

Election Procedure for Elected Officers of the Asia-Pacific Academic Consortium for Public Health

Scenario 1 (Vice President Administrative represents the election procedure following the Constitution and delegates it to the Election Committee)

Section 1. Purpose

The Election Procedure for Elected Officers (hereinafter “the Election Procedure”) establishes the process for electing officers under the Constitution of the Asia-Pacific Academic Consortium for Public Health (hereinafter “the Constitution”). The Election Procedure governs the nomination, campaign, voting, and resolution of disputes related to the election of officers at the General Assembly.

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.

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 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.
- 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.

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.

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 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.**

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.

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.

Section 8. Voting Procedure

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- 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.
- C. Voting is by secret postal 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.

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.

Section 10. Amendment

The Election Procedure may be altered, amended, or repealed, and a new Election Procedure may be adopted by the Executive Council.

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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