



## Rules of procedure

(3<sup>rd</sup> June 2010 )

**Based on decisions of the Delegates Assembly and the Executive Committee following rules should apply the statutes of EAPM:**

### **1. Concerning the functions:**

- the hosting of the EAPM-Congress will be disconnected from the nomination of the President
- the President is chosen on merit as the person to give the leadership EAPM needs
- each member association should be allowed to nominate candidates for officer roles
- President is President-elect for one year, then President for two years, then Past President for two years
- Candidates should receive a clear job description
- changes would not be relevant before the year 2011
- Treasurer should be a Swiss national
- Secretary should be rotating between the founding members only

### **2. Concerning the election of the PRESIDENT**

- **Nomination:** every member is entitled to nominate one candidate. The candidates names are communicated two months before the Delegates Assembly. The candidates should provide evidence of suitability for the role in terms of experience of EAPM, knowledge and experience of international HR and leadership capabilities.
- **Pre-selection** made by a small group formed by the President, Vice-President, Secretary General and one member of the Executive Committee from a country with no nominated Candidate. The pre-selection results in a short list of candidates.
- **Presentation of the short-list** within an Executive Committee meeting and decision of a Recommendation for the presidency to the Delegate Assembly.
- **Election** of the President in the Delegate Assembly; every country has one vote; For the winner the relative majority of the votes is necessary.

### 3. Concerning the elections for **OTHER FUNCTIONS**

- **Vice-President:** The rules for the elections are just the same as for the election of the President. She/he is elected in the Delegate Assembly for two years.
- **The Treasurer** is mandated for two years. The Executive Committee will be involved and consulted, and the election will be confirmed by the Delegates after a presentation and provision of evidence for this role.
- President and Past-President will automatically be delegated to the **WFPMA** board

### 4. **Schedule for the outline and passing of resolution on Budget and Annual Financial Statement (AFS)**

At the beginning of each calendar year (first Executive Committee meeting of the year), the Treasurer will submit a budget for approval. Also, the Treasurer will supply an AFS which the Auditor will confirm/verify and present it for approval at the Delegates Assembly meeting.

### 5. **Asset Management**

The Treasurer will be responsible for financial transactions and proper financial recordings. he/she will follow a conservative, low risk asset management policy, thereby sustaining and preserving the financial assets of EAPM and, at the same time, allowing to invest in projects and activities approved by the Executive Committee and the Delegates Assembly. A guideline for Treasury Management will be approved by the Executive Committee and adjusted if necessary.