



Frauen Europäischer **M**ittel- und Kleinbetriebe
Femmes Européennes des **M**oyennes et petites Entreprises
Female Europeans of **M**edium and small Enterprises

FEM Electoral Rules

§ 1 Area of Application

These electoral rules shall apply to the election of the president, the vice-presidents, the treasurer, the annual accounts auditors as well as possible additional members (maximum 3) of the Directive Committee of FEM (Entrepreneurial Women in Small and Medium-sized Enterprises).

§ 2 Electoral Principles

- (1) The Directive Committee (President, Vice-presidents, Treasurer) will be elected during the Assembly of Delegates by the delegates present and entitled to vote.
- (2) Further to the members of the Directive Committee two annual account auditors as well as possible additional member (maximum 3) of the Directive Committee have to be elected.
- (3) Entitled to vote are those delegates who have paid the subscription according to the rules in the current year and also in the previous year.

§ 3 Candidatures

- (1) Those delegates who have paid the subscription according to the rules in the current year and also in the previous year can run for election.
- (2) The candidates shall fulfill the following criteria:
 - Be a self-employed or co-working woman entrepreneur;
 - Shall execute her function without remuneration;
 - Shall master at least one of FEM's working languages;
 - Shall be supported by the organisation(s) of her own country;
 - Shall have a pro-European attitude;
 - Shall have sufficient time to represent FEM each time that her presence at European or national level is considered necessary.
- (3) The following documents shall be presented with the application:
 - Indication of the exact position you apply for and a short explanation why you apply for this position (max. 1/2 page)
 - an action plan for FEM's future activities (max. 1 page);
 - a CV in table format (max. 1 page);
 - a short description of your organisation (max. 1/2 page)
- (4) A written invitation to present the candidatures for the Directive Committee will be sent at least 12 weeks prior to the date of the Assembly of Delegates which hosts the elections.
- (5) Written candidatures for the Directive Committee must be submitted at least 8 weeks prior to the date of the Assembly of Delegates which hosts the elections.
- (6) The candidates for the Directive Committee will be presented in an appropriate way, for example by a circular to all FEM delegates and member organisations.
- (7) All candidates will be presented at the Assembly of Delegates. Each delegate has the possibility to ask maximum one question to each candidate.

§ 4 Eligible voters

- (1) Each organisation has as many delegates entitled to vote as they have duly paid the membership fee for in the year prior to the elections and in the current year. If the number of delegates nominated and duly paid for in the election year is inferior to the number of the year prior to the elections the number of delegates entitled to vote will be reduced accordingly. If the number of delegates nominated and duly paid for in the election year is higher than the year before the number of delegates entitled to vote will be reduced to the one of the year prior to the elections.
- (2) For important decisions, like elections, modification of statutes, dissolution of the organisation one person has to be present for each vote (one person = one vote). Delegates have the possibility to send a substitute, who is member of their organisation but not FEM delegate, if they cannot participate themselves. The substitute must present a written proxy. Each person present and entitled to vote has only one vote per ballot.

§ 5 Election Procedures

- (1) The election of the Directive Committee takes place during the Assembly of Delegates.
- (2) Prior to the elections a neutral person, who is not entitled to vote, shall be appointed as election supervisor. This person establishes the number of delegates entitled to vote.
- (3) The elections shall be conducted by secret written ballot. Each delegate will receive the ballot paper once when registering for the Assembly of Delegates.
- (4) The president, the vice-presidents, the treasurer, the annual account auditors and possible additional members of the Directive Committee shall be elected in separate ballots after the same model.
- (5) The candidate who obtains a simple majority shall be elected. In case of an equal number of votes a run-off ballot shall be held between the candidates. If there is again no majority for a candidate, lots shall be drawn by the election supervisor.
- (6) Elected as vice-presidents are the two candidates who obtain the highest and second highest number of votes.
- (7) The Assembly of Delegates decides if they want to elect additional members to the Directive Committee (max. 3).
- (8) The two annual account auditors shall also be elected by the members of the Assembly of Delegates who are entitled to vote.
- (9) The votes shall be counted following each ballot. Additional persons can attend the counting as observer. Ballot papers which are not clearly indicating the intention of the voter are null and void.
- (10) The execution of the elections according to the statutes shall be confirmed and the results of the voting shall be announced.
- (11) Following each ballot the person(s) elected will be asked if she accepts her election.

§ 6 Contesting the Election

- (1) Each duly nominated delegate has the right to contest the elections within the two weeks following the electoral Assembly of Delegates.
- (2) The elections can only be contested if the alleged non-conformity might have influenced the results of the elections.

- (3) The appeal has to be presented to the FEM secretariat in writing and well-founded. It must state the different reasons for the appeal and must list evidence for the allegations, especially witnesses.
- (4) The final decision on the contestation will be taken by the election supervisor within six weeks.

§ 7 Election Re-run

If the elections are declared null and void the entire elections have to be repeated at an extra ordinary Assembly of Delegates following the same regulation.

§ 8 By-election

Should a member resign ahead of time a by-election shall be held at the next Assembly of Delegates which will follow the same regulations as the elections. The mandate of the then elected person runs for the remaining term.

The authoritative version of these Electoral Rules is the German version.