

Deadline: Completed and signed forms to be received by IHA Central Office on or before 7 June 2017

The election of the IHA Board to serve for the 2017–19 period will take place between June and August 2017. We are now accepting candidate nominations for the elections: this pack will detail the rules and how to enter. You can find the nomination form on the following pages.

Your candidacy must be supported by two current IHA members, based in different countries. You also need to provide a statement outlining the contribution you can make as a Board member.

The schedule for the 2017 elections is as follows:

- **7 June:** Closing date for candidate nominations
- **21 June:** Distribution of electronic ballot form with candidate details and voting procedures to members
- **2 August:** Deadline for votes to be received by the Central Office
- **7 August:** Election results announced (notice on website, plus email to candidates)
- **20–21 September:** First meeting of the new IHA Board (London, UK)

Board member duties

Elected Board members are expected to fulfil the following responsibilities and duties:

- Act in accordance with IHA's constitution and bye-laws.
- Promote the success of the association.
- Exercise independent judgement.
- Exercise reasonable care, skill and diligence.
- Avoid conflicts of interest.
- Not accept benefits from third parties.
- Declare interest in proposed transaction or arrangement.
- Declare interest in a current transaction or arrangement.
- Some Board Members may be required to act as directors and/or members of the subsidiary legal entities.

Election rules: IHA Bye Laws

The composition of the Board and the rules for its election are set out in the IHA Bye Laws, as follows:

THE BOARD

6.i. The Board will include up to 18 elected Board members from the following categories:

a. *Regional categories*

- **Africa**, comprising all members of the African Union, and Morocco
- **America, North and Central**, comprising Belize, Bermuda, Canada, the Caribbean nations, Costa Rica, Guatemala, Honduras, Mexico, Nicaragua, Panama, El Salvador and the United States of America
- **America, South**, comprising Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Guyana, Paraguay, Peru, Suriname, Uruguay and Venezuela
- **Asia One**, comprising Afghanistan, Bahrain, Bangladesh, Bhutan, India, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Nepal, Oman, Pakistan, Qatar, Russia, Saudi Arabia, Sri Lanka, Syria, Tajikistan, Turkey, Turkmenistan, United Arab Emirates, Uzbekistan and Yemen
- **Asia Two**, comprising Australia, Cambodia, China, Indonesia, Japan, Laos, Malaysia, Mongolia, Myanmar, New Zealand, North Korea, Papua New Guinea, Philippines, Singapore, South Korea, Thailand, Timor-Leste, Vietnam and the Pacific Island Nations.
- **Europe**, comprising, the members of the European Economic Area and Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, FYI Macedonia, Moldova, Monaco, San Marino, Serbia and Montenegro, Switzerland and Ukraine.

6.ii. Candidates for Board election will be nominated according to the regional categories. Candidates in the regional categories will be Members based within these regions.

6.iii. The elected Board members may co-opt up to six additional Members to the Board.

6.iv. The term of office for all Board members is two years.

6.v. All Board members, despite being proposed as candidates within their respective category, will work in their individual capacity in the interest of the Association.

6.vi. Nomination of candidates for election to the Board.

a. At least four weeks' notice will be given by the Central Office in the call for nominations.

b. A candidate may be proposed in writing to the Central Office by any two current Members based in different countries.

c. Candidates will be required to give a written description of what contribution to the Association they could make, if elected.

d. Candidates must confirm that sufficient time and resources are available to meet the shared responsibilities of the Board, including a commitment to attend the majority of its meetings.

6.vii. Election process of Board members.

a. All Members will vote for 18 candidates, with at least one vote being cast in each category (provided that there is at least one candidate in each category, and at least 18 candidates in total).

b. The election process may be conducted by postal, facsimile or electronic vote according to the guidance issued by the Central Office at the beginning of the process. The deadline for the return of votes will be six weeks after the sending date of the ballot form from the Central Office.

c. Counting of the votes will be witnessed by the Auditor.

d. A minimum of one candidate will be elected from each category, provided there is a candidacy for each and such candidate has received at least one vote (in addition to any vote the candidate may have cast in his/her own favour).

e. In electing the Board members, a maximum of six candidates may be elected in any one category.

f. No more than three candidates based in the same country will be elected.

6.viii. Co-option of Board members.

a. Candidates agree to assume the shared responsibilities of the Board, if their appointment is supported by the majority of elected Board members.

b. With the exception of the selection of other co-opted members, co-opted members have full voting rights within the Board.

c. The term of office for a co-opted member will begin at the time of the first meeting after the member has accepted the appointment to the Board. The term ends two years after the date of this meeting.

6.ix. If a Board member retires within his/her term of office, the elected Board members may co-opt a replacement for the remaining period of the original member's term.

Title (Mr / Mrs / Ms / Dr):

Name (Main Family Name in Capitals):

IHA membership number:

Organization:

Position:

Address:

Country:

Telephone:

E-mail:

In accordance with the IHA Bye-laws, I confirm my interest to stand for election to the IHA Board in the following category (please indicate, as appropriate - see Bye Laws extract above for the composition of each region)

Africa	America, North and Central	America, South	Asia one	Asia two	Europe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My candidacy is supported by the following current IHA members, based in different countries:

Name:

Country:

Name:

Country:

The contribution to the Association that I could make as an elected Board Member is (*please enter up to 200 words - if you would like to provide more, please attach a separate document*):

I confirm that I am a current IHA member, and that sufficient time and resources are available for me to meet the shared responsibilities of the Board, including a commitment to attend the majority of its meetings. I acknowledge that the election results will be announced on the IHA website on 7 August 2017; the first Board meeting following the election will take place in London, UK, on 20-21 September 2017 and I confirm my availability to participate, should I be elected.

Signed:

Date: