



IPA

**International
Pediatric
Association**

Every Child · Every Age · Everywhere

Term of Reference Independent Election Committee (IEC)



Article 1: Composition of the IEC

The IEC is composed of 3 full members and 2 substitutes appointed by the CD.

Call for election, criteria and nomination are under the responsibility of EC and SC.

Article 2: ToR of IEC

The IEC shall be in charge of the process of election of members of SC, Officers and site of future congress and in its different phases, as described below:

- Pre-electoral phase
- List of candidates approved by IEC
- The campaign
- The election during COD meeting
- Announcement of results
- Appeal

The IEC will respect the nomination process as outlined in the most recent Bylaws.

Article 3: List of Candidates Approved by the IEC

- a) Admin Office shall send to the IEC all the files duly completed of nominees, including the site of the congress.
- b) IEC shall review all the files according to the above criteria defined in article 3.
- c) IEC shall provide the list of eligible candidates to the SC for final approval.
- d) The list of eligible candidates shall be sent to all members on the IEC's behalf and displayed on IPA website signature IEC.

Article 4: The Campaign

- a) The IEC shall provide the candidates with ethical guidelines (the code of ethics).
- b) The IEC shall scrutinize carefully the campaign assisted by the admin office.

Article 5: The Election Process and Appeal

- a) The Election processes are under the supervision only of the IEC.
- b) The IEC shall be present on site.
- c) Replacement of the designated representative at the CD is allowed at any time before the Council of Delegates meeting upon written approval of the president of the society and the Independent Election Committee.
- d) Voting: General Principles
 - a. Opening Session of Delegates meeting: Two steps are proposed. Time 0 min = No quorum or Time 5 min = opening the session with members present
- e) Paper ballot or electronic voting may be utilized if allowed by IEC. The IEC might also allow email voting in an exceptional case.

- f) Voting members and their respective country shall be called by the IEC one by one at each vote to proceed to the ballot box along with their ballot card approved previously by IEC. The counting of votes is performed by the IEC.
- g) Announcement of results is to be performed by the IEC.
- h) Numbers of votes pooled by candidates are not disclosed but any candidate or any member of Council of Delegates has right to ask the details of the results prior to launching a formal appeal.
- i) Appeal shall be sent to IEC.
- j) Candidates shall be physically present and in case of absence, it should require a force majeure. The status of their qualification will be then presented by the IEC on site.
- k) The candidates or their representatives are allowed to join the IEC to observe the election process

Article 6

- a) There will no remuneration for members of IEC.
- b) IEC shall be assisted by SC/IPA Admin office.
- c) Decisions of IEC are approved by majority.