



### POLICIES

Last update 12 May 2022

Policies can be amended by the Executive Committee.  
A glossary of abbreviations is included at the end of this paper.

#### Cfr Rule 3.1. Expense claim form and instructions

Available at the Central Office.

#### Cfr Rule 4.4. Management and election procedure of Board representation

1. December 31<sup>st</sup> of the pre-election year is used to determine how many representatives a country may have on the Board.
2. In the January of the Board election year, each country is advised on the number of Board member representatives it may have.
3. A further count will take place on 1<sup>st</sup> May of the election year to ensure that each country still has its minimum number of paid-up members.
4. The mandate for some Board members will continue and therefore, no election will be required. When a mandate has expired, members may be eligible to stand for re-election and new members may stand for the first time.
5. A country may be in a position where it is eligible for 2 Board members and both positions are vacant. In this instance, members may have up to two votes.
6. When applying or continuing as a Board member, the person will agree that, if at the 1st May of the electoral year there are insufficient paid-up members from that country, they will not be eligible to be a Board member.
7. The procedure to manage the situation when the number of paid-up members at 1<sup>st</sup> May is below the agreed number is shown below:
  - If there are less than 10 paid-up members by 1<sup>st</sup> May, that country will no longer be allowed to have a representative on the Board.

*This means, if the country had a BM who is standing for re-election and whose mandate is continuing for a further 2 years, that person would have to stand down and would not continue for the further 2 years.*

*If it was a new application and there were fewer than 10 paid-up members, the newly elected member would not be able to take up their place on the Board.*

- If there are more than 10 but less than 50 paid-up members, the country will only be entitled to one representative.

*If the country had 2 BMs, and one or both were standing for re-election as their mandate was continuing for another 2 years, only one of the 2 could remain as a Board member.*

*If it was a new application and there were fewer than 50 paid-up members, either the newly elected member or the ongoing Board member would not be able to take up their place on the Board.*

*If 2 members are standing for 2 vacancies; then the applicant with the most votes will be elected. This country would have just one BM.*

- If the country had 2 elected members, whose mandate continues, but there are more than 10 but less than 50 paid-up members, one of the two would have to stand down. The country would decide who stays and who leaves.

- If a country is eligible for 2 Board members and there are still over 50 paid-up members at 1<sup>st</sup> May, the country may have 2 representatives.
8. Application forms will be made available on the web from January of the election year.
  9. The closing date for applications will be mid to late March. All applicants must be paid-up members for the current year
  10. Only paid-up members in the current year may vote.
  11. Voting for each country using the ESC website will occur in April. Alternative procedures will be in place should web based voting not be possible / available in a particular country
  12. All voting will be by secret ballot
  13. If there is only one candidate, voting will still take place
  14. The decision will be by simple majority. 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
  15. After 1<sup>st</sup> May, applicants and existing Board members will be advised should their country not have achieved the necessary number of paid-up members. Board membership for the country will be amended accordingly.
  16. If a country has insufficient paid-up members, it could leave that country with no representation for the next 2 years.
  17. In late May the composition of the new Board will be known and is announced formally at the General Assembly (GA).

#### **Cfr Rule 4.5. Form of Commitment**

Available at the Central Office.

#### **Cfr Rule 5.2. Election procedure for the Executive Committee (EC)**

1. Application forms are made available in the election year
2. By April, the new Board members are known
3. Nominations for EC close April/early May
4. Completed application forms are sent to the original and newly elected Board members
5. The outgoing Board members are encouraged to give their views on the applicants to the newly appointed Board members who will be voting
6. Each applicant for the EC is asked to provide a 2-4 minute presentation. If the applicant is standing for more than one of the EC posts, they still only provide one presentation.
7. The new EC is voted for by secret ballot.
8. Absolute majority voting will be used
9. Voting goes in a particular order: President, Treasurer, Secretary Vice President, , Assistant Secretary, Assistant Treasurer.

#### **ESC Committee application process**

Is to be used for applying for the following posts

- Executive Committee
- Science and Education Committee
- Editorial Team to include Editor-in-Chief; Deputy Editor(s)-in-Chief and Editors
- Editorial Board
- Website and Multimedia Committee
- Congress Management Committee

Note:

- All applications, meetings and correspondence are in English
- Applicants must be able to commit the time and resources requested of them as a member of one of the above committees

- Applicants may apply for as many vacancies as advertised
- The form includes the Terms of Reference for the committee and the essential and desirable criteria for appointment
- The table below shows to which other committees you can belong.

	EC	SEC	WMC	ET	EB	CMC
EC		NO	NO	NO	YES	YES
SEC	NO		YES	YES	YES	YES
WMC	NO	YES		YES	YES	YES
ET	NO	YES	YES		NO	YES
EB	YES	YES	YES	NO		YES
CMC	YES	YES	YES	YES	YES	

EC = Executive committee

SEC = Scientific and Education committee

ET = Editorial Team

WMC = Website and Multimedia committee

CMC = Congress Management committee

EB = Editorial Board

### Cfr Rule 8 Election procedure for all the above excluding the Editorial Board

1. Vacancies for the above committees will be advertised on the web site
2. Any paid-up member of ESC may apply, regardless of professional group.
3. Applicants can be Board members or non-Board members
4. All applications are reviewed by an Election Panel. They will shortlist and possibly interview the applicants. All applications will be scored according to an agreed scoring sheet which takes into account the Terms of Reference and essential and desirable criteria.
5. The panel will comprise:
  - a. 4 Board members
  - b. 2 members from the current committee being elected; excluding anymore who is standing or for whom there is a conflict of interest.
  - c. 1 Executive committee representative
  - d. 1 person from outside the ESC if deemed necessary.
6. The names of the elected individuals will be forwarded to the current Board for ratification. This may be done by email and does not need to wait for an official Board meeting.
7. Once ratified, the elected individuals may take up their role straight away

### Cfr Rule 8 Election procedure for the Editorial Board

1. The Editorial Team will appoint new members of the Editorial Board.

### Cfr Rule 12.4. ESC session during another organisation

- A request for an ESC session at another congress is sent to the EC for review
- If the EC agrees, then the SEC is asked to prepare the scientific programme
- All costs need to be covered by the organisers

### Cfr Rule 13.1. and 2. Process for project and course/meeting

1. Note: Grants may not be made available every year.
2. If grants are available:
  - a. the grants will be regularly advertised on the ESC website and in the newsletters
  - b. the Treasurer will agree the budget in December of the preceding year
  - c. all applications must be on the appropriate ESC form

- d. applications will be reviewed every 4 or 6 months
- e. applications will be reviewed and marked by the SEC which makes the final choice of winners from agreed criteria
- f. the final list is ratified by the ESC Treasurer. There is no appeal against their decision,
- g. successful applicants will be advised
- h. the SEC, Central Office and the Treasurer will monitor the grants.

#### **Cfr Rule 13.4. ESC Scholarship**

The EC may decide to support potential congress participants seeking financial support. This funding will be called the 'ESC Scholarship'. The policy will be as follows:

- a maximum of 5 ESC Scholarships will be allocated
- a scholarship will provide the participant with free ESC Congress registration (no travel or accommodation support)
- the scholarship option will be advertised on the website
- applicants are subjected to the following criteria:
  - o must fit the criteria listed in the 'reduced fee' category (doctors in training, midwives etc)
  - o submission and acceptance of an abstract is obligatory
  - o age below 35 at the time of the congress
  - o letter from their Department is needed to confirm status
  - o applicants may be citizens from anywhere in Europe

#### **Cfr Rule 14 Process for Medal**

1. The call for nominations is advertised on the website
2. The appropriate form must be used
3. Nominations can be made by current Board members for both ESC awards
4. Nominations must be supported by 3 current Board members
5. Closing date for applications is 3 months prior to the Board meeting in the year preceding the congress
6. Nominations will be sent to the EC.
7. The SEC may comment to the EC on applications.
8. Nominations will go to the Board for discussion at the next Board meeting.
9. ESC awards will be voted on at the Board meeting and conferred at the following congress.

#### **Cfr Statutes, Article VIII General Assembly, point 7**

The time frame and process for the ESC auditors is as follows:

- The Central Office will send a letter to the auditors, not later than 4 months after the General Assembly, inviting them to conduct the audit. The auditors must acknowledge receipt of the letter. If no acknowledgement is received after two reminders, the ESC may ask one of the reserve auditors to conduct the audit
- Auditors will receive the following information from the Central Office
  - o the minutes of the GA including the presentation of the financial report
  - o details of the financial transactions of the period presented at the GA.
  - o a certification document to be signed by the auditor after approval of the financial report.
- Auditors will not receive originals or copies of financial documents such as incoming invoices, contracts, refund requests etc. However, auditors have the right to inspect the documents at the office of the ESC accountancy agency. In this case, the ESC will cover the travel costs of the auditor
- The auditors should finalise the audit within maximum two months after receipt of the initial letter and information. They should contact the Central Office if they are not in a position to meet the deadline. A reasonable extension of the deadline can be discussed. If not, one of the reserve auditors will be asked as a replacement

- The financial information and data are confidential and no (reserve) auditor shall disclose the information and data to any third party.

## Glossary

<b>Abbreviation</b>	<b>Name</b>
BM	Board Member
CMC	Congress Management Committee
CO	ESC Central Office
EB	Editorial Board
EC	Executive Committee
ESC	European Society of Contraception and Reproductive Health
ET	Editorial Team
SEC	Science and Education Committee
SRH	Sexual and Reproductive Health
WMC	Website and Multimedia Committee