

# **2025 APACPH ELECTION 2**

## **Procedure of 2025 APACPH Election and the Revision of the Constitution**

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**2025 Election Committee**

**30 June, 2025**



# Contents

- 1: Revision of the Constitution  
(Including adding one section about the  
election committee)**
- 2: Election: Scenario 1
- 3: Election: Scenario 2

# Purpose vs Object or Objective?

## ARTICLE II: PURPOSE, ACTIVITIES

### Section II-1

Purpose. The purpose of the Association shall be:

2. Individual Members shall be divided into the two classes:

(1) Regular Individual Members; and

(2) Emeritus Members.

A. Regular Individual Members, who are any individual persons that support the **objects** and activities of the Association and as are admitted to membership in accordance with this Constitution.

P3, P5: Purpose, object, objective?

# Who are the Secretariate?

5. The Secretariat, shall serve as the primary bureaucratic arm of the Association.
  - A. A representative of the Secretariat shall attend all meetings of the Eligible Members, Management Board and of the Executive Council, and shall record the proceedings thereof in the minute book or books of the Association.

**P12: The Secretariat is not defined here: On page 14, the head representative of the Secretariat is defined as the Vice President Administrative. Who else belong to the Secretariat?**

# Wrong Format

## Section V-2

1. Officers. The Officers of the Association shall be the President, the Immediate Past President, the President-Elect, the First Vice President, the Second Vice-President, the Vice President Administrative, the Vice President Finance, the Secretary-General, Regional Directors, and in addition thereto, one or more Assistant Secretaries, one or more Assistant Treasurers and such other Officers, with such duties, as the Executive Council shall from time to

P13, P14 5-E, P6, etc: In the printed PDF, these kinds of formatting errors are found. It should be carefully checked and revised. Also, spacing errors, grammatical errors should be corrected(P3, P4, P5, P7, etc).

# Regional Director

7. **Regional Directors.** Each of the Regional Directors shall be nominated from countries or areas where more than six (6) Institutional Members exist. Regional Directors shall be designated by Executive Council and approved by General Assembly.

P15: Regional Director was approved only by the Executive Council in 2025 and was not approved by General Assembly. This section should be revised.

# Election and the Vice President Administrative

- B. All nominations for election as an Elected Officer must be in writing and signed by two Members and also signed by the nominee consenting to such nomination and shall be delivered to and lodged with the Vice President Administrative not less than twenty-one days prior to the date fixed for the holding of the relevant annual General Assembly;

**P15: If the Vice President Administrative** receives all the nomination information, the Vice President Administrative should not become an Elected Officer (Conflict of Interest).

# Voting at the General Assembly

## 1. Votes of the General Assembly

- A. All resolutions of a meeting of the General Assembly shall be decided on a show of hands unless a poll is demanded in accordance with this Constitution. When voting on a show of hands, every Representative of an Entitled Member has one vote.

P16: Should online voting be done only for the election or for other resolutions, too? If so, who should manage the voting? Election-Election Committee, Others-Secretariat? By using the **Election Buddy**?

# Section V-2: Amendment

- 8. **Election Committee**. The Election Committee is the sole authority responsible for administering the election process for the Elected Officials.
- A. The Chair of the Election Committee **is appointed by the President**.
- B. The Chair of the Election Committee oversees all election procedures to ensure compliance with the Constitution, including the acceptance of nominations, verification of candidate eligibility, management of the voting process, and announcement of results.
- C. The Chair of the Election Committee may appoint two members to assist with the election procedures.
- D. The Chair of the Election Committee is not eligible for nomination for the positions of Elected Officials.
- E. The Chair and members of the Election Committee shall **expire at the end of the date of the General Assembly**.

Can we add it to make the revised Constitution?

# Section V-3: Amendment

- B. All nominations for election as an Elected Officer must be in writing and signed by two Members and also signed by the nominee consenting to such nomination and shall be delivered to and lodged **with the Chair of the Election Committee** not less than twenty-one days prior to the date fixed for the holding of the relevant annual General Assembly;
- D. **The Election Committee** must ensure that the **online ballot** is conducted in such a fashion as to provide Members with sufficient opportunity to consider all nominations;
- E. **The Election Committee** must ensure that a sufficient period is allowed to complete the **online ballot** at least seven days prior to the holding of the relevant annual general meeting;
- F. At the relevant annual general meeting, **the online vote** duly received **by the Chair of the Election Committee** prior to the annual General Assembly shall be added to **the only votes** cast at the annual General Assembly, to determine the results of the election of Elected Officers; and...

Can we modify it like this to make the revised Constitution?

# Amendments

## ARTICLE X: AMENDMENTS

The Constitution may be altered, amended or repealed, and a new Constitution may be adopted, subject to repeal or change by the Eligible Members, by a majority vote of the members of General Assembly at which a quorum is present or by the written consent of such members upon recommendation by the the Executive Council.

An Amendment Committee should be created and a revised Constitution should be made before the Executive Committee Meeting and General Assembly.

# Election Day and Place

4 November 2025  
during the GA

@Mae Fah Luang  
University, Chiang  
Rai, Thailand

## 2 Positions for the Year 2025

President-  
Elect

Vice-  
President 1

# Election Process 1

1. Call for Nominations



2. Nomination Submission



3. Verification of Nominees



4. Announcement of Final Nominees

# Election Process 2

5. Voting online and during GA

6. Counting Votes and Showing Results

7. Appointment and Transition

# Call for nominations/Nomination submission

The Secretariat opens the nomination period.  
(Typically, 60 days before the GA).

Each member institution may nominate candidates for the Executive Council.

Nominees must fulfill the following criteria:

- Be from an active member institution in good standing.
- Have at least two years of involvement in APACPH activities.
- Submit a formal CV and statement of intent (within 200 words)
- Submit a supporter's letter

Nominations are submitted to the Secretariat and reviewed by the Election Committee.

# Application documents

Prepare “call for nomination” documents.

- TOR of 3 positions.
- Nomination documents by the candidate and a supporter.
- Election process document
- ...

Send them to the eligible APACPH institutions (active members) by mid-July

**(The list of active members will be ready by 7 July.)**

# Action points

Who are the active members?  
(Those who paid the institution fee for either or both 2024 and 2025 by the end of June, 2025)

By the end of 7 July,  
we need to have a list of active members.

**Starting date for nomination:  
From 4 to 31 August.**

**Screening and verification:  
From 1 to 5 September.**  
Send a letter of eligibility to the nominee during this period.

**Final list of eligible nominees is confirmed and officially announced to the voting members.**  
On 8 September.

# Campaign and Presentation/**Action points**

Candidates may be invited to submit a brief campaign profile or give a short presentation.

These materials are shared with member institutions in advance of the vote.

Submit a brief campaign profile or a short presentation **to the Election Committee:**  
By 8 September.

These materials are shared with member institutions:  
**On 8 September.**

# Voting Procedure

Voting is conducted electronically  
before and during the General  
Assembly.

Each active member institution has  
one vote per position.

Voting will be done confidentially.

(We use Election  
Buddy.

<https://electionbuddy.com/pricing/>)

Minimum 39 USD/month

The votes are tallied and validated by  
the Election Committee.

# Announcement of the results/**Action points**

Results are announced at the General Assembly and via official APACPH channels.

The announcement template should be prepared before the election and uploaded to the website during the 2025 conference.

The new Executive Council members begin their term immediately or as stated in the Constitution.



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(Including adding one section about the election committee)
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# Election guidelines: Two scenarios

## Scenario 1

**Vice President Administrative  
represents the election  
procedure and delegates it to  
the Election Committee**

## Scenario 2

**The Election Committee is  
responsible for all the  
election procedures  
(From 2026?)**

# Scenario 1: Procedures Following the Constitution (Section 2)

## Section 2. Positions Subject to Election

The positions of Elected Officials to be filled by election shall be confirmed annually by the Executive Council, **under the Constitution**, and communicated to all Institutional Members.

# Scenario 1: Procedures Following the Constitution (Section 3 [1/2])

## Section 3. Election Committee

- a. The Election Committee is the sole authority responsible for administering the election process.
- b. The Chair of the Election Committee **is appointed by the President.**
- c. The Chair of the Election Committee oversees all election procedures to ensure **compliance with the Constitution**, including the acceptance of nominations, verification of candidate eligibility, management of the voting process, and announcement of results.
- d. At least two additional members of the Election Committee are nominated by the Chair and approved by the Executive Council.

# Scenario 1: Procedures Following the Constitution (Section 3 [1/2])

## Section 3. Election Committee

- e. The members of the Election Committee assist the Chair in conducting the election procedures.
- f. The Chair and members of the Election Committee must be natural persons affiliated with an active Institutional Member.
- g. The terms of the Chair and members of the Election Committee shall **expire at the end of the date** of the General Assembly.
- h. Only the Chair and members of the Election Committee may access, view, and handle individual votes from the representatives of Institutional Members.

# Scenario 1: Procedures Following the Constitution (Section 4)

## Section 4. Eligibility for nominations and voting

- a. Eligibility requirements for the right to vote and the right to be elected are set forth in the Constitution. To facilitate verification by the Election Committee, nominations must include all required supporting documents as specified in Appendix 1.
- b. The Chair and members of the Election Committee are not eligible for nomination for the positions of Elected Officials.**

# Scenario 1: Procedures Following the Constitution (Section 5)

## Section 5. Mode of voting

- a. Voting is conducted by secret electronic postal ballot before and during the General Assembly.
- b. The Election Committee is responsible for developing and implementing an electronic voting system that ensures fairness, confidentiality, and integrity under this Election Procedure. **The Vice President Administrative implements a secret electronic ballot; however, the Vice President Administrative shall not have access to individual votes.**

# Scenario 1: Procedures Following the Constitution (Section 6)

## Section 6. Pre-election procedure

- a. The timeline and procedures for the election are proposed by the Election Committee and approved by the Executive Council.
- b. Upon request from the Election Committee, the Vice President Administrative provides the Election Committee with the list of Institutional Members eligible for nominations and voting and the contact addresses of the representatives of these Institutional Members.
- c. The Chair of the Election Committee issues **a call for nominations. The Vice President Administrative distributes it to Institutional Members. The Election Committee accepts nominations until at least twenty-one (21) days before the date of the General Assembly and receives all the nomination documents.**
- d. **The Election Committee** screens and verifies all nominations for eligibility and completeness.

# Scenario 1: Procedures Following the Constitution (Section 7)

## Section 7. Campaign and Presentation

- a. Verified nominees may **submit** a brief campaign profile or a short presentation **to the Election Committee** by the date designated by the Election Committee.
- b. The Election Committee distributes the submitted campaign profiles and presentations received from nominees to the representatives of Institutional Members.

# Scenario 1: Procedures Following the Constitution (Section 8 [1/2])

## Section 8. Voting Procedure

- a. **The Vice President Administrative** notifies Institutional Members of the voting instructions. The voting period starts at least seven days before the date of the General Assembly and ends on the date of the General Assembly.
- b. Each Institutional Member is entitled to one vote per position. The Election Committee issues a unique identification number to each Institutional Member to avoid multiple votes per position from a single institution.

# Scenario 1: Procedures Following the Constitution (Section 8 [2/2])

## Section 8. Voting Procedure

- c. Voting is by secret ballot to ensure fairness and confidentiality. Only a member of the Election Committee who is not involved in counting votes develops the list of Institutional Members that have completed voting, excludes all votes from member institutions that cast multiple votes per position, and anonymizes the vote data. Another Election Committee member counts the votes from the anonymized data. The Chair of the Election Committee certifies the voting results and reports them to the General Assembly.

# Scenario 1: Procedures Following the Constitution (Section 9)

## Section 9. Dispute Resolution

- a. Any disputes regarding the election process must be submitted by the representative of an Institutional Member, Officer, or a nominee in writing to the Election Committee by the adjournment of the General Assembly.
- b. The Election Committee reviews and resolves disputes and reports to the General Assembly. Based on the report from the Election Committee, a poll for a special resolution to declare an election result invalid may be demanded, in accordance with the procedure defined by the Constitution.

# **Scenario 1: Procedures Following the Constitution (Section 10)**

## **Section 10. Amendment**

The Election Procedure may be altered, amended, or repealed, and a new Election Procedure may be adopted by the Executive Council.

# **Scenario 1: Procedures Following the Constitution (Appendix)**

## **Appendix 1. Documents to be submitted with the nomination**

1. Letters of Nomination by representatives from two Institutional Members
2. Letter of Nomination by a nominee



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# Scenario 2: Election Committee is responsible for all the procedures (Section 5)

## Section 5. Mode of voting

- a. Voting is conducted by secret electronic ballot before and during the General Assembly.
- b. The Election Committee is responsible** for developing and implementing an electronic voting system that ensures fairness, confidentiality, and integrity under this Election Procedure.

# Scenario 2: Election Committee is responsible for all the procedures (Section 6)

## Section 6. Pre-election procedure

- a. The timeline and procedures for the election are proposed by the Election Committee and approved by the Executive Council.
- b. Upon request from the Election Committee, the Vice President Administrative provides the Election Committee with the list of Institutional Members eligible for nominations and voting and the contact addresses of the representatives of these Institutional Members.
- c. The Chair of the Election Committee issues a call for nominations, distributes it to Institutional Members, and accepts nominations until at least twenty-one (21) days before the date of the General Assembly.**
- d. The Election Committee** screens and verifies all nominations for eligibility and completeness.

# Scenario 2: Election Committee is responsible for all the procedures (Section 8 [1/2])

## Section 8. Voting Procedure

- a. **The Election Committee** notifies Institutional Members of the voting instructions. The voting period starts at least seven days before the date of the General Assembly and ends on the date of the General Assembly.
- b. Each Institutional Member is entitled to one vote per position. The Election Committee issues a unique identification number to each Institutional Member to avoid multiple votes per position from a single institution.

# Scenario 2: Election Committee is responsible for all the procedures (Section 8 [2/2])

## Section 8. Voting Procedure

- c. Voting is by secret ballot to ensure fairness and confidentiality. Only a member of the Election Committee who is not involved in counting votes develops the list of Institutional Members that have completed voting, excludes all votes from member institutions that cast multiple votes per position, and anonymizes the vote data. Another Election Committee member counts the votes from the anonymized data. The Chair of the Election Committee certifies the voting results and reports them to the General Assembly.

# Timing of the election, etc.

- 1. Do I need to attend the ECM to discuss or confirm some election issues on 3 Nov.? **(The election committee chair and members are not supposed to attend the ECM except for the election matter, as they have no right to say an opinion during the ECM.)**
- 2. What time will the election be conducted during the General Assembly on 4 Nov.? **(The election committee chair and members are not supposed to attend the General Assembly except for the election matter, as they have no right to say an opinion during the General Assembly.)**
- 3. Prof. Hashizume and Shibamura will not run for election this year, so there will be no conflict of interest.
- 4. The selection of the election committee members should be carefully done making sure that none of them run for the next election during their term.
- 5. This will be my last time working as the chair of the election committee, so the new President is expected to select another chair for next year.