

# COMPLETE GUIDE TO THE 2016 ELECTIONS

## TABLE OF CONTENTS

<b>Who can vote?</b> .....	<b>2</b>
<b>What will the be voted upon?</b> .....	<b>2</b>
<b>Process</b> .....	<b>2</b>
<b>Notification of election</b> .....	<b>2</b>
<b>Candidatures</b> .....	<b>3</b>
<b>Voting</b> .....	<b>3</b>
<b>Counting of the votes</b> .....	<b>4</b>
<b>Confirmation of eligibility</b> .....	<b>4</b>
<b>Election hub on the ECPC website</b> .....	<b>4</b>

Do you have any questions regarding the elections? Write us at [elections@ecpc.org](mailto:elections@ecpc.org)

## WHO CAN VOTE?

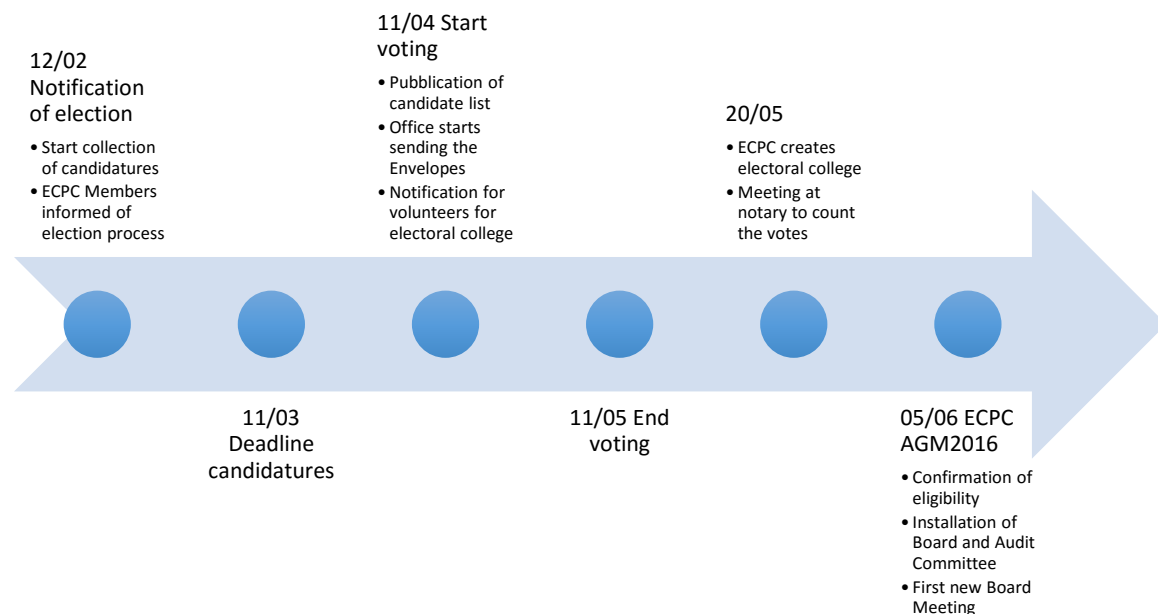
Only Full ECPC Members hold the right to submit candidatures and vote Board Members (Art. 4.6 and 7.5). On the base of the updated ECPC's Members database, restructured in 2014 and updated ever since, 253 ECPC Members have the right to vote for the 2016 elections (last update: January 2016).

There is no quorum for the election of the Board (Art. 15.2), meaning that it is not necessary to reach a minimum number of votes received.

## WHAT WILL THE BE VOTED UPON?

- Election of 7 new Board Members 2016-2019, as decided during the ECPC AGM 2015
- Election of 3 new Audit Committee Members 2016-2019
- Nomination of 3 to 5 Scientific Committee Members

## PROCESS



## NOTIFICATION OF ELECTION

1. On the 12<sup>th</sup> February, ECPC sends a Newsletter to all ECPC Members announcing the election. The Newsletter contains:
  - a. Instructions regarding the election process (document "Guide to the 2016 elections");
  - b. The forms to nominate Board Member candidates, Audit Committee candidates and Scientific Committee candidates (document "1. Registration and Nomination form ECPC Election")
2. Subsequently, ECPC will send an invitation to ECPC Full and Associate Members to attend the counting of the votes. The invitation shall report the date, time and location of the meeting. The invitation shall

explain that only three volunteers are necessary. Should there be more than 3 volunteers, the Office will ask those closer to the location of the counting (Brussels) to participate. ECPC will cover transport and eventual accommodation of the volunteers, applying the same principles of the reimbursement policy of the ECPC AGM2016.

## CANDIDATURES

3. Each ECPC Full Member can nominate a candidate for the Board, using the form “1. Registration and Nomination form ECPC Election” (Art. 7.5).
4. The form will be sent to all ECPC Members via the ECPC Newsletter on Friday 12<sup>th</sup> February.
5. Reminders will be sent to all Members on the 19<sup>th</sup> February, 4<sup>th</sup> March and 9<sup>th</sup> of March.
6. The deadline for the submission of the candidatures is the 11<sup>th</sup> March at 24.00 CET. The form can be submitted by the Members via email.
7. From the 11<sup>th</sup> March to the 11<sup>th</sup> April, the Office will check that all the candidatures submitted are endorsed by the respective ECPC Full Member (Anna). The Office will then submit to all the candidates recognised the “2. Nominee form Board ECPC Elections 2016” for them to complete.
8. On the 11<sup>th</sup> April, ECPC publishes the list of candidates on the website, linking the respective form “2. Nominee form Board ECPC Elections 2016” (Art. 7.5).
9. On the 11<sup>th</sup> April, the Office produces and records the list of candidates for the Scientific Committee. The list will be presented at the General Assembly Meeting 2016 and will be used by the new Board to nominate the Scientific Committee, in line with Art. 10.4 of the statute.

## VOTING

10. From the 11<sup>th</sup> April, the Office start sending, via registered mail, the voting envelopes composed of:
  - a. The document “Guide to the 2016 elections”, which describes the process of election and provides clear instructions on how to vote;
  - b. The document “Extract from the ECPC statute regarding the elections”;
  - c. The voting form for the Board (document “4. Voting form Board ECPC Elections”)
  - d. The voting form for the Audit Committee (document “5. Voting form Audit Committee ECPC Elections 2016”)
  - e. An empty envelope (Envelope B), pre-marked by the Office with the lettering “ECPC Elections 2016 – DO NOT OPEN” and with the address of the notary Ms Gillardin;
  - f. An empty envelope (Envelope C). Members must complete the voting forms and place them in Envelope C. Neither this Envelope C nor the voting forms should have any identifying marks. Envelope C should then be placed inside Envelope B, which should be sent to the notary.
11. ECPC Full Members are requested to save the receipt from the post office until the ECPC Annual General Meeting. At the AGM, the ECPC Office will collect the receipts to be included in the records of the voting.
12. All the documents in the voting envelopes will be available on the ECPC website in fac-simile format.
13. The deadline for the posting of the votes is the 11<sup>th</sup> May. The postmark will be considered prove of the date of mailing.

## COUNTING OF THE VOTES

14. On the 20<sup>th</sup> May (date to be confirmed), the notary chairs the counting of the voting and is responsible for the production of the minutes of the meeting. The minutes will contain the final report on the vote counting, including the final classification of the candidates, taking into consideration the Art. 7.1, 7.4 and the decision of the ECPC General Assembly 2015 to keep having 7 Board Members. This means that the first 7 candidates will be elected Board Members, provided that at least 4 of them are either cancer patients or cancer survivors. All the voting forms must be attached to the minutes and added to the ECPC records.
15. ECPC Staff and Board Members can attend the counting of the vote, but must not be involved in the opening of the envelopes nor in any other activity regarding the counting, to avoid any manipulation.
16. The notary will open the Envelopes B, noting the identifying marker to check for duplicate voting forms.
17. The notary proceeds to open the Envelopes C – with no identifying marks – and counted under the supervision of the notary, who will verify the results. Any voting forms or Envelopes C with any names or identifying marks will be invalid.
18. The notary will submit the minutes of the meeting in hard copy, via registered post, to the ECPC Office.

## CONFIRMATION OF ELIGIBILITY

19. The day after the counting of the votes, the Board is responsible to communicate in writing (via email and registered post) the results of the voting to the elected candidates for the Board (Art. 7.6), requesting them to produce the documents as per Art. 7.7 of the ECPC statute (thereafter “Art. 7.7 documents”).
20. The candidates must produce the Art 7.7 documents in original and digital copies by the date of the ECPC Annual General Meeting 2016 (5<sup>th</sup> June).
21. During the General Assembly Meeting, an ad-hoc committee of 3 ECPC Members shall be formed to analyse Art. 7.7 documents and check the compliance with the criteria for the Board Membership of the elected candidates. In pursue of Art. 10 and 15 of the statute, the ad-hoc committee can be composed of Full or Associate Members.
22. Once the ad-hoc committee has confirmed eligibility, the new Board and Audit Committee will be formally installed and publicly announced on the ECPC website and invited to attend their first meetings during the ECPC AGM 2016.
23. The legal records in Belgium shall be updated.

## ELECTION HUB ON THE ECPC WEBSITE

To ensure maximum transparency, all the information related to the elections, updates and results will be published in a dedicate section of the ECPC website.

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