



European Society of Contraception and Reproductive Health (ESC)

STATUTES

Article VI The Board of Directors

1. Each European country may have representation on the Board of Directors,(here listed as the Board) if there are ordinary members from that country.
2. The Board shall meet at least once every two years, usually on the occasion of the General Assembly, by invitation of the President, or at the request of a quarter of its members.
3. The minimum number of paid up members required to enable the first and second representative to be elected is detailed in the Rules. No country may have more than two elected representatives.
4. Board Members can only be elected by ordinary members of the ESC, nationals of the same country as the Board Member concerned.
5. Candidates standing for election to the Board and voters must be fully paid-up members of the society.
6. Simple majority with a secret ballot elects these Board members for four years.
7. Terms of reference, election process and duties and responsibilities of Board members are included in the Rules as is a definition of simple majority voting.
8. The quorum is 25% ie a quarter of the Board must be present for the meeting to be valid.
9. The methods of voting used at Board of Director meetings are described in the Rules.
10. Any member of the Board who, without permission from the Executive Committee, or any justification, has not attended two consecutive meetings will be considered as having resigned.

RULES

4. The Board of Directors

4.1. Qualifications

Board Members may belong to any healthcare professional group including doctors, nurses, midwives, counsellors, psychologists.
They should have the time to commit to the Board and be willing to share their knowledge and skills and participate in ESC activities.

4.2. Appointment of Board Members

The first representative for each country can be elected onto the Board when there are 10 paid up members and the second member can be elected if there are 50 or more paid-up members from that country. When the membership from any country drops below the set level, the representation on the Board will be adjusted accordingly at the time of each General Assembly.

When a new Board member needs to be elected, all members of the appropriate country will be informed by the Central Office and application forms made available on the website. The number of members at an agreed time shall be used as a reference to determine the level of representation.

4.3. Mandate

Board members must have paid their yearly subscriptions and serve for 4 years. They may stand for re-election once: a total of 8 years. A Board member must then stand down for at least 2 years before standing for election again.

There will be no replacement should a board member resign before the end of his/her mandate.

Board members need to be aware of the rules governing whether a person may be a member of more than one committee or group. This is shown in the table below:

	EC	SEC	WMC	ET	EB
EC		NO*	YES	NO	YES
SEC	NO*		YES	YES	YES
WMC	YES	YES		YES	YES
ET	NO	YES	YES		NO
EB	YES	YES	YES	NO	

EC = Executive committee (* one member of the EC is on the SEC)

SEC = Science and Education committee WMC = Website and Multimedia committee

ET = Editorial Team

EB = Editorial Board

4.4. Election Procedure for Board Members

The election procedure is included in the Policies. An application form, that details necessary qualifications and criteria, is held at the Central Office and will be made available online. The appointment is by simple majority.

4.5. Duties and Responsibilities of Board Members

New members and re-elected members will be announced at the GA and will take up their positions at the following Board meeting. New members will receive a pack containing the following:

1. Introduction
2. Membership details
3. Duties and Responsibilities of Board members (these are listed below)
4. Expenses claim form and instructions
5. Form to complete regarding any Conflict of Interest
6. Form detailing the member's areas of Interest
7. Commitment form

A Board member is entitled to:

- be invited to a (virtual) Board meeting once every calendar year,
- If there are two representatives for a country, only one is paid for by the ESC when attending an in-person Board meeting or congress. If the other wishes to attend, they would need to fund themselves. Board members would decide between themselves who would be funded by the ESC.
- apply to sit on committees and groups that require ESC Board members,
- elect or ratify the members of various committees (see appropriate committee documents),
- receive a summary of the discussions at each Executive Committee meeting,
- to discuss any proposed changes to the Statutes prior to ratification at the General Assembly,
- to vote on any proposed changes to the Rules,
- be made aware of any significant changes to the Policies
- receive remuneration for costs incurred in attending meetings etc as agreed by the Treasurer, EC and Board. An expenses form plus receipts must be provided.

A Board member will:

- complete the form of commitment (see Policies document) within a month of being appointed,
- agree to declare any conflict of interest,
- pay their annual subscription,
- attend at least one Board meeting every two calendar years, but should attempt to attend all Board meetings,
- attend the General Assembly,
- keep themselves up to date with Society activities,
- ensure they read all Society correspondence and respond as requested,
- represent all the views of their country's members and take the appropriate action to increase membership in their country.
- inform all those eligible to vote when an election is due and request nominations in time for this to be sent out with the agenda for the GA,
- ensure that all those eligible to vote who are present or represented in the GA are given the opportunity to do so,
- assist from time to time with translations of short letters into their own language
- undertake peer–reviews of articles for the journal as requested,
- assist at congresses and other ESC meetings
- provide feedback to the EC on issues that may affect the Society,
- inform the Society of any other new organisations in the field so that links may be made,
- inform the Society if they are aware of any clashes with major meeting dates,
- ensure members are aware of the following:
 - a. they have access to ESC Grants when available
 - b. may make nominations for the ESC medals
- the ESC may ask Board members to undertake other duties from time to time,

POLICIES

Cfr Rule 4.3. Election procedure for Board Members

1. Calculate the number of paid up country members at December 31st of the year prior to the Board elections.
2. In the January of the Board election year: advise each country on the number of Board Member vacancies.
3. Application forms are made available on the web from January.
4. March: Closing date for applications. All applicants must be paid up members for the current year.
5. April: arrange voting for each country using the ESC website. All voting members must be paid up members in the current year. Alternative procedures will be in place should web based voting not be possible / available in a particular country.
6. All voting will be by secret ballot.
7. If there is only one candidate, voting will still take place.
8. The decision will be by simple majority ie the person with the most votes will be appointed. If there are 2 vacancies, the 2 persons getting the most votes will be appointed. If there is a 'tie' of votes, the 'winner' will be decided by the toss of a coin.
9. There will be no proxy votes.
10. May: advise applicants of the results and announce formally at General Assembly (GA).