



NOMINATING COMMITTEE GUIDELINES

1. Identifying and nominating FICPI members for elected office

- 1.1. The Nominating Committee has a wide remit under Article 18 Nones of the Statutes for identifying and nominating candidates for the various elected positions of the Federation.
- 1.2. The Nominating Committee can receive proposals for any of the positions of the Federation requiring election by the Executive Committee. To this end, a standard proposal form (substantially in the form of Schedule 1 to these Guidelines) will be placed on the Federation's website. The Secretariat will receive and communicate proposals received from members to the Chair of the Nominating Committee. Generally, it will be necessary for proposal forms to be signed by a member of the Executive Committee or an officer of the Federation as proposer and signed by another FICPI member as seconder.
- 1.3. Proposals can be called for by the Nominating Committee at any time. The Nominating Committee may set a date by which proposals should be received. Typically, the Nominating Committee will call for proposals so that they are received no later than 21 months prior to the end of the President's term.

2. Preferred experience for elected positions

- 2.1. There are no pre-requisites for any of the elected positions of the Federation other than that the nominee be a member. Nonetheless, it is preferred that candidates have experience in the operations of the Federation.
- 2.2. In the case of the various positions which are determined by election, the following experience, by the time of the election, is preferred, but in no case is it mandatory:

President

- At least two terms as a participant at meetings of the Executive Committee whether as an ExCo Delegate or otherwise; and
- At least one term as a member of the Bureau

Vice President

- At least two terms as a participant at meetings of the Executive Committee whether as an ExCo delegate or otherwise; and
- At least one term as a member of the Bureau

Secretary General

- At least one term as a Deputy Secretary General; or
- At least one term in another position on the Bureau; or
- At least one term in another senior position relevant to the duties of the Secretary General



Deputy Secretaries General

- At least one term as a participant at meetings of the Executive Committee whether as an ExCo delegate or otherwise

Treasurer General

- At least two terms as a participant at meetings of the Executive Committee whether as an ExCo delegate or otherwise; and
- Some accounting experience

Members of the Advisory Council

- At least two terms as a participant at meetings of the Executive Committee whether as an ExCo delegate or otherwise

President of the Admission Commission

- At least one term as a member of the Admission Commission or a senior position in the Federation

President of the Communications Commission

- At least one term as a member of the Communications Commission

President of the Contact Commission

- At least one term as a member of the Contact Commission

President and Members of the Deontology Commission

- At least one term as a member of the Deontology Commission (for President)
- At least two terms as a participant at meetings of the Executive Committee whether as an ExCo delegate or otherwise (for other members)

President of the Statutes Commission

- At least one term as a member of the Statutes Commission

President and Members of the Finance Advisory Board

- At least one term as a member of FAB (for President);
- At least one term as a participant at meetings of the Executive Committee whether as an ExCo delegate or otherwise (for other members); and
- Some accounting experience

President of the CET (Study and Work Commission)

- At least one term as a senior member of the CET

President of the Training and Education Commission

- At least one term as a member of the TEC

President of the Professional Excellence Commission

- At least one term as a member of the PEC; or
- At least one term as member of another Commission of the Federation

President of the Membership Commission

- At least one term as a member of the Membership Commission

President of EUCOF

- At least one term as a member of EUCOF

3. Confidentiality

3.1. Unless special circumstances arise, the Nominating Committee will not publish the name of any candidate who was considered for any position with the Federation



unless that candidate provides his or her consent. Apart from as otherwise provided in these Guidelines, the Nominating Committee will not publish the names of persons under consideration whilst the Nominating Committee is conducting its enquiries.

- 3.2. The Nominating Committee is required, if so requested, to explain to the Executive Committee the reasons why it nominates particular persons who appear on the list of candidates. The Nominating Committee should also, if so requested by a candidate not proposed, explain to the Executive Committee why such candidate was not nominated. In any event, the Nominating Committee should, on request by a potential candidate, explain privately to that potential candidate why he or she was not proposed.

4. Preferred term limits for particular positions

- 4.1. The Statutes do not prescribe term limits for any of the elected positions, apart from that of President (which is restricted to a three years). Nonetheless, the Nominating Committee should endeavour to identify and nominate new candidates for any roles where, by the time of the election, the incumbent will have held the position for two or more terms (more than about six years).
- 4.2. It is recognised that some senior positions within the Federation can, from time to time, be difficult to fill with new candidates and the Nominating Committee's overriding considerations should be based on the best interests of the Federation.

5. Collaboration and engagement with the Bureau and the Council

- 5.1. The Nominating Committee should work closely with members of the Bureau and the Council to ensure that the views of the members of both of these bodies are taken into consideration when settling a list of candidates for presentation to the Executive Committee.
- 5.2. Article 18 Nones requires that the Nominating Committee collaborate with the Bureau in this process. The President of FICPI being a member of the Bureau should facilitate a clear line of communication to the Bureau in relation to the Nominating Committee's work. The Nominating Committee shall work with the Bureau in identifying suitable candidates for elected positions of the Federation and shall regularly keep the Bureau informed of its progress.
- 5.3. The Nominating Committee shall endeavour to provide a slate of recommendations to both the Bureau and the Council for comments and suggestions at least 12 months before the end of the Presidential three year term.
- 5.4. In addition, the Nominating Committee shall provide its slate of recommendations to both the Bureau and the Council for any further comments and suggestions before it is provided to the Secretary General under Article 19.



6. Avoidance of Conflict of Interest

6.1. No member of the Nominating Committee shall participate in any Nominating Committee considerations relating to the appointment or reappointment of that member to any of the elected positions of the Federation.

7. Typical Process and Timelines

- 21 months prior to elections – proposals to be received from members to the Nominating Committee.
- At least 60 days prior to the ExCo meeting immediately preceding the ExCo at which the elections are to be held – the anticipated slate of candidates to be circulated to ExCo members, noting that at this stage the slate may be incomplete.
- 12 months prior to elections – the Nominating Committee to provide a working draft to the Bureau and the Council.
- No later than three months prior to elections – the Nominating Committee slate of candidates to be provided to the Secretary General for communication to members. The ExCo delegates are to be advised by email and the information made available to members through the Federation's website.
- No later than about two months prior to elections – any independent nominations to be provided to the Secretary General for communication to members in a consolidated list which also includes details of those persons nominated by the Nominating Committee.

8. Amendment of these Guidelines

- 8.1. The Nominating Committee may, in consultation with the Bureau, amend these Guidelines, from time to time, as it considers fit, provided always that the Guidelines are consistent with the Statutes of the Federation.
- 8.2. In the event that these Guidelines are amended at any time, the Chair of the Nominating Committee is to advise the Secretary General and request that the amended Guidelines be made available to members as soon as reasonably practical thereafter, identifying the amendments made.

9. Publication of the Guidelines

9.1. These Guidelines shall be made available to all members, and to this end the Chair of the Nominating Committee shall coordinate with the Secretariat of the Federation the publication of these Guidelines (and any amendments thereto) on the website of the Federation.