

## **ANNEX 1 – Amendments to ICOH Bye-Laws approved by the Board during the Midterm Meeting, February 8, 2014, Helsinki, Finland**

### **BYE-LAW 6 – Voting procedure for election of Officers and members of the Board**

#### *Section 1*

The Secretary-General through the Editor shall issue in the Quarterly Newsletter, at least 12 months before the date of the International Congress, information on the procedure of the election of Officers and members of the Board. According to these instructions, the names of the candidates shall be submitted to the Returning Officer in writing at least nine months before the first day of the International Congress by at least **fifteen members** in good standing **for an Officer candidate and ten members for a Board candidate**, accompanied by the written agreement of the nominee that he is willing to serve if elected and a curriculum vitae of no more than 150 words. For presentation of candidature, the duly completed Declaration of Interest Form as well as the Curriculum Vitae shall be sent. The candidates must be eligible under Article 5, sections 2 and 8 of the Constitution. The candidates must be in good standing at least twelve months before the international congress. The curricula shall be published in the Newsletter at least six months in advance of the Congress. Out of these names, the Returning Officer shall prepare the ballot form, with the names of the candidates for each office in random order. The President shall appoint the Returning Officer.

#### *Section 2*

If no candidates have been nominated for any one of the offices of President, Vice-President, Secretary-General, and less than 16 for the Board by the term stated in Section 1, the President must take immediate action to activate nominations. The closing date of nominations may in such case be extended until three months before the first day of the International Congress.

#### *Section 3*

The right of voting belongs only to members who have been in good standing at least 12 months before the next ICOH International Congress. The election takes place by secret ballot and shall consist of the completion of the ballot form(s) issued by the Secretary-General to designate the President, the Vice-Presidents, the Secretary-General and members of the Board. **Voters are required to mark a minimum of 8 names for Board elections. In addition, the maximum number of marks made by voters must not exceed the number of posts available in any election. Any ballot paper failing to comply with the above requirements or containing extra marks will result in a null vote.**

The ballot form should be sealed in one envelope without identification, and this envelope shall be inserted in another together with the member's identification. The ballot papers and envelopes shall reach ICOH's office no later than one month in advance of the first day of the International Congress. Votes shall be counted in the presence of scrutineers appointed by the President.

#### *Section 4*

If more than one officer is elected from the same country it requires that the excess officer(s) step down (Article 5, section 1 of the Constitution). The order of precedence for taking office is first the President, second the Secretary-General and third the Vice-Presidents.