



## Rules for Election of ESVS Secretary General

1. Council members are asked to seek nominations for the position.
2. Candidates must submit application (CV) to the ESVS Secretary General together with a letter explaining why they think they should be Secretary General, a “manifesto” (see attachment) and a statement declaring potential conflicts of interest. This material must be sent to the Secretary General ([info@esvs.org](mailto:info@esvs.org)) before 31<sup>st</sup> March 2019.

Whilst the formal deadline for nominations for the post of Secretary General is 1st July, the Executive Committee has agreed that candidates should be asked to submit applications by 31st March in order to give sufficient time before the election in September to ensure that all of the candidates have the necessary amount of time available to dedicate to the role and have a full understanding of what the role involves.

3. Candidates with a conflict of interest should take steps to resolve the conflict.
4. Candidates may not contact any member of Council about their application or do any direct lobbying.
5. The letter, CV, manifesto and Conflict of Interest statement will be reviewed by the ESVS Executive Committee, and a short-list distributed to members of Council ahead of the September meeting.
6. At the September meeting, Council receives a presentation on each candidate.
7. A secret paper ballot is taken at the September Council meeting. The candidate with the most votes gets elected.
8. Voting members are voting ESVS Councillors, 1 EVST representative, and ExCo members.
9. The current President has a casting vote if required.
10. The candidates should be informed of the decision before the end of the meeting.
11. The detailed outcome of the vote remains secret and is held by the Administrator.
12. Candidates are excluded from all discussion and voting on the issue.

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