



## **A DECADE OF ALLIANCE FOR PUBLIC HEALTH IN SOUTH-EASTERN EUROPE**

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### **28<sup>TH</sup> MEETING OF THE SOUTH-EASTERN EUROPE HEALTH NETWORK**

*Brussels, 13-14 March 2012*

# **DECISION**

**ON**

**South East European Health Network Guidance for  
Election Of Members Of The SEEHN Executive Committee**



**Recalling** the principles of work of the SEE HN stipulated in the Memorandum of Understanding, and especially of regional ownership, partnership, transparency and accountability and equal and active involvement of all SEE member states, and

**Having regards** the need to provide for tool to properly manage procedure of election of members of the SEEHN Executive Committee, and thus, to provide for realization of the SEE HN principles of work, the SEE Health Network at its 29<sup>th</sup> regular meeting held in Zagreb, 05-06 June, 2012 has endorsed the following:

## **D E C I S I O N**

*To accept* the “**South East European Health Network Guidance for Election Of Members Of The SEEHN Executive Committee**” as provided in Annex A to this decision;

*To request* the Secretariat to provide for technical and administrative support to the Election Committee established according to the *Guidance* the whole procedure to be done in line with the *Guidance*, so as the voting can be done by the SEEHN at its 30<sup>th</sup> Meeting in November, 2012; and

This Decision enters into force on the 06<sup>th</sup> of June, 2012.

## ANNEX A

# South East European Health Network Guidance for Election of Members of the SEEHN Executive Committee

### Preamble

This document was produced to address the SEEHN principles of work on election of members of the SEEHN Executive Committee.

*The SEEHN should properly manage and complete procedure of election of members of the SEEHN Executive Committee.*

Election of members of the SEEHN Executive Committee is a key issue in SEEHN activities and has been subject to discussions during several SEEHN Plenary Sessions. As the recognition of the SEEHN and the profile of its work have grown over time, so, too, have the requirements placed on its Executive Committee to manage its work within the mandate stipulated by the SEE HN MoU (2008).

At the time of drafting this document, the SEEHN is in the process of establishing the Secretariat. This document provides guidance to the Secretariat, who is expected to support the Election Committee manage the procedure of election that reflects the expectations of the SEEHN in respect of its principles of work.

The SEEHN Plenary is ultimately responsible for ensuring that SEEHN procedures for election are appropriate and that it meets the requirements of the SEEHN and is being delivered suitably.

The SEEHN leadership will rely on the Secretariat, who reports to the Secretary, for expert advice as necessary and the coordination and coherence of SEEHN procedures for election. Decisions regarding fundamental issues within this procedure, according to their importance, should be debated and approved within the framework of the existing Executive Committee and/or the SEEHN Plenary.

The SEEHN announces the election for Executive Committee for the SEEHN for the term 2013-2015. All SEEHN members and partners, whose membership is current on the election date, are encouraged to participate in this election, having regards the SEEHN MoU (2008) and the SEEHN Decision. The election shall be conducted following the procedures described herein.

## 1. Principles

The following set of principles should guide the SEEHN approach focused to election of the members of the Executive Committee:

- **Objective and transparent.** The SEEHN's election approach and activities should, at all times, be consistent with the SEEHN overarching principles stipulated in the MoU (2008 and beyond).
- Policy-relevant and neutral. It is an essential quality of the SEEHN election procedure and decision that both are policy-relevant and neutral. The presentation of its documents and reports should remain policy-relevant and neutral and maintain evidence balance.
- **Drawn from SEEHN documents and reports.** While the SEEHN work and process of preparing documents and reports aim to reflect a range of views and expertise, its decision with respect to election of members of the Executive Committee should reflect the procedure that has been accepted, adopted or approved by the SEEHN member states and partners.
- **Recognizing SEEHN Executive Committee role and mandate.** Recognizing the SEEHN Executive Committee role and mandate as per the MoU (2008) is central to the authority and quality of SEEHN decisions and their implementation regarding election of the SEEHN Executive Committee.

## 2. Defining the mandate of SEEHN Executive Committee

Mandate of the SEEHN Executive Committee is stipulated by the MoU (2008) as it follows:

### **Article VI – Governance and leadership: Presidency, Executive Committee and regional meetings**

3. The Executive Committee shall be composed of five members: three representing the SEE member states, one representing the partner states and one member jointly nominated by interested integrational organizations and international and regional governmental and nongovernmental organizations. The members of the Executive Committee shall be elected by the SEE Health Network from among its members on personal merit for a period of two years. Should a member withdraw or be withdrawn before completing the Committee's term of office, the SEE Health Network shall be responsible for appointing a replacement at its following regional meeting. Representatives of integrational organizations and of international and regional governmental and nongovernmental organizations are entitled to participate in the meetings as observers with the right to contribute to the discussions.

4. The SEE Health Network may elect advisers to the Executive Committee on their personal merit with a mandate to strengthen and enhance the work of the Executive Committee and the SEE Health Network.
5. The Executive Committee shall appoint a chairperson, an alternate and a rapporteur for its term of two years. The rapporteur shall also act as rapporteur of the semi-annual regional meetings of the SEE Health Network.

### **3. Establishing of Election Committee**

SEEHN establishes Election Committee of three members of the SEEHN plenary charged to implement election procedure and table report with explanatory memorandum to the SEEHN Plenary , as it follows:

- Presentation and written report on the state of art with the election procedure, at the SEEHN Plenary when the voting will take place,
- Oral report –presentation of findings of the voting procedure, immediately after the voting procedure is completed, at the SEE HN plenary where it took place and
- Written final report at the SEEHN plenary that takes place immediately after the plenary at which the voting took place.

### **4. Eligibility for Executive Committee Office**

Any member, whose membership is current on the election date, may serve in any position of the Executive Committee (including partners, according to the MoU-2008).

### **5. Eligibility for Voting**

Any member whose membership is current on the election date will have the right to vote on the basis of one-person- one-vote. Voting by proxy will not be allowed.

### **6. Filing for Election**

Members and partners may declare, with the Election Committee, their interest and eligible candidates in the desired position in the Executive Committee.

No single person can run for more than one position.

Interested members and partners candidate shall contact the Election Committee through any of the committee's three members before the deadline for declaring candidacy.

Contact can be made through email or phone. Email is preferred. The following information shall be provided for the candidate:

1. Full Name:
2. Position sought:
3. Phone:
4. Email:
5. Short and concise resume and
6. Candidate statement of interest.

#### **7. Election Committee Members and Contacts:**

<b>Name</b>	<b>Phone</b>	<b>Email</b>
1.		
2.		
3.		

The Election Committee members are to be contacted in case of any questions regarding the election. Email is preferred as it can be easily shared with the rest of the SEEHN community.

#### **8. Nomination for Executive Committee**

A potential candidate can be proposed by eligible member and partner for the position (according to the MoU-2008, i.e. representative of the SEE member states, representative of the partner states and representative of the interested integrational organizations and international and regional governmental and nongovernmental organizations). The Election Committee will confirm with the nominated candidate his/her interest to run for elections for the proposed position. The nominated candidate will be registered for election with the Election Committee if he/she is interested, otherwise the nomination will be voided. A member or partner may not nominate more than one candidate. A candidate running for a position may not be nominated for any other position.

It is suggested that the member or partner nominating a potential candidate email a courtesy copy to the nominated candidate, in order to expedite confirmation.

#### **9. Communicating Election Committee**

The list of candidates and positions sought will be updated and posted through emails regularly.

The Election Committee will make announcements through email. Candidates shall email their

message to the Election Committee.

## **10. Withdrawal from Election**

Member state or partner, as well as the candidate may withdraw from election at any time until the deadline for withdrawal. Member state or partner, as well as the candidate may withdraw from one position and run for another position before the deadline to declare candidacy.

## **11. Extension of Deadline under Extraordinary Circumstances**

If any position in the SEEHN Executive Committee is not contested for or filled within the specified deadline, then the Election Committee may announce the vacancy prior to the voting. Any eligible member or partner of SEEHN may volunteer to serve in that position. The first proposal tabled to the Election Committee to state interest in serving in the vacant position may be accepted in the position.

## **12. Voters' List**

Candidates for election may contact the Election Committee for the SEEHN voters' list. The Election Committee will provide the voters' list upon request.

## **13. Dates and Deadlines**

The various dates and deadlines regarding the election are as follows:

1. Declaring candidacy and nomination of candidates will begin on 10<sup>th</sup> of June, 2012, at 9:00 a.m.
2. Deadline for nomination: September 10, 2012, at 9:00 p.m.
3. Deadline for withdrawal from candidacy: September 10, 2012, at 9:00 p.m.

## **14. Final list of Candidates**

After the last date for filing for elections and the deadline for withdrawal, the election committee will announce the final list of candidates for election. The names of candidates for contested positions will appear on ballot papers. Uncontested candidates will automatically be elected.

## **15. Voting:**

- Voting shall be conducted through secret ballots. Ballot papers shall be used. The ballot papers shall have the names of the candidates and the position sought for

every position that is contested. Uncontested positions shall not appear on the ballot paper.

- There are 5 member positions. If more than 5 persons apply for member position, the names of all of the applicants for member position will appear on the ballot paper.
- The ballot papers shall be distributed by the Election Committee to the voters (member states of the SEEHN) present during the SEEHN plenary in November, 2012.
- The ballot paper shall be marked by voters to indicate their vote. For every contested position, only one candidate shall be chosen by placing a suggested mark (such as “X” or “√”) at the designated space next to the desired candidate’s name.
- Voters shall fold the ballot paper appropriately for confidentiality and place it inside the ballot box during the allotted balloting period, the schedule for which will be announced by the Election Committee prior to the event on the same day.
- Only one ballot may be cast by any eligible voter.
- **Validity of Votes:** The vote for any position in a ballot paper shall be considered invalid if no candidate has been chosen by the voter for the position. If in any ballot paper, more than one name has been marked with the suggested mark (such as “X” or “√”) among candidates for the same position, then the vote for that position shall be considered invalid. An invalid vote for a position in any ballot does not invalidate valid votes for other positions in the same ballot. If any ballot paper has crossed out (cancelled) marks but clearly indicate the voted candidate, such votes shall be considered valid.
- The Election Committee will explain the balloting process during plenary meeting and will introduce to the plenary the candidates for various positions of SEEHN Executive Committee.

## **16. Report of the Election Committee regarding voting**

Election Committee will report to the Plenary President results of voting, and after the Plenary a written report shall be tabled as well, scoping all the information and documentation pertaining to the election process from the SEEHN announcement to the final decision by the SEEHN Plenary after voting proceeding.

## **17. SEEHN decision**

SEEHN endorses decision for election of the members of the SEEHN Executive Committee on the same plenary when the voting has been completed, upon the oral presentation/report of the results, by the Selection Committee.

**Questions, Suggestions and Grievances:** Election committee will respond to questions, suggestions and grievances from SEEHN members and partners regarding the election during the election process, and after the casting of ballots.

**Attendance:** It will not be necessary for a candidate to be present during the plenary. However, the voters must be present in person during the balloting in order to cast their votes. Proxy votes will not be allowed.

**Counting of Votes:** The Election Committee, with the help of the Secretariat, will count the votes from the ballot papers for each candidate, and announce the results and the names of the new elected Executive Committee members of SEEHN. The ballots and the results shall be kept as documents.

**Documentation of Election:** The Election Committee shall hand over all the election related documents to the new Executive Committee a few days after the election.

**Addendum to Election Procedures:** The Election Committee may provide further information as addendum to election procedures to elaborate on specific topics as necessary.