



## **Election Task Force**

### **Terms of Reference**

#### **I. Introduction**

- I.1 The International Executive Committee is the governing body of the International Bureau for Epilepsy.
- I.2 The Election Task Force is a task force established by the International Executive Committee in February 2005 under Bye-Law III, 'IBE Election Procedures'.
- I.3 The Task Force will work within the framework of the IBE Constitution and Bye-Laws. It shall report to the International Executive Committee but it shall be accountable to the Full Members of IBE.
- I.4 The Chair of the Task Force shall be Mrs Susanne Lund. The members of the Task Force shall be Dr Michael Hills and Prof Jerome Engel, Jr..
- I.5 The quorum will be half the members, present in person.
- I.6 Meetings of the Task Force will be convened as is necessary to enable the Task Force to discharge its functions effectively. The Task Force will otherwise conduct its business by email, telephone, etc...
- I.7 The Task Force cannot commit the Bureau to any new programme expenditure or impose significant additional administrative costs without the prior approval of the International Executive Committee.

## **2. Aims**

- 2.1 The Election Task Force will be the guardian of the IBE election process.
- 2.2 It will ensure that the IBE election procedures are adhered to and are applied fairly in all of the IBE elections.

## **3. Objectives**

The Task Force will, inter alia :-

- 3.1 be responsible for managing and administering the election process in all of the IBE's elections;
- 3.2 issue notice of an election and call for the nomination of candidates not less than 120 days before the date of the election;
- 3.3 issue ballot forms, together with an appropriate form of proxy, to all eligible voting Full Members not less than 60 days before the date of the election;
- 3.4 audit the election and will confirm and declare in writing the result;
- 3.5 determine if there is any breach of the election procedures and will judge whether or not disqualification is warranted;
- 3.6 in matters of doubt or interpretation will refer to the IBE's Constitution, bye-laws, policies and procedures and professional advisers as required.