

Nominations Procedures 2021

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Prepared by
FIGO Secretariat

FIGO House, Suite 3 – Waterloo Court
10 Theed Street, London SE1 8ST, UK

Introduction

This document is designed to provide FIGO member societies with a clear, concise understanding of the nominations process that will be followed by FIGO in selecting its Trustees and Council members for the 2021-2023 “term”.

It contains information on how to submit nominations to FIGO, the relevant deadlines and the criteria to be followed.

Society officials should please read this document carefully before making any nominations on behalf of your society.

Nomination Forms may be found on in Appendix 1. Please note that Nomination Forms that do not comply with the stipulated criteria and/or do not provide the necessary supporting information **will not be considered**.

Further information on the proposed voting process to be adopted during the FIGO General Assembly that is scheduled to take place in October at the time of the XXIII FIGO World Congress of Gynecology & Obstetrics will be circulated in early July along with the formal notice of the General Assembly.

FIGO Elections and the FIGO Articles and Bye Laws

The election process followed by FIGO is governed primarily by the FIGO Articles of Association and Bye Laws (copies of which may be found on the FIGO Website at <https://www.figo.org/structure-and-governance>). A summary of the clauses relevant to the nomination process can also be found in Appendix 2. The guidance and criteria set out in this document are designed to fulfil these requirements.

The sections of the Articles and Bye Laws relating to the nominations process are provided in Appendix 1 for ease of reference.

Election Timetable

In accordance with the requirements set out in our Articles of Association, the following schedule will be adopted for the elections taking place in 2021.

Nomination information provided to member societies	At least six months before a General Assembly (Included in this document)
Deadline for nominations to be submitted to FIGO	7 June 2021 i.e. to allow time for the Secretariat to collate information and seek the required supporting documentation from trustee and member society candidates.
Formal notice of General Assembly sent to all member societies	9 July
Candidates advised to member societies within General Assembly Briefing Pack Part 1	No later than 21 July 2021 (At least three months before the date fixed for the General Assembly)
Presentation on voting made to General Assembly	First session of General Assembly
Electronic voting to select FIGO Officer Trustees and Regional Trustees	First and/or second session of General Assembly
Electronic voting to select FIGO Council members	Second session of General Assembly

Nominations Process

All FIGO member societies are now invited to send their nominations for the following posts:

a) Trustees of FIGO

- Officer Trustees (x 4)
- Regional Trustees (x 5)

b) Member societies to be represented on the FIGO Council (x 12)

In making your society's nominations, please use the Nomination Forms provided in Appendix 1 ensuring that they are completed in full. Please remember to attach the written consent of each of your nominees for FIGO Trustee roles.

All nominations supported by adequate data will, in accordance with the FIGO Articles of Association and Bye Laws, be submitted to the General Assembly for vote. The list of nominations will be included in the General Assembly Briefing Pack (Part 1) circulated to FIGO member societies at least three months before the General Assembly.

To allow time for the processing of applications and obtaining supporting documentation from nominees, **it will be necessary to ensure that your society completes and returns the Nomination Forms to the FIGO Secretariat Office by 14.00 hrs (GMT) on Monday 7 June.**

Nominations received by the FIGO Office after Monday 7 June will not be considered.

Nominations for FIGO Trustees (Officer Trustees and Regional Trustees)

Please read the notes carefully before making any nominations.

Forms that do not comply with the stipulated criteria and/or do not provide the necessary supporting information will not be considered.

General nomination guidance

1. **Member Societies must be up to date with all fees.** Those Societies who are not up to date with their fees are classed as 'non-voting members'.
2. N.B. Non-voting members are:
 - not eligible for election to FIGO Council
 - not entitled to nominate candidates for Trustee positions
 - not entitled to vote at any FIGO General Meeting or General Assembly
3. You must ensure your societies fees are completely up to date prior to the nominations' deadline (Monday 7 June 14.00 hrs UTC).
4. Nomination forms may be found in Appendix 1.
5. FIGO member societies are encouraged to make **only 1 nomination for each Trustee position and up to 12 nominations for positions on the Council.**

Trustee nomination guidance

1. For the 2021 – 2023 term, the President-Elect will be elected from candidates who are citizens of countries in the Africa and Eastern Mediterranean region.
2. Each candidate for election as a Trustee must be nominated by an officer of a Voting Member.
3. Please note that, for each of the Regional Trustee positions, nominations can only be made for each Regional Trustee position by an officer of a member society from that region.
4. A person cannot be nominated for more than one Trustee post.
5. A person cannot be nominated as a candidate for election as both an Officer Trustee and a Regional Trustee.
6. Upon retirement an Officer shall not be eligible for re-election to the office previously held except that each of the Honorary Treasurer and Honorary Secretary shall be eligible for re-election to the same office for one further term of two years.
7. Upon retirement each of the Vice-President, Honorary Treasurer and Honorary Secretary shall be eligible for election to another Officer post but not as a Regional Trustee.

8. A candidate for Regional Trustee cannot be nominated in respect of more than one region.
9. Due consideration should be given to the need for geographic balance among the Officer Trustees.
10. Societies might wish to consider nominating female colleagues in order to achieve gender balance.
11. It is not necessary to make a nomination for each and every post although member societies are encouraged to participate fully in the nominations process.
12. Nominees must agree in writing to become a candidate for any Trustee post. Failure to attach a candidate's 'Trustee Declaration & Consent Form' to the nomination form will invalidate the nomination.
13. Please complete all sections of the appropriate Trustee nomination form. Ensure that the information you provide supports the suitability of the candidate for the post.
14. For all Trustee nominations, please include the following;
 - a) Completed nomination form (see Appendix 1)
 - b) Trustee declaration and consent form (See Appendix 1)
15. Upon receipt of nominations, all nominated candidates will subsequently be asked to provide the following which will be made available online and included in information circulated to voting delegates at the General Assembly:
 - 2-page CV or biographical data.
 - A 'headshot' photo
 - A brief video to support their candidacy that must be 2 minutes or less in length.

General responsibilities of Trustee roles

The following excerpts from the FIGO Bye Laws sets out the general responsibilities of the different Trustee roles.

The President

Bye Law 3.5 sets out the role of the President as follows.

‘The President has the important task of being the figurehead and providing leadership to FIGO.

The President shall be responsible for:

- a) chairing the Board of Trustees and presiding over other FIGO meetings including those of Members;
- b) chairing each session of the General Assembly
- c) recommending to the Board of Trustees persons for appointment to any Committee;
- d) providing support and advice to the CEO; and
- e) ensuring that FIGO is managed effectively and in line with strategy and long-term goals approved by the Board of Trustees’.

The current President is Dr Carlos Fuchtnr (Bolivia). The current President-Elect is Dr Jeanne Conry (USA).

Previous FIGO Presidents

1954-1958	H de Watteville – Switzerland	1985-1988	S Ratnam – Singapore
1958-1959	L Gerin-Lajoie – Canada	1988-1991	J Pinotti – Brazil
1959-1961	R Keller – France	1991-1994	J Sciarra – USA
1961-1964	H Taylor – USA	1994-1997	M Fathalla – Egypt
1964-1967	G Tesauro – Italy	1997-2000	M Seppälä – Finland
1967-1970	A Alvarez-Bravo – Mexico	2000-2003	S Sheth – India
1970-1973	J Peel – United Kingdom	2003-2006	A Acosta – Paraguay
1973-1976	B N Purandare – India	2006-2009	D Shaw – Canada
1976-1979	R Caldevro Barcia – Uruguay	2009-2012	G Serour – Egypt
1979-1982	K Russell – USA	2012-2015	S Arulkumaran – United Kingdom
1982-1985	C Sureau – France	2015 -2018	C N Purandare - India

The President-Elect

Bye Law 3.7 sets out the role of the President Elect as follows.

The President Elect shall be elected from each Region on a rotational basis as determined by the Board of Trustees. The President Elect shall be responsible for:

- a) supporting the President and preparing to assume his or her role at the end of their term;
- b) learning about the projects, management and structure of FIGO; and
- c) appointing for, when he or she becomes President, the new chair and members of the Congress Organizing Committee and Congress Scientific Program Committee

N.B. For the 2021 – 2023 term, the President-Elect will be elected from candidates who are citizens of countries within the Africa and Eastern Mediterranean region.

The Vice-President

Bye Law 3.6 sets out the role of the Vice President as follows.

The Vice President shall be responsible for:

- a) Acting as the President's nominee, should the need arise, in respect of the chairing of the General Assembly
- b) Deputising for the President.
- c) In the event of the demise, resignation or other vacation of office of the President the Vice-President will assume presidential office until the next General Assembly.
- d) Undertaking responsibility for one or more of FIGO's major programmes
- e) Acting as Chair of the Education, Communication and Advocacy Consortium (ECAC)

The current Vice-President is Dr Faysal El Kak (Lebanon) and, having served one term of office, is not eligible for re-election to this position but is eligible for election to another Officer Trustee position under the terms of Article 24.4 of the FIGO Articles.

Previous Vice-Presidents

1954-1958	L Gerin-Lajoie – Canada	1985-1988	M Fathalla – Egypt
1958-1959	R Keller – France	1988-1991	L Carenza – Italy
1961-1967	A Alvarez-Bravo – Mexico	1991-1994	H K Ma – Hong Kong
1967-1970	J Peel – United Kingdom	1994-1997	O Rodriguez Armas – Venezuela
1970-1973	I Zoltan – Hungary	1997-2000	G Malkasian – USA
1973-1976	A Ingelman-Sundberg – Sweden	2000-2003	N Patel – United Kingdom
1976-1979	L Townsend – Australia	2003-2006	L Cabero-Roura - Spain
1979-1982	V Aimakhu – Nigeria	2006-2009	S Zaidi – Pakistan
1982-1983	P Sirbu – Romania	2009-2012	T Maruo – Japan

1983-1985	S Sakamoto – Japan	2012-2015	E Castelazo Morales – Mexico
		2015-2018	S Grenman - Finland

The Honorary Treasurer

Bye Law 3.9 sets out the role of the Honorary Treasurer as follows.

The Honorary Treasurer, whilst working closely with the CEO and Director of Finance, shall be ultimately responsible for ensuring that the following activities are undertaken:

- a) making sure that FIGO keeps proper accounts;
- b) reviewing FIGO's financial performance;
- c) drawing up or reviewing policies for finance and investment;
- d) ensuring that FIGO has robust and effective financial controls in place;
- e) liaising with finance staff and FIGO's independent examiner or financial auditors;
- f) reporting on financial matters to the Members of FIGO; and
- g) being familiar with documents produced by the Charity Commission on the internal financial controls for charities.
- h) serving as Chair of the Publications Management Board (and reporting associated activities to the President).

Dr Ralph Hale (USA) is the current Honorary Treasurer and, having served two terms of office, is not eligible for re-election to this position under the terms of Article 24.4 of the FIGO Articles but is eligible for election to another Officer Trustee position under the terms of Article 24.4 of the FIGO Articles.

Previous Treasurers/Honorary Treasurers

1961-1976	P Magnin – France	1997-2003	S Arulkumaran – United Kingdom
1976-1982	O Kaeser – Switzerland	2003-2009	J Liljestrand – Sweden
1982-1994	H Ludwig – Switzerland	2009-2015	W Holzgreve – Germany
1994-1997	J O'Loughlin – Australia	2015-2018	R Hale – USA
		2018-2019	C Tippet – Australia & NZ

The Honorary Secretary

Bye Law 3.8 sets out the role of the President Elect as follows.

The Honorary Secretary shall be responsible for:

- a) the custody and proper maintenance of the records of FIGO. (Those records required by the Companies Act 2006 as amended are to be kept at the registered office);
- b) ensuring that company law, charity law and any regulatory requirements are complied with;
- c) liaising with the President and CEO to plan, arrange and produce agendas for board meetings and subsequent minutes; and
- d) ensuring meetings comply with the Articles and any procedures set out by the Board of Trustees.

Dame Professor Lesley Regan (United Kingdom) is the current Honorary Secretary and is eligible for re-election to this position under the terms of Article 24.4 of the FIGO Articles or for election to a different Officer Trustee position.

Previous Secretary Generals/Honorary Secretaries

1954-1958	R Keller – France	1997-2003	G Benagiano – Italy
1958-1976	H de Watteville – Switzerland	2003-2006	S Arulkumaran – United Kingdom
1976-1985	J S Tomkinson – United Kingdom	2006-2012	I Fraser - Australia
1985-1994	D Fairweather – United Kingdom	2012-2018	G C Di Renzo – Italy
1994-1997	H K Ma – Hong Kong		

The Regional Trustees

Bye Law 3.10 sets out the role of the Regional Trustees as follows.

Regional Trustees shall be responsible for;

- a) Obtaining input from other member societies in their respective region to ensure effective regional representation
- b) Working collaboratively with the regional representatives of the five FIGO regions
- c) Contributing regional consideration to new FIGO initiatives and communications.

Nominations are open for 5 Regional Trustee positions to represent each of the five, separate FIGO regions i.e. Africa-Eastern Mediterranean, Asia-Oceania, Europe, Latin America and North America. There are no previous postholders (as this is the first election for FIGO Regional Trustees).

Nominations for Societies to be represented on FIGO Council

Please read the notes carefully before making any nominations.

Forms that do not comply with the stipulated criteria and/or do not provide the necessary supporting information will not be considered.

General Nomination guidance

1. The FIGO Council shall comprise: -
 - a) the Trustees; and
 - b) up to twenty-four (24) Member Societies
2. Council Member Organisations elected at the General Assembly held in 2015 shall cease to hold office at the close of the General Assembly held in 2021.
3. Council Member Organisations elected at the General Assembly held in 2018 shall cease to hold office at the close of the General Assembly held in 2023, subject to being eligible for re-election.
4. The Council Member Organisations represent the Voting Members of FIGO and shall have the role of advising and making recommendations to the Board of Trustees and such other functions as may be delegated to them by the Board of Trustees under terms of reference set by the Board of Trustees or in the Bye-Laws.
5. Each Council Member Organisation shall hold office for a term of four years from the close of the General Assembly at which it was elected and is then eligible for re-election for one or more further terms of four years.
6. To ensure appropriate representation of Members in each Region, the following will apply:
 - a) a Region containing ten or less Members shall be entitled to a minimum of two such Members as Council Member Organisations;
 - b) a Region containing eleven to twenty Members shall be entitled to a minimum of three such Members as Council Member Organisations; and
 - c) a Region containing over twenty Members shall be entitled to a minimum of four such Members as Council Member Organisations
7. Twelve (12) Council members will be elected in 2021, each for a period of four years.
8. Member Societies are eligible for re-election once they have completed their four-year term of office.
9. All member societies nominated for membership of the Council will be asked to:
 - Confirm that the society wishes to be considered for election to FIGO's Council.

- Confirm that the society will use its best endeavours to ensure that a representative will be present at all meetings of the FIGO Council during its term of office.
 - Confirm that the society accepts and acknowledges that FIGO will be unable to provide financial assistance for the travel and accommodation costs of Council member representatives and that all societies elected to the FIGO Council will be responsible for their member representative's costs.
10. Societies might wish to consider nominating female colleagues in order to achieve gender balance.
11. Consideration should also be given to member societies that have contributed to FIGO, to the advancement of the speciality and to the promotion of the health care of women and children.
- 12. The Council Members in Table A below will continue to serve as Council Members until 2023 and are therefore not eligible for nomination in this election.**

TABLE A

Australia and New Zealand	Brazil	Chile	Colombia
Ethiopia	Guatemala	Ireland	Italy
South Africa	Sudan	Sweden	Tunisia

13. Current Council members elected until 2023 are also shown in red and identified by an asterisk (*) in Table B below.
14. Please **nominate a maximum of 12 societies** from Table B below – which has been grouped by geographic region for ease of reference only – giving consideration to those societies that have never previously on the Council (formerly Executive Board). The dates next to the society name indicate the term(s) of office already served and/or when elected to serve.

N.B. the societies in Table B listed in black/bold are eligible for nomination in this election. Societies may wish to consider nominating societies who have not previously served on FIGO Council (formerly Executive Board).

TABLE B

Africa-Eastern Mediterranean Region			
Algeria	Benin & Togo	Burkina Faso	Cameroon
Egypt: 1976-85; 2000-06; 2012- 18	Ethiopia*: 2012- 2018; 2018- 2023	Eritrea	D.R. Congo
Gabon	Ghana: 2000-06; 2006-12	Guinee	Ivory Coast
Jordan: 2003-2009	Kenya 1982-1991; 2015- 20212015-2021	Kuwait	Lebanon: 2003-09; 2009-12; 2012 -18
Libya	Malawi	Mali	Morocco

Mozambique	Niger	Nigeria: 1991-00	Palestine: 2006-12
Rwanda	Saudi Arabia	Senegal	Sierra Leone
South Africa*: 1994-03; 2003-09; 2009-15: 2018-23	Sudan*: 1985-88: 2018-23	Syria	Tanzania
Tunisia* 2018-23	Uganda	United Arab Emirates	Zambia
Zimbabwe			
*Continuing member – not eligible for nomination			
Asia-Oceania Region			
Afghanistan	Australia & New Zealand*: 2000-06; 2006-12; 2012-18: 2018-23 (Australia: 1964-76; 1985-94; New Zealand: 1954-58)	Azerbaijan	Bangladesh: 2000-06
Cambodia	China: 2009-12	Fiji	Hong Kong: 1985-94
India: 1954-88; 1988-97; 2003-09; 2015- 21	Indonesia: 1976-85	Iran: 1964-76	Iraq
Japan: 1954-1988; 1988- 1997; 1997-2003; 2003-2009; 2009- 2015; 2015-2021	Korea: 1985-1994; 2015- 2021	Macao	Malaysia: 1994-2003; 2003- 2009; 2009-2015
Mongolia	Myanmar	Nepal	Pakistan: 1997-2003; 2003- 2009
Papua New Guinea	Philippines: 1988-1997	Singapore: 1994-2003	Taiwan: 2009-2015
Thailand: 1979-1988	Sri Lanka 2015-2021	Uzbekistan	Vietnam
*Continuing member – not eligible for nomination			
Europe Region			
Albania	Armenia	Austria: 1994- 2003	Belarus
Belgium: 2003-2009; 2012- 2018	Bulgaria	Croatia	Cyprus
Czech Republic: 1994-2003	Denmark: 1988-1997; 2012- 2018	Estonia	Finland: 1985-94; 2009-2015

France 1954-1988; 1988-1997; 1997-2003; 2003-2009; 2009-2015; 2015 - 2021	Georgia	Germany: 1954-1988; 1988-97; 1997-2003; 2003-2009; 2009-2015; 2015- 2021	Greece: 1985-1994; 2003-2009
Hungary	Iceland	Ireland* 2018-23	Israel: 1991-2000
Italy*: 1954-1970; 1982-1991, 1997-2003; 2003-2009; 2009-2012; 2018-23	Kosovo	Kyrgyzstan	Latvia
Lithuania: 1997- 2003	Luxembourg	Macedonia	Malta
Moldova	Netherlands: 1970-1979	Norway: 1994-2003; 2015-2021	Poland: 1985-1994
Portugal	Romania: 1976-1985	Russia: 1954-1991	Serbia, Montenegro & Srpska
Slovak Republic: 1964-1976	Slovenia: 2003-2009	Spain: 1979-1988, 1997-2003; 2003-2009; 2009-2015	Sweden*: 1958-1973; 2003-2009; 2018-23
Switzerland: 1954-1966	Turkey: 1997-2003; 2006-2012	United Kingdom: 1991-2000; 2000-2006; 2009-2015; 2015-2021	Ukraine
*Continuing member – not eligible for nomination			
Latin America Region			
Argentina: 2009- 2015	Bolivia: 2012- 2018	Brazil*: 1991-2000; 2000-2006; 2006-2012; 2012- 2018; 2018-2023	Chile*: 1973-1982; 2000-2006; 2006-2012; 2012- 2018; 2018-2023
Colombia*: 2012- 2018; 2018-2023	Costa Rica: 2006-2012	Cuba: 1982-1991	Dominican Republic
Ecuador	El Salvador: 1997-2003	Guatemala*: 1988-1997; 2018-23	Haiti
Honduras	Jamaica	Nicaragua	Panama
Paraguay: 2009-2015	Peru: 1979-1988; 2015-2021	Venezuela: 1970-1979; 2009-2012	Uruguay: 1958-1973; 2012-2018
*Continuing member – not eligible for nomination			

North America Region			
Canada: 1994-2003; 2003-2009; 2009-2015; 2015- 2021	Mexico: 1954-1991; 1997-2003; 2009-2012; 2015-2021	United States of America: 1991-2000; 2003-2009; 2012- 2018	

Please also note the following:

- For the avoidance of doubt, societies listed in **black** above can also nominate themselves as candidates for this election.
- All societies nominated will be approached to confirm their agreement to serve on the Council should they be elected.
- Societies who do not respond by the specified deadline or decline their nomination will not be put forward to the vote at the General Assembly.

Election of Council members

1. Twelve (12) Council members will be elected in 2021, each for a period of four years until 2025.
2. Under the terms of Bye Law 4.5; 'To ensure appropriate representation of Members in each Region, the following will apply:
 - a) a Region containing ten or less Members shall be entitled to a minimum of two such Members as Council Member Organisations;
 - b) a Region containing eleven to twenty Members shall be entitled to a minimum of three such Members as Council Member Organisations; and
 - c) a Region containing over twenty Members shall be entitled to a minimum of four such Members as Council Member Organisations'
3. This means that the number of seats "guaranteed" on the Council for each FIGO region is as follows:

Region	Seats "Guaranteed" by Articles
Africa-Eastern Mediterranean	4
Asia-Oceania	4
Europe	4
Latin America	3
North America	2

4. 'Guaranteed' seats are elected during the 'Regional Voting Rounds'
5. The number of societies elected during these "regional voting rounds" will depend on the number of existing societies from that region continuing their term of office on the Council; the

aim will be to bring the number of society representatives from that region to the minimum specified under the Articles.

6. This means that, in this election, the following number of “guaranteed” seats will be available for election for each region:

Region	Seats “Guaranteed” by Articles	Continuing Council Members	“Guaranteed” Seats to be elected in 2021
Africa-Eastern Mediterranean	4	4	0
Asia-Oceania	4	1	3
Europe	4	3	1
Latin America	3	4	0
North America	2	0	2
Total	17	12	6

7. Once all 6 additional “guaranteed” seats have been filled, a further voting round will then be undertaken with all remaining candidates from every region of the world (including any unsuccessful candidates from the previous regional voting round) being eligible for consideration.
8. The Council is comprised of 24 member societies (plus the FIGO Trustees). As such, a further 6 societies will be elected during this wider “global vote” as follows:

Member societies whole term of office continues until 2023	12
No of societies elected during “regional voting rounds”	6
Remaining seats available to be filled during “global voting round”	6
Total number of Council member societies	24

Appendix 1

Nomination and Consent Forms

These forms are also available in Word format from www.figo.org/2021-elections

FIGO Nomination Form 2021: Trustees

Deadline for receipt of nominations: 14.00 hrs (UTC)

Monday 7 June 2021

Before completing this form

Please read carefully the accompanying 'Nominations Procedures' document.

Please use a separate form for each candidate you nominate. Forms that do not comply with the requirements and/or do not provide the supporting information will not be considered.

Please type or print clearly and return the completed form to elections@figo.org.

Candidate details

1. Full name of candidate

Title (Prof/Dr etc.)		First Name		Last Name	
----------------------	--	------------	--	-----------	--

2. Nationality (if dual nationality please state both)

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3. Date of Birth

Day		Month		Year	
-----	--	-------	--	------	--

4. Gender

Male		Female	
------	--	--------	--

5. Current Position:

--

Which position are you nominating the candidate for?

Each candidate may be nominated for one Trustee position only.

Officer Trustee

- ☐ President-Elect
- ☐ Vice President

- ☐ Honorary Secretary
- ☐ Honorary Treasurer

Regional Trustee

- ☐ Regional Trustee Africa-Eastern Mediterranean
- ☐ Regional Trustee Asia-Oceania
- ☐ Regional Trustee Europe
- ☐ Regional Trustee Latin America
- ☐ Regional Trustee North America

Candidate contribution

In support of your nomination please complete all sections below

6.1 Contribution to the profession:

6.2 Contribution to National Society:

6.3 Contribution to FIGO:

6.4 Contribution at national level:

6.5 Contribution at international level:

IMPORTANT

Please attach Trustee Declaration and Consent Form

Form completed by

Form completed by (Authorised Society Official):

Title (Prof/Dr etc.)		First Name		Last Name	
Society Position					

For and on behalf of:

Name of FIGO Member Society	
Country/Territory	

Signature		Date	
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Deadline for receipt of nominations: 14.00 hrs (UTC)

Monday 7 June 2021

Nominations received after the deadline will not be considered

FIGO Nomination Form 2021: Council

Deadline for receipt of nominations: 14.00 hrs (UTC)

Monday 7 June 2021

Before completing this form

Please read carefully the accompanying 'Nominations Procedures' document.

Forms that do not comply with the requirements and/or do not provide the supporting information will not be considered.

Please type or print clearly and return the completed form to elections@figo.org.

If you are nominating your own member society, please also complete Appendix 3 and attach it to your return.

If you are nominating other member societies, you do not need to complete Appendix 3 on their behalf. Similar statements will be obtained by FIGO from any other Societies that you nominate.

Please list below **a maximum of 12 member societies of FIGO** that your society wishes to nominate for membership of FIGO Council.

	Name of Society	Country/Territory
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Form completed by

Form completed by (Authorised Society Official):

Title (Prof/Dr etc.)		First Name		Last Name	
Society Position					

For and on behalf of:

Name of FIGO Member Society	
Country/Territory	

Signature		Date	
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Deadline for receipt of nominations: 14.00 hrs (UTC)

Monday 7 June 2021

Nominations received after the deadline will not be considered

Trustee Declaration and Consent Form

To be completed and signed by all Trustee candidates

Trustee Declaration and Consent

Please answer all of the following questions. If your answer to any of the following questions is “yes”, please give full details on a separate sheet of paper.	YES	NO
1. Have you ever had legal action brought against you – in your own country or elsewhere – where there was a finding of liability or a settlement was made on your behalf?		
2. Have you ever voluntarily resigned from a medical staff position or volunteered an undertaking which restricted your privileges or private practice on the advice of a licensing body, professional organisation or health authority?		
3. Have you ever held an appointment and/or had privileges at any hospital that have been denied, suspended, altered, revoked, or not renewed?		
4. Have you ever been subject to any disciplinary action or change in license status by a licensing body or professional organisation?		
5. Have you ever been denied registration with a College or professional organisation that regulates your profession?		
If you need to expand upon any of the points above, please do so here.		

By completing and signing this form, you also declare that you:

- Are willing to act as a trustee / director of the organisation named above
- Understand the organisation's purposes (objects) and rules set out in its governing documents – the FIGO Articles of Association and Bye Laws.

Name	
Signature	
Date	

Appendix 2: From the FIGO Articles and Bye Laws

From the Articles: Clauses Relating to Nominations

10.9. A Non-Voting Member is: - (a) not eligible for election as a member of the FIGO Council; (b) not entitled to nominate a candidate for election as a Trustee; (c) not entitled to vote at any general meeting of FIGO.

11.8. Each Council Member Organisation shall hold office for a term of four years from the close of the General Assembly at which it was elected and is then eligible for re-election for one or more further terms of four years.

22.3. No person shall be eligible to be appointed or elected as a Trustee: (a) unless he or she has attained the age of 25 years; (b) if he or she would be disqualified from acting under article 25 (disqualification and removal of Trustees); (c) unless he or she satisfies any eligibility criteria set out in Bye-Laws; (d) if at the time of nomination he or she is an officer or staff member of a Non-Voting Member.

22.4. One Regional Trustee shall be elected from candidates from each of the Regions who must be citizens of that Region (subject to nominations of at least one candidate from the Region). A candidate for Regional Trustee cannot be nominated in respect of more than one Region.

22.8. Each candidate for election as an Officer must be nominated by an officer of a Voting Member. A person cannot be nominated for more than one Officer post.

22.9. Each candidate for election as a Regional Trustee must be nominated by an officer of a Voting Member from the Region from whose candidates the Regional Trustee is to be elected.

22.10. A person cannot be nominated as a candidate for election for both Regional Trustee and an Officer

22.13. The procedures for nominations and conduct of elections and the method of the ballot shall be governed by the Bye-Laws.

22.16. An Officer shall not be elected or appointed under Articles 22 or 23 if as a result there shall be more than 2 (two) Officers who are from the same Region.

24.2. Upon retirement an Officer shall not be eligible for re-election to the office previously held except that each of the Honorary Treasurer and Honorary Secretary shall be eligible for re-election to the same office for one further term of two years.

24.3. Upon retirement a Regional Trustee shall not be eligible for re-election as a Regional Trustee but shall be eligible for election as an Officer

24.4. Upon retirement each of the Vice-President, Honorary Treasurer and Honorary Secretary shall be eligible for election to another Officer post but not as a Regional Trustee.

24.6. A person who has served four terms of two years as a Trustee shall not be eligible for re-election as a Trustee in any office or to take office as President.

24.7. A person who has served three terms of two years as a Trustee in any office shall not be eligible for election as President-Elect.

From the Bye Laws: Clauses Relating to Nominations

3.1 The Trustees shall complete such documentation as may be required of them under the terms of the Articles and the Companies Acts to give effect to their appointment or to terminate the same. In particular, the Trustees shall consent to be directors and trustees of FIGO and any subsidiary of the FIGO to which they are appointed.

3.2 At least six months before the date set for the General Assembly, the Board of Trustees will send to each Voting Member notice to request the Voting Members' nominations for Officers and Regional Trustees in accordance with Article 22.7 and shall provide them with criteria and guidelines to be applied when nominating candidates.

3.3 Each candidate for election as an Officer Trustee must be nominated by a senior official of the nominating society of a country where the Officer Trustee candidate holds citizenship.

3.4 The method of conducting the ballot and counting the votes for the election of Officers, the Regional Trustees and Council members at a General Assembly shall be prescribed in notes accompanying the notice of meeting.

4.1 The Council Member Organisation shall be elected by the Voting Members in General Assembly and shall comprise of up to twenty-four (24) Members of FIGO. The method of conducting the ballot and counting the votes for the election shall be prescribed in notes accompanying the notice of the General Assembly meeting.

4.2 Each Council Member Organisation shall nominate one natural person to be its representative. The nominee shall be of good and reputable character and fulfil any criteria or guidelines set out by the FIGO Council.

4.3 The number of Council Member Organisations elected to the FIGO Council shall not exceed one-third of the total number of Members of FIGO.

4.4 Representatives of Council Member Organisations shall be nominated by taking into consideration their contribution, past and present, to FIGO, to the advancement of the specialty of gynaecology and obstetrics, to the promotion of health care for women and children, and also taking into consideration that geographical, cultural and linguistic representation is maintained on the FIGO Council.

4.5 To ensure appropriate representation of Members in each Region, the following will apply:

- a) a Region containing ten or less Members shall be entitled to a minimum of two such Members as Council Member Organisations;
- b) a Region containing eleven to twenty Members shall be entitled to a minimum of three such Members as Council Member Organisations; and
- c) a Region containing over twenty Members shall be entitled to a minimum of four such Members as Council Member Organisations.

4.6 No Council Member Organisation can have more than one representative on the FIGO Council. No Council Member Organisation representative may be a Trustee and if he or she becomes a Trustee at the same time as being a representative, he or she will automatically cease to be a representative and the Member will have to nominate another representative.

4.7 The representatives are appointed in their capacity as representatives of their Council Member Organisation and not as individuals and are required to be present at each FIGO Council Meeting. Such representative can be changed by the Council Member Organisation giving the Trustees and the FIGO Council members prior written notice in a form and at such times as the Trustees may decide from time to time.

4.8 (Subject to Byelaw 4.9) representatives of Council Member Organisations shall serve a maximum of four consecutive years and may only be re-nominated for one further maximum term of four consecutive years if they have had a break of two years after completion of their first term. This restriction shall also apply where a person is nominated to represent a different Council Member Organisation.

4.9 The representatives of Council Member Organisations who were in office on 6 December 2020 may remain serving until the General Assembly held in 2021. The representatives of those Council Member Organisations who were elected at the General Assembly held in 2015 may serve until the close of the General Assembly held in 2021 and the representatives of those Council Member Organisations who were elected at the General Assembly held in 2018 may serve until the close of the General Assembly held in 2023, subject to being eligible for re-election.

Appendix 3: Council Membership Consent

Please use the wording below to confirm and accept the nomination of your Society for election to Council.

[insert date]

Dear Sir/Madam,

As President of [insert name of Society], I would like to consent and accept the nomination of our society for election to FIGO Council for the forthcoming term.

Accordingly:

- Our society wishes to be considered for election to FIGO Council.
- The society will use its best endeavours to ensure that a member society representative is present at all meetings of the FIGO Council during its term of office.
- The society accepts and acknowledges that FIGO is unable to provide financial assistance for the travel and accommodation costs of member society representatives to Council and that all societies elected to the Council will be responsible for their representative's costs.

Sincerely,

[insert signature]

President

[insert name of Society]

Appendix 4: Frequently asked questions (FAQs)

Does our Society need to be up to date with all our fees to nominate?

Yes. In order to nominate candidates, any outstanding fees or dues must be fully paid no later than Monday 7th June.

How many nominations can I submit for Officer Trustee positions?

.You may submit only 1 nomination for each of the Officer Trustee positions.

How many nominations can I make for Regional Trustee positions?

You may submit only 1 nomination for each Regional Trustee position N.B. you may only nominate a candidate for your own region. The candidate must be a citizen of a country from within your region.

How many nominations can I make for Council positions?

You are encouraged to make up to 12 nominations for positions on the Council.

What is the deadline for nominations?

14.00 hrs UTC on Monday 7th June.

When will the list of candidates be made available?

No later than 21st July.

When will we know the voting procedure for this election?

This will be circulated on 9th July with the formal notice of the General Assembly.

What are the 4 Officer Trustee positions to be elected?

President Elect, Vice President, Honorary Secretary and Honorary Treasurer.

What are the 5 Regional Trustee positions to be elected?

There are 5 Regional Trustee positions to represent each of the five, separate FIGO regions i.e. Africa-Eastern Mediterranean, Asia-Oceania, Europe, Latin America and North America.

Do both Officer Trustees and Regional Trustees sit on the FIGO Trustee Board?

Yes.

Do candidates for the President Elect position need to be citizens of a country from within the Africa Eastern Mediterranean region?

Yes. This is set out in the regional rotation of the Office of President.

Can I nominate an individual for both an Officer Trustee and a Regional Trustee position?

No, you cannot nominate the same individual for more than one position.

Can I nominate my own Society as a candidate for the Council election?

Yes.

Our society has just completed two terms of three years on Council, are we still eligible for re-election?

Yes.