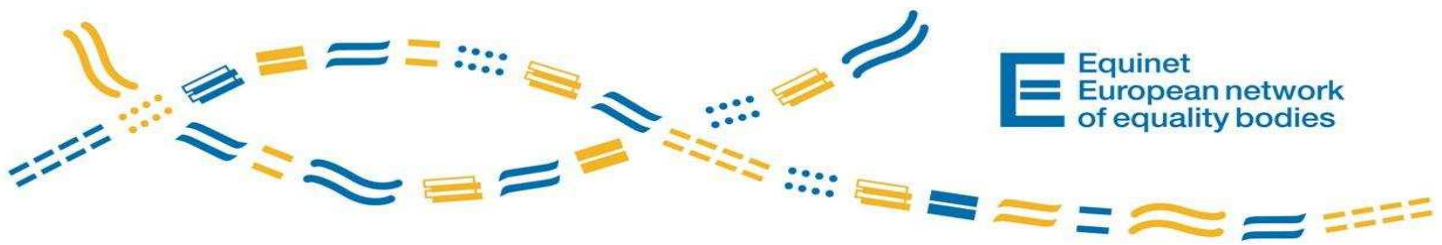
Group 1	Group 2	Group 3
Belgium Denmark Finland France Germany Great Britain Ireland Italy Luxemburg The Netherlands Norway Northern Ireland Portugal Spain Sweden	Austria Czech Republic Estonia Hungary Latvia Lithuania Poland Romania Slovakia Slovenia	Bulgaria Croatia Cyprus Greece FYRO Macedonia Malta Serbia

2.2. In case of an equality body joining the network from a country that is not listed in the above clusters, the Equinet Executive Board will decide in which cluster the country in question is to be grouped in. This decision shall be made at the first meeting of the Equinet Executive Board after the AGM that ratified the membership.

2.3. Given the different size of the clusters, each group allows for a different number of candidates to be elected from it:

Group 1	Group 2	Group 3
<b>4 Members</b>	<b>3 Members</b>	<b>2 Members</b>

= **9 Members** in total

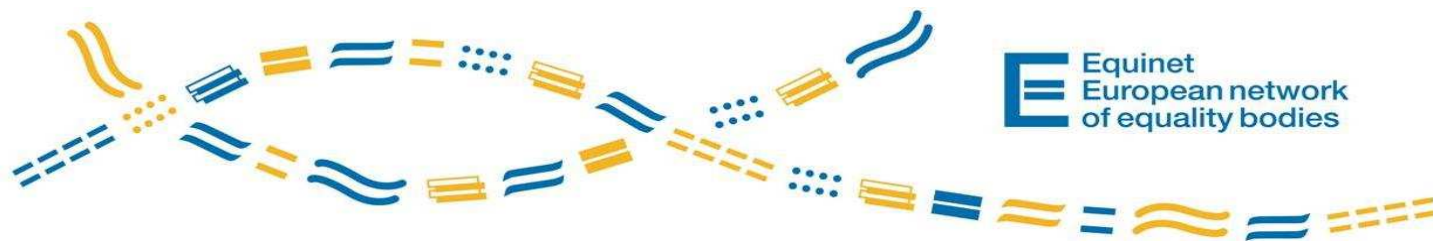


2.4. In accordance with the statutes, values and objectives of Equinet, diversity in the broadest sense and gender balance within the composition of the Equinet Executive Board is strongly encouraged.

### 3. Nomination of candidates and requirements

3.1. Prior to the AGM, all effective members of Equinet are called to **nominate candidates** from their organisation for the nine positions of the EQUINET Executive Board, according to the following procedure and requirements:

- a) Each Equinet member has the right to nominate one candidate. Observers are neither allowed to nominate candidates nor to vote at the AGM. Organisations ratified as Equinet members at the AGM where the Board elections take place are not allowed to nominate a candidate for the Board but have the right to vote at the election of the Board Members.
- b) Nominated candidates shall be employees of the equality body (effective Equinet member) with a senior level of responsibilities in their respective organisation. As the language of the Board meetings is English, the candidates should also have a sufficient level of English.
- c) Candidacies must be sent to the Executive Director of the Equinet Secretariat, exclusively via the Equinet Executive Board Candidate Nomination Form. To be valid and complete, a candidacy must include the following two elements:
  1. A Equinet Executive Board Candidate Nomination Form (2 pages) correctly filled-in and hand-signed by the candidate
  2. A Curriculum Vitae (CV) or profile in English, containing only the information deemed relevant for the position by the candidate. Personal information like personal address or age is not required to appear in the CV submitted
- d) Prior to the AGM, Equinet members send their proposed candidacies to the Executive Director of the Equinet Secretariat, using the Equinet Executive Board Candidate Nomination Form.
- e) Nominated candidates for Board Member positions must be present at the AGM, except only in case of *force majeure*.



### 3.2. Main Responsibilities of Board Members include:

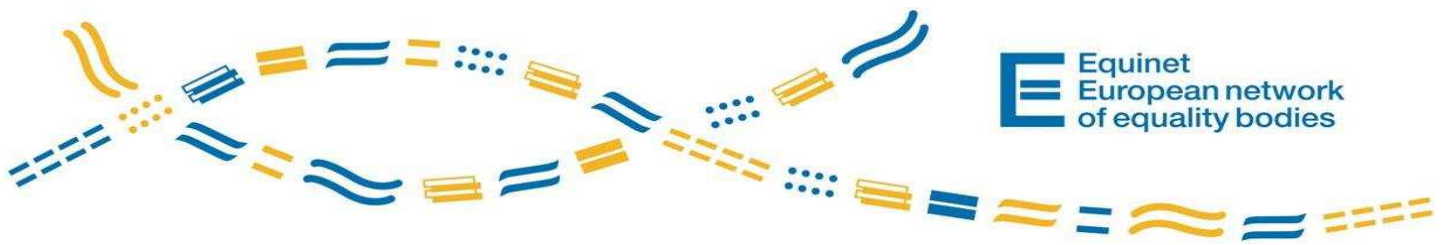
- a) Continued pro-active involvement in the development and implementation of Equinet strategies and activities, oversee Equinet's budget and the work of the Secretariat
- b) Attend the Board meetings. Board meetings take place in Brussels and other European cities
- c) Attend and actively participate in the Equinet Annual General Meetings (AGM)
- d) Participate actively in Equinet trainings and/or working group(s)
- e) Provide feedback on regular requests and consultations circulated by the Chair or Equinet Secretariat throughout the year between meetings
- f) Encourage the gender balance, the geographical representation and the diversity in the broadest sense in all activities of the network

For a complete overview of Board Members' responsibilities, please refer to the extract of the Equinet Statutes regarding the Board of Directors on pages 9 to 11 of this guide.

## 4. Election of Board members

Board elections are held during the AGM according to the following procedure:

- 4.1. Election of the Board members takes the form of a closed ballot at the AGM with one vote per effective member organisation represented. **Members vote for a total of nine candidates – four candidates from group 1, three from group 2 and two from group 3.**
- 4.2. Effective member organisations that are not represented at the AGM may delegate their vote to another member that is present (proxy voting).
- 4.3. Board Members are elected from each cluster based on the number of votes received and within the boundaries of their geographical electoral cluster. No candidate can be elected as a Board Member without receiving a minimum of 5 votes.
- 4.4. Board Members are elected for a two-year mandate.
- 4.5. In case of an equal number of votes received by two or more candidates within one group and if, due to the limits of their cluster, they may not all become members of the Board a new round of voting shall be organised for the candidates in question. However, if a co-national of one of these candidates is already voted in as a Board Member, the candidate shall not become a Member of the Board. In case the



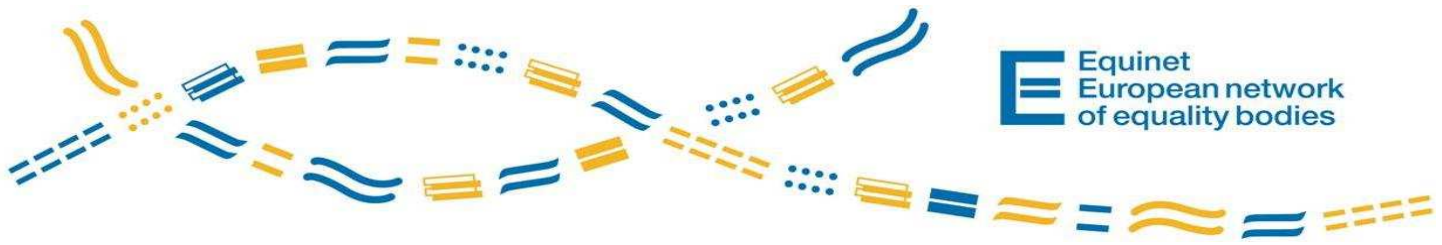
second vote is still not decisive, the decision shall be made on a random basis by the drawing of names.

**4.6.** If the total number of candidates receiving at least 5 votes casted is at least six but does not reach nine, the Board will be composed of these candidates. If the total number of candidates receiving at least 5 votes casted does not reach six, a new round of voting will be called at the same General Meeting.

**4.7.** At their first meeting, the newly-elected Board Members elect a Chair and a Treasurer for Equinet for the same two-year mandate. The Chair must be one of the elected Board Members.

**4.8.** If the mandate of a Board member terminates before the end of the term of the Board, the Board can temporarily appoint a substitute who will perform the mandate of the person she/he replaces. The substitute shall fulfil the criteria of article 3.1.b.

**4.9.** A person can serve a maximum of three consecutive terms as a Board Member.



**BOARD CANDIDATE NOMINATION FORM  
EQUINET AGM ELECTIONS 2013**

Please return this form to:  
**Anne Gaspard, Executive Director  
EQUINET Secretariat**

[Anne.Gaspard@equineteurope.org](mailto:Anne.Gaspard@equineteurope.org)  
Rue Royale 138, 1000 Brussels, Belgium  
Fax +32 (0)22123030

**Deadline for nominations: 30 September 2013**

<b>Member Organisation / Equality Body:</b>	
<b>Country:</b>	
<b>Name of Candidate:</b> <i>(Firstname SURNAME)</i>	
<b>Position</b> in the Member organisation:	
<b>Contact Email:</b> <b>Telephone:</b>	
<b>Year of joining Member Organisation in your country:</b>	

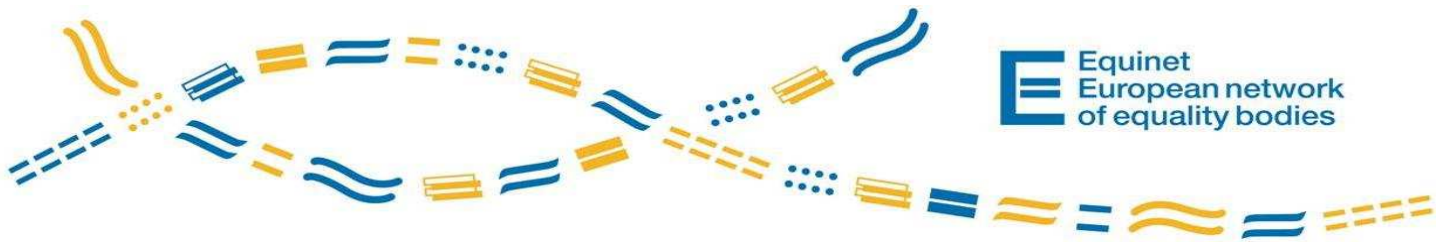
Please note that your candidacy form will only be valid with completed page 2 (overleaf) and if accompanied by a CV/profile in English. Please hand-sign and date the form below.

Your CV/profile may contain only information that you deem relevant to the position of Board Member (e.g. professional experience) and is **NOT** required to include personal data (e.g. date of birth, personal address)

Date:

Signature:

**PLEASE NOTE THAT YOUR CANDIDACY INFORMATION WILL BE MADE AVAILABLE TO MEMBERS PRIOR TO AGM AND ACCESS TO THIS INFORMATION WILL BE RESTRICTED TO EQUINET MEMBERS ONLY**



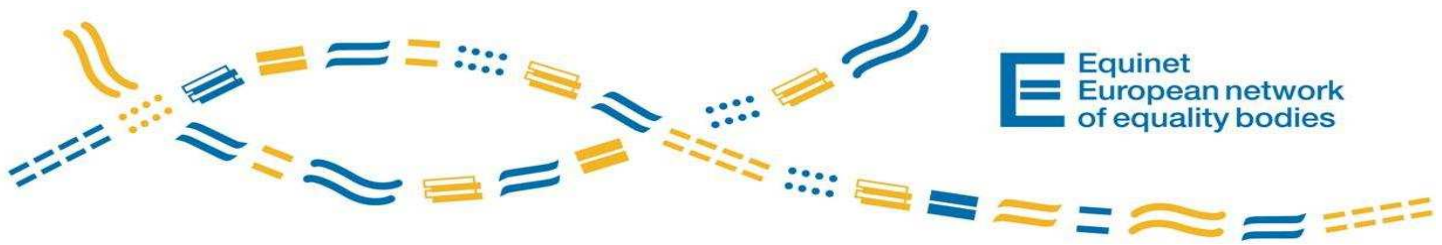
My motivations for becoming a member of the Equinet Executive Board:  
*(Please explain why you would like to sit on the Equinet Executive Board)*

Additional note or other relevant information relating to your application (if any):

*The text boxes are expandable*

**PLEASE NOTE THAT YOUR CANDIDACY INFORMATION WILL BE MADE AVAILABLE TO MEMBERS PRIOR TO AGM AND ACCESS TO THIS INFORMATION WILL BE RESTRICTED TO EQUINET MEMBERS ONLY**





## **ANNEX I**

### **Extract of the Equinet Statutes: Articles 18 to 27 (Board of Directors)**

#### **TITLE V : Board of Directors**

##### **Article 18**

The INFPA (International Not-For-Profit Association) is administrated by a board of directors made up of at least 6 members. The directors are elected by the general meeting for a two year renewable mandate. The mandate of director is an unpaid position.

The board of directors has all the powers of management and administration, subject to orders of reference from the general meeting. It can delegate the day to day management to one or more director(s), to the executive director, or to one or more employees whose powers it will set.

The directors are elected by the general meeting on the basis of a list of people designated by the effective members. Any effective member can propose candidates for nomination to the board of directors.

Their responsibilities will be terminated by death, resignation, civil incapacity or by provisional administration, revocation or expiry of the mandate. A director can be revoked by the general meeting if a two thirds majority of the present or represented effective members rule thusly.

In the event of vacation during a mandate, the board of directors can temporarily appoint a substitute who will perform the mandate of the person he replaces.

All documents relating to the appointment or revocation of directors will be established in accordance with the law, will be deposited in the file in the name of the INFPA at the clerk's office in the competent commercial court and published in the Appendices of the Moniteur belge.

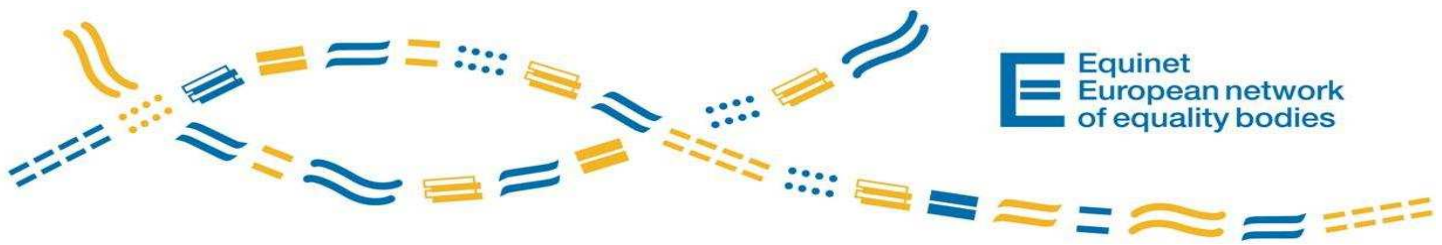
##### **Article 19**

The board of directors will choose a president from within its members for a period of two years. In the event of absence or unavailability of the president, the board meetings will be chaired by a president elected by the members of the board of directors who are present.

##### **Article 20**

The board of directors meets both in Belgium and abroad, at least once per annum, on convocation by the executive director, at the request of the president or an director. A written convocation, mentioning the place, day and time of the meeting as well as its purpose, will be sent to the directors before each meeting. This convocation will be sent to the directors by letter, fax or email.

The board of directors can only validly deliberate and act if half of its members are present or represented. If this quorum is not reached, the board of directors cannot deliberate or make a decision other than to provide for a vacant position or convene a general meeting.



A director, being unable himself to attend a board meeting, can be represented by another director provided that the president or the executive director have been warned. A director cannot however hold more than three proxy votes.

The resolutions of the board of directors are taken by a majority vote by show of hands by the directors who are present or represented. A meeting can be adjourned by a vote of two thirds of the directors who are present or represented and entitled to vote No item which could not have been discussed at the initial meeting will be considered at the adjourned meeting.

#### **Article 21**

The board of directors has the power to carry out all actions which are necessary or pertinent to the realisation of the association's objective, with the exception of those that the law or the present statutes reserve for the general meeting.

In particular, the board of directors must:

- handle the candidatures of new members;
- advise, at his request, the secretary general on any issue designated by the same;
- invite the members to pay their contributions which will cover the expenses relating to the operation of the INFPA and other costs incurred by the INFPA in the realization of its objectives; this includes payment of contributions to other associations that the board of directors judges necessary for the interests of association;
- to create and name the sub-commissions and delegate the hypothetically achievable tasks and businesses to them in accordance with article 25 of these statutes;
  - to recruit and name the executive director and personnel of the INFPA and to set the terms and conditions of their employment.
- to establish the annual accounts for the previous accounting period as well as the budget for the following financial year.

#### **Article 22**

The resolutions of the board of directors are recorded in a register signed by the president and the executive director and kept at the disposal of the members of the association. All copies or extracts required for legal or other purposes are signed by the executive director or a director who can certify them as being true copies.

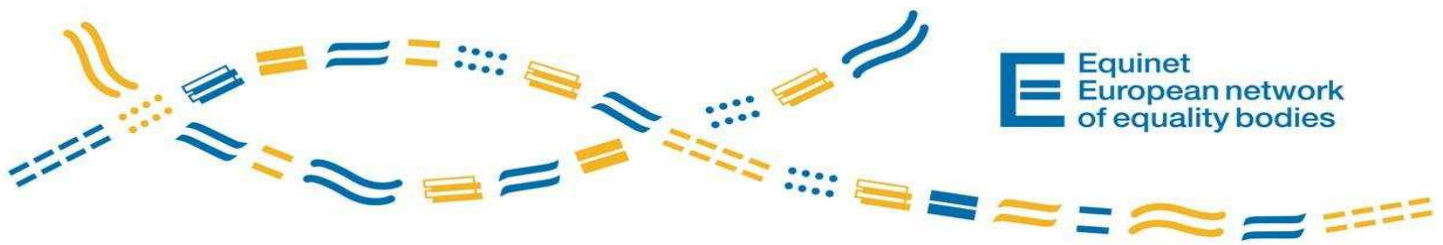
### **TITLE VI : Delegation of Powers**

#### **Article 23**

The board of directors can delegate certain powers of the INFPA to sub-commissions made up of people who are considered capable of handling the activities of the INFPA in accordance with the conditions defined by the board of directors. The board of directors however reserves the right to make any decisions regarding documents which constitute a legal commitment for the association.

The board of directors appoints an executive director in accordance with the conditions to be defined by the board of directors. The board of directors has the power to revoke the executive director in accordance with its current mode of deliberation.

The executive director is responsible for convening the members of the general meeting and the board of directors and manages the INFPA within the framework of the day to



day management. The board of directors will be able to delegate other powers to the executive director or other responsible people when it proves to be necessary in order to achieve the association's objectives.

**Article 24**

The document which engage the association, other than those related to the day to day management, are signed, except special delegations by the board of directors, by the president and a director, who shall not have to submit proof of his authority to third parties.

**Article 25**

Neither the directors nor the executive director incur any personal obligations a result of their position and they are only responsible for the execution of their mandate.

**Article 26**

Legal proceedings, both in terms of defending and pursuing, are filed or defended in the name of the INFPA by the board of directors represented by a director or the executive director.

**Article 27**

The documents relating to the nomination, revocation and suspension of the roles of the people entitled to represent the association, established in accordance with the law, are published in the Appendices of the Moniteur belge and deposited in the file made up, in the name of association, at the clerk's office of the relevant commercial court.