

## IUGA Officer & Committee Nomination Policy

### 1. *NOMINATIONS PROCEDURE*

- 1.1 The Nominating Committee is comprised of the President, Past President, two elected members, and one member appointed by the President. The Nominating Committee will receive all qualified nominations for consideration at a designated time during the Annual Meeting and will present the nominees at the IUGA Annual Business Meeting.
- 1.2 Qualified nominations may be submitted through the IUGA Office ([office@iuga.org](mailto:office@iuga.org)) at any time up until the Annual Business Meeting. Nominations may be submitted by any IUGA member in good standing, including self, utilizing the qualifications described below.
- 1.3 The nomination procedure outlined in this policy is applicable to the following elected positions within IUGA: Vice-President, Secretary, Treasurer, Nominating Committee Members-at-Large, International Advisory Board members, Committee Chairs, and Scientific Committee members.
- 1.4 Qualifications:
  - 1.4.1 Vice-President:
    - Minimum active membership in IUGA: 5 years
    - Previous significant contribution to IUGA (e.g., chairing the Annual Meeting Local Organizing Committee) AND/OR participation on the Advisory Council (Committee Chairs, International Advisory Board representatives, IUJ editors)
    - Attended IUGA Annual Meeting in 3 of past 5 years
  - 1.4.2 Secretary:
    - Minimum active membership in IUGA: 5 years
    - Previous significant contribution to IUGA (e.g., chairing the Annual Meeting Local Organizing Committee) AND/OR participation on the Advisory Council (Committee Chairs, International Advisory Board representatives, IUJ editors)
    - Attended IUGA Annual Meeting in 3 of past 5 years
  - 1.4.3 Treasurer:
    - Minimum active membership in IUGA: 5 years
    - Previous significant contribution to IUGA (e.g., chairing the Annual Meeting Local Organizing Committee) AND/OR participation on the

Advisory Council (Committee Chairs, International Advisory Board representatives, IUJ editors)

- Proven ability to read financial statements (example – head of department involving budget management)
- Attended IUGA Annual Meeting in 3 of the past 5 years

**1.4.4** Nominating Committee Members-at-Large:

- Minimum active membership in IUGA: 5 years
- Attended IUGA Annual Meeting 3 of the past 5 years
- Previous contribution to IUGA AND/OR participation in a leadership role

**1.4.5** International Advisory Board Members

- Minimum active membership in IUGA: 5 years
- Be a resident in the region to be represented
- Demonstrated commitment to IUGA and evidence of leadership/ involvement in the development of urogynecology in the region
- Attended IUGA Annual Meeting in 3 of past 5 years

**1.4.6** Committee Chairs

- Minimum active membership in IUGA: 5 years
- Active member of committee with significant contribution (i.e., subcommittee chair, working group/project chair)
- Attended IUGA Annual Meeting in 2 of past 3 years

**1.4.7** Scientific Committee members

- Minimum active membership in IUGA: 5 years
- Attended IUGA Annual Meeting in 3 of past 5 years

**1.5** Term of Office:

**1.5.1** Vice President: 6 years

- 2-year term as vice-president
- Following 2-year term as vice-president, automatically becomes president for 2-year term
- Following 2-year term as president, automatically moves into the past president position for a 2-year term

**1.5.2** Secretary: 2-year term, renewable once

**1.5.3** Treasurer: 2-year term, renewable once

**1.5.4** Nominating Committee Member-at-Large: 2-year term, non-renewable

**1.5.5** International Advisory Board: 3-year term, non-renewable

**1.5.6** Scientific Committee Chair: 2-year term, non-renewable

**1.5.7** All Other Committee Chairs: 2-year term, renewable once

**1.6** Nomination and Election Process:

**1.6.1** Nominations will be received by the IUGA Office and eligibility qualifications verified.

**1.6.2** Eligible candidates will be asked to submit a statement of interest, CV, and photo for use during the election process, as well as complete the conflict of interest disclosure form.

**1.6.3** Qualified candidates will be forwarded to the Nominating Committee for review and approval prior to the Annual Business Meeting.

**1.6.4** The Nominating Committee may nominate members who do not strictly follow the stated office qualifications if it is considered by the committee to be in the best interest of the association.

**1.6.5** One member may not be a candidate for two different positions in the same election year.

**1.6.6** The Nominating Committee will officially present all accepted nominations at the Annual Business Meeting.

**1.6.7** Nominations may be taken from the floor during the Annual Business Meeting.

**1.6.8** Nominations will not be accepted after the Annual Business Meeting.

**1.6.9** An online election will be held. IUGA members in good standing will be able to vote electronically by using the online voting system on the IUGA members only section of the website (log in required). The voting window will be open for exactly 4 weeks (28 days) and will not be extended. The exact dates of the voting window will be announced to all IUGA members by email as timing may change depending on the Annual (Business) Meeting but would normally be scheduled during the months of September through November.

**1.6.10** Election results will be announced first to all nominees and then to the membership via the IUGA Insider and a news post on the IUGA website ([www.iuga.org](http://www.iuga.org)).