

# Appointment of Officers and Executive Committee Members

As agreed by the General Assembly at the meeting of 22 05 2014, with revisions approved by the General Assembly at the meeting on 20 05 2021.

## 1. Introduction

This paper formalises Eurachem procedures in the following areas:

- Membership of the Executive Committee;
- Election procedures;
- Appointment and review of Working Groups.

## 2. Executive Committee Membership

The Executive Committee shall consist of

- i. The Chair of Eurachem
- ii. Vice Chair
- iii. The immediate Past Chair (“Past Chair”)
- iv. Secretary
- v. Treasurer
- vi. Up to six Ordinary Members as required to ensure the Executive Committee is representative of the General Assembly
- vii. One representative of each active Working Group

In the event of a vote within the Executive Committee, each of the above members will have one vote. The Chair may exercise an additional casting vote.

The Executive Committee may also co-opt additional non-voting members for specific purposes as necessary for effective management, subject to prompt notification of General Assembly members of any such co-option.

## 3. Appointments

### 3.1 Chair and Vice Chair

Elections will be held for the position of Vice Chair every two years. At the expiry of that term of office, the Vice Chair will become the Chair and will hold that position for a further two years. Nominations for the Vice Chair can be put forward by any Full Member of the General Assembly.

Should the Chair wish to step down before two years, the Vice Chair shall succeed immediately for a period of two years from the time of succession. If for any reason the post of Vice Chair becomes vacant, then it should be filled temporarily by the Past Chair until a new Vice Chair is elected.

### 3.2 Secretary and Treasurer

Full Members of the General Assembly can apply to hold the Secretariat.

The Secretary shall be elected by the General Assembly and will hold the position for a fixed two-year term. The existing Secretary may be re-elected.

Nominations for the position of Treasurer can be put forward by any Full Member of the General Assembly. The Treasurer shall be elected by the General Assembly and will hold that position for a

fixed one-year term. The existing Treasurer may be re-elected. The role of Treasurer may be (but need not be) combined with another role within the Executive Committee.

Should the Secretary or Treasurer be unable to complete their term of office, the Executive Committee shall make any interim appointment necessary for proper management, such appointment continuing until the next General Assembly.

### **3.3 Ordinary Members**

The six Ordinary members (covered by (vi) above) shall be elected by the General Assembly from among the representatives of its Full Members for a fixed term of office of three years or less, which may be renewed.

No more than two Ordinary Members should normally be appointed to a full three-year term in any one membership year. Where the number of Ordinary Members is reduced by changes in responsibility or other factors, additional Ordinary Members may be appointed with a reduced term of office such that no more than two Ordinary Member terms expire naturally within the same membership year.

Should such a case arise, the successful candidates shall express their preferences for the length of their term of office. If multiple candidates apply for the same term of service, the assignment will be decided:

- by ballot: the candidate obtaining more votes shall be appointed for the longest term;
- in the event of two or more candidates receiving the same number of votes (a ‘tied ballot’), by lot.

Ordinary members are elected as individuals and not as representatives of their national organisation and shall not therefore send deputies to Executive Committee meetings in the event of their own absence.

### **3.4 Working Group representatives**

Representatives of active Working Groups (normally the Working Group Chair) shall be appointed by their respective Working Group. Where a Working Group representative is unable to attend a particular meeting an alternative representative may attend at the discretion of the Working Group Chair.

### **3.5 Financial Auditor**

The General Assembly is also required to appoint, annually, an auditor or examiner of the accounts, who must not be a member of the Executive Committee. See the Financial Management Rules of Eurachem for details.

## **4. Provisions for Elections by the General Assembly**

### **4.1 General Provisions**

Elections for Vice-Chair, Secretary, Treasurer and Ordinary Members of the Executive Committee shall be conducted by a ballot among not less than 50% of the Full Members of the General Assembly.

In a ballot, each Full Member may cast one vote.

Elections shall be decided by a simple majority of votes cast.

### **4.2 Tied ballots**

In the event of a tied ballot, the General Assembly will be asked for an additional vote including only the candidates who obtained the same number of votes. In the event that the result of the second ballot is a tie, the three Chairs in post prior to the election of new officers will have the final vote. In the event of a tie among the Chairs, the Past Chair shall have an additional casting vote.

#### **4.3 Elections at General Assembly meetings**

With the exception of the appointment of the Vice Chair, elections may be by a show of hands of those present and entitled to vote. If any member requests a ballot prior to moving to vote, or at the discretion of the Chair, a ballot shall be held.

When there are more candidates than vacancies, a selection by ballot is preferable.

In the case of a ballot, two election officers, who are not representatives of members of the General Assembly, shall be appointed by the meeting.

Any candidate may ask for a public count. The election officers shall communicate the result of the ballot, including the number of votes cast for each candidate.

#### **4.4 Elections by correspondence**

At the discretion of the Executive Committee, any election may be conducted by post, electronic mail or other electronic means prior to the General Assembly at which the appointment takes effect. Two election officers, who are not representatives of members of the General Assembly, shall be appointed by the Executive Committee.

Where an election is conducted by correspondence, a minimum of thirty calendar days shall be allowed for return of voting papers. A non-mandatory template for the forms to be used for voting by correspondence is given in Annex 1.

Following the closing date for casting votes, the election officers shall communicate the result of the vote, including the number of votes cast for each candidate.

### **5. Appointment and review of Working Groups**

Working Groups are established whenever the General Assembly identifies the need to address perceived gaps in guidance in specific areas/topics related to the quality of analytical measurement. Under such circumstances, a group of experts, nominated by any Member of the General Assembly and the Executive Committee, is gathered by initiative of the Executive Committee.

Each Working Group shall elect a Chair, for a fixed period of up to three years, who is responsible for the activities of the Working Group and, under normal circumstances, will act as its representative on the Executive Committee and at the General Assembly meetings (see 2.1(vii) above). The Working Group may decide to elect a Vice Chair/Secretary as well. The Working Group Chair and Vice Chair/Secretary can be re-elected.

The Working Group representative is required to present a brief report of past and future actions at each Executive Committee meeting and, annually, to the General Assembly. Should the Executive Committee or the General Assembly consider that a Working Group is no longer maintaining a viable programme, the Executive Committee may take any action necessary to improve progress, including, but not limited to, requesting further reports, requiring revision of the Working Group's strategy and proposed work programme, requesting or appointing additional members, appointment of an alternative Chair, or directing that the group liaise with other active Working Groups or organisations.

Where a Working Group has completed or is unable to complete its proposed programme, the Working Group should either be considered dormant or should be permanently disbanded.

Note: A dormant Working Group retains a Chair and list of members so that any queries within its remit may be addressed, but does not otherwise maintain an active work programme. A dormant Working Group may reconvene with Executive Committee approval if further work becomes necessary.

## Annex 1

### Election of Eurachem [function] for [period]

[Reason for voting by correspondence]

Full Members are kindly requested to vote for the election of the Eurachem [function] for [period].

[in case of election of Executive Committee Ordinary Members state the number of positions available]

According to the Eurachem procedure “[Appointment of Officers and Executive Committee Members](#)”:  
[include relevant text for the election of function]

The Eurachem Secretariat received the nomination of [candidate(s), Member Country] from [proposing Member Country, if applicable].

Documents attached: [e.g. CV(s), motivation letter]

Please complete this form expressing your vote for the candidate and return it by e-mail to the Election officers [names and email addresses of election officers] **by [date]**. [A 30 days period should normally be allowed].

In accordance with clause 1.12 of the MoU:

“Each Full Member delegation to the General Assembly is entitled to one vote. Delegations representing the other categories of membership do not have a vote.”

[For an individual candidate]

I approve the nomination of [candidate] as [function] for [period]

I do not approve the nomination of [candidate] as [function] for [period]

(Include comments if necessary)

I abstain from voting on the nomination of [candidate] as [function] for [period]

(Include comments if necessary)

[For multiple candidates]

**Select no more than [position available] candidates**

[Name 1 (Member Country)]

[Name 2 (Member Country)]

....

[Name n (Member Country)]

Name:

Eurachem member country:

Email:

Date: