

# **ISST Election Regulations**

*Revised and voted in on July 8, 2021*

## **1. The Election Committee**

- 1.1. The role of the Election Committee is to run the biennial elections for the ISST Executive Board.
- 1.2. The Committee has a Chairperson and one other member. However, the Chairperson may request the Executive Board to appoint one or more additional members if required.
- 1.3. The Election Committee is appointed by the Executive Board. Although the Statutes state that the committee is appointed for two years, the Executive Board should normally consider renewing the appointment of the existing Committee, as soon as possible after their term of office begins, so that the Election Committee members can gain experience of the requirements for running the election.
- 1.4. No member of the Election Committee member may run for office in the election, nor become involved in promoting particular candidates for election in any way, formally or informally. However, Election Committee members are entitled to cast their votes in the election just like other ISST members.
- 1.5. The Election Committee must keep records of all data relevant to the election process, and after the election has been completed, summarize the data in a formal report in a legally admissible manner. This report must be submitted to and signed off by the Executive Committee and posted on the Election Committee's webpage.
- 1.6. The reports of the Election Committee must be retained by the Society for a period of at least 10 years.

## **2. Election nominations**

- 2.1. The President and Vice President may not serve in those positions for more than two consecutive terms. However, they may serve for a third term in another position.
- 2.2. A former Executive Board member who has served three consecutive terms and who has not been on the Board for at least one term may, after that, stand for re-election but may then only serve a maximum of two terms. In exceptional circumstances these restrictions may be temporarily relaxed by a majority vote of a General Membership Assembly.
- 2.3. Otherwise, nomination is open to all full members of the ISST who are ISST certified at any level (Standard, Advanced, Supervisor, or Trainer) in any certification category (Individual Schema Therapy, Group Schema Therapy, Schema Therapy for Couples, or Schema Therapy for Children and Adolescents).

- 2.4. Nominations may be made by full ISST members, or members may nominate themselves. All nominations must be supported by two other full members and must be submitted on the approved nomination form which provides the contact details of the nominee and the two nominating members and which includes confirmation that the nominee accepts the nomination.
- 2.5. No member may be nominated for more than one position on the Executive Board.
- 2.6. No member may support the nomination of more than one person for any particular position on the Executive Board.
- 2.7. As stated in the Statutes, Executive Board members may not serve on the Executive Board for more than three consecutive terms.
- 2.8. The Election Committee will review the eligibility of all nominated candidates who have accepted their candidacy.
- 2.9. Nominated candidates are expected to abide by the results of the election and, if voted into office, accept their position.
- 2.10. If there are no nominations for an Executive Board position the position can be left vacant and the incoming Executive Board shall appoint someone suitable to the position. However, this may not be done for more than one position.
- 2.11. Campaigning against an ISST EB candidate is disallowed.
- 2.12. Any position by an ISST EB candidate that could be interpreted as a bribe or coercion for votes is disallowed.
- 2.13. Members of the election committee will now be entitled to vote in the election. In addition, it was agreed that in future, higher levels of accreditation (i.e. certified trainer status) will be required only for specific roles on the EB (e.g. President, Vice President, Scientific Coordinator, Training/Certification Coordinator), whereas other posts must be held by those who are certified at least at standard level.
- 2.14. If there is no nomination for a post, then the EB will be in a position to nominate someone for this unappointed post.
- 2.15. If there are no nominations for 2 or more positions, then the election must be delayed until further nominations are made. The timetable of the election will be shifted to allow the new committee to take up post from July in any given year. EB members will be required to let the election committee know whether or not they will be re-running for their post at least 2 weeks before the Election Committee sends out the call for nominations to the Society as a whole (as is currently the case). If only one candidate is running for a position, and that person doesn't accept the position after elected in, the EB will be in a position where they can nominate an appropriate person for that post.

### **3. Election timetable**

- 3.1. Election take place every two years in even numbered years.

- 3.2. The Chairperson of the Election Committee should consult with the President in July of the Election year and propose a timetable for the upcoming elections. The Executive Board should finalize and approve the timetable by the end of August.
- 3.3. The timetable of the election should be such that the newly elected Executive Board can take office before the end of the year and hold its first meeting in November or December.
- 3.4. The current Executive Board members should indicate to the Election Committee whether they intend to stand for re-election in the same position. This should normally take place at least two weeks before the Election Committee sends out the call for nominations to the Society as a whole.
- 3.5. Current Executive Board members who indicate that they will stand again for re-election to the same position do not need to complete the nomination form referred to in §2.4.
- 3.6. The Election Committee sends a call for nominations by email to all ISST full members who are entitled to vote. The nomination period must be at least 21 days. After that nominations close and no more nominations may be made.
- 3.7. The Election Committee must send out the detailed timetable for the election process at the same time as the call for nominations referred to in §3.6.
- 3.8. Once a nomination has been made, the Election Committee checks the nomination form and confirms that the nominee is eligible to stand for election. Once this has been confirmed, the Election Committee posts information about the nomination on the website and requests a personal statement from the nominee which is also posted on the website.
- 3.9. A nominated member who, on seeing the name(s) of other members nominated for the same position, may withdraw his/her nomination on the grounds that s/he does not want to stand against the other nominated member(s).
- 3.10. After the end of the nomination period there must be a period of at least 10 days during which preparations for the election can be finalized. This includes any final checking and gathering of personal statements from all candidates and posting them on the website.
- 3.11. Call to vote: The Election Committee will send the final list of nominees to all eligible voting members of the Society seven days before the election opens (referred to in §3.12). This must be accompanied by detailed instructions about the voting procedure. The candidates for each position should be listed in alphabetical order.
- 3.12. On the day that the election opens, the Election Committee will again send the final list of nominees to all eligible voting members of the Society with detailed instructions about the voting procedure. Members must have 21 days in which to cast their votes. After the 21 days, the election is closed.
- 3.13. The Election Committee shall notify the Executive Board with no undue delay if the time intervals and periods listed in the Electoral Regulations cannot be met. In this case, the Executive Board shall decide whether to continue or terminate the

electoral process within a period of 72 hours. The deadlines for the remaining phases of the electoral process shall be extended accordingly.

#### **4. Voters and voting**

- 4.1. Only full members of the Society, as defined by the Society's Statutes and regulations, are entitled to vote. This includes Honorary members.
- 4.2. New members who are only admitted to full membership of the Society after the first call for nominations has been sent out are not entitled to vote in the current election.
- 4.3. Voting takes place online through the website or other appropriate online platform. When choosing the online platform, it must be ensured that the voter's identity can be established beyond doubt.
- 4.4. The Society's mailing list and forums on the Society's website shall at no time be used for the posting of statements recommending for or against particular candidates. This does not affect other blogs or forums set up particularly for the purpose of presenting or discussing candidates.

#### **5. Election results**

- 5.1. The election is valid if at least one quarter of the members eligible to vote did in fact cast their vote.
- 5.2. The Election Committee will determine the number of votes received for each nominee for each position and will offer the office for each position to such candidate who was elected by simple majority of the votes cast.
- 5.3. In making the offer to a successful candidate, the Election Committee will ask for confirmation that the candidate accepts the office. The candidate is granted a period of 3 days for consideration. Acceptance is implied if the Committee does not receive a positive decision in this time.
- 5.4. If the candidate with the most votes is unable to accept the position at the conclusion of the election, the candidate with the next highest score will be elected to that position.
- 5.5. If only one candidate has been running for a particular position, and that candidate does not accept the position, the election procedure will be repeated for that particular position only.
- 5.6. If no candidate achieves a majority, a runoff election between the two candidates with the most votes per position will be held. The runoff election will take place within a period of 14 days. In the event of a further tie in the voting the Election Committee will arrange for a transparent procedure for determining the outcome, for example by the drawing of lots.
- 5.7. The election results will be announced as soon as possible to the Society via the ISST website. The results may also be announced via the Society's mailing list. Updates to the election results due to individuals deciding to withdraw their candidacy will be announced in the same way.

## **6. Assumption of office**

- 6.1. The term of office of the newly elected Executive Committee begins on the first of the month following the final announcement of results. The Election Committee must ensure that this is no later than 1 January the following year (see §3.2).
- 6.2. The previous Executive Board will remain in office until the election of a new Executive Committee has been finalized, even if, due to unforeseen practical problems, there are delays to the election timetable.
- 6.3. If during the term of the Executive Board, a Board member resigns or is indisposed and unable to fulfil his/her responsibilities, the remaining members shall appoint a replacement by majority vote of the remaining Board members.

*These regulations were written by Petra Baumann-Frankenberger (Treasurer) and Christoph Becker (Attorney-at-Law), in 2012, and revised in July 2014, in accordance with proposals received from the Election Committees. They were further revised and redrafted in October 2020 by David Edwards (President) in consultation with the Election Committee. Slight revision added by Jeff Conway (Vice President) and voted in by the EB on July 8, 2021.*

### **Extract from the ISST statutes**

§ (6) Election of the Committee: Executive Board members will serve for a 2 year term. Only full members certified by ISST can be elected for the Committee. Only full members are eligible to vote in the election of the Executive Board. Each eligible member has one vote.

Executive Board elections will be done via electronic voting. It is the goal of electronic voting to allow as many ISST members as possible to participate in the elections of the Executive Board without having to be physically present in a membership assembly. The Executive Board cannot be elected in the Membership Assembly. The particulars are set in the election regulations.