

Nomination for FENS Officers Elections of 20 November 2018

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Contact
elections@fens.org

I. Overview

The Federation of European Neuroscience Societies is governed by the Governing Council and several committees:

- The Executive Committee,
- The Standing Committees, namely:
 - The Communication Committee,
 - The Committee on Higher Education and Training,
 - The Programme Committee.

the members of which, called FENS officers, are elected or designated by the Governing Council.

In addition, for the FENS Forum of Neuroscience, the host society in the country of the venue nominates a Host Society Committee, and its chairperson is proposed for approval by the Executive Committee and Governing Council. Every two years, the committees are renewed by the Governing Council, either at its meetings held at the time of the FENS Forum, or at its meetings held in the autumn.

FENS officers are elected after nomination by the members of the Governing Council, following the rules detailed in the Articles of Association & the Regulations of FENS. Job descriptions and conditions of nomination for each position to be filled are available in the documents listed in section V. References of the present document.

II. Procedure for elections

II.1. Call for nominations

The Governing Council (composed of representatives of full and associated FENS member societies and the members of the Executive Committee) elects the candidates for the positions of FENS officer.

The Secretary General sends a call to the members of the Governing Council to solicit nominations for the positions to be filled.

After having secured the agreement of the candidates, members of the Governing Council may nominate individuals from any country in the area covered by FENS membership. The Advisory Committee on Nominations, consisting of the past President (chair), the current President, the President-elect, the Secretary General-elect and the Treasurer-elect, may also propose candidates for nomination.

Nominees are selected primarily for their international scientific standing and expertise in the task to be filled as a FENS officer according to the job descriptions. Once nominees agree to be candidates, it is understood that they represent only themselves for the election. Hence, nominees may withdraw their candidature, but cannot be withdrawn by the nominating members.

The process of nomination involves the Governing Council member pre-filling an online candidature form. Subsequently, the candidate receives an email inviting him/her to complete the candidature submission form. The Advisory Committee on Nominations oversees the nomination process.

The Secretary General checks the validity of the submitted candidatures and prepares a PDF booklet of the candidatures that will be made available to all members of the Governing Council in advance of the elections.

II.2. Elections

At the meeting of the Governing Council, candidatures for each position to be filled will be subjected to a vote of the Governing Council, according to the specifications of the positions described in the Regulations.

III. Positions to be filled at the Governing Council meeting of 20-21 November 2018

According to FENS Regulations, article VII.2 and XI, the Governing Council must elect eight ordinary members to the Programme Committee for a two-year term. They will take office at the end of the Governing Council meeting in 2018 until the end of the FENS Forum in July 2020.

Conditions of eligibility (Regulations, article VII.2):

Nomination by any full or associate member society, and the members of the Executive Committee: two nominations maximum may be proposed per member, each for a different main scientific domain. An alternate scientific domain must be proposed for each candidate.

The outgoing chairpersons of the Programme Committee and of the Host Society Committee are not eligible. Any other outgoing member of the Programme Committee is eligible for a second term. No more than 4 outgoing members may be re-elected for a second term in the Committee. None of the present officers in the other FENS committees may be proposed as a candidate. Members of the Governing Council are free to propose any new candidate for a first term.

Once elected, no FENS officer may serve simultaneously as a representative of a member society in the Governing Council.

Please note that it is mandatory for all members of the Programme Committee to be present at the meetings of the Committee on 5 March 2019 and on 8 July 2019 for the selection of the scientific programme.

IV. Step-by-step procedures

IV.1. Deadlines

- Nominations and candidatures: 3 - 31 October 2018 (midnight, Brussels time)
- Withdrawal: until 12 November 2018 (midnight, Brussels time)

IV.2. Procedure for nomination by the members of the Governing Council including the Executive Committee

It takes a couple of minutes to fill in a nomination. Please connect to the website for elections using the following link: <http://elections.fens.org/nomin.php>

Type in your access codes sent by email from the FENS office.

This opens a page listing all your nominations (if any) and a link for creating a new proposal.

Note:

The system checks whether another Governing Council member has already nominated the same candidate for the same position. Should this occur, it is not necessary to nominate him/her again. Candidates stand for elections on their own, and nominating members are not indicated in the documents sent to the Governing Council.

In case of any problems, please contact: elections@fens.org

IV.2.1. New nominations

After having secured the agreement of the candidates, and obtained their personal details (see below), click on the “*New proposal*” link to open a new submission form.

On the nomination submission form, you must fill in the fields:

- Position as officer (Candidature for)
- Gender (Ms/Mr)
- Title
- Last name
- First name
- Country
- City
- E-mail address

Check carefully all information before submitting. Once saved, you will not be able to change the “Candidature for” field and the candidate will not be able to modify the data you have filled in.

FENS Elections, November 2018: job descriptions

Then, click on the "Continue" button. A new page is displayed. Check carefully, then click on "Send nomination". This will send an email to the candidate with a link to submit his/her candidature. Please wait until you see the receipt of your nomination on your screen. You will also receive a receipt by email.

In case of any problems, please contact: elections@fens.org

IV.2.2. Editing nominations

You may edit a nomination until 31 October 2018 (included). To do so, connect to the website for elections using the following link: <http://elections.fens.org/nomin.php>

Type in the access codes that you have received by email from the FENS office. This opens a page listing all your nominations. Clicking on the nominee's link opens the editing page. Note that you will not be able to change the "Candidature for" field for this candidate, nor the fields filled in by the candidate.

In case of any problems, please contact: elections@fens.org

IV.3. Procedure for candidatures

Before submitting their candidature, candidates are invited to carefully read conditions of eligibility and the job description of the position to be filled in the document FENS_Jobdescriptions_201811.pdf. A detailed overview of the procedure of elections can be found in the file FENS_Nominations_201811.pdf.

Only persons nominated by a member of the Governing Council, including the Executive Committee, may be candidates. The candidate shall connect to the website for elections using the link included in the message of nomination.

Note:

Do not fill your candidature for **the same position** more than once. Although the system checks that a person is not nominated for the same position by different Governing Council members (checking on name, first name and e-mail address), this may still happen by mistake. Should this occur, only one candidature form for that position is requested from the candidate.

Candidates must fill in the following fields:

A. Personal administrative data

These are partly pre-filled by the nominating member. Please complete:

- Birth date
- Full address
- Telephone

Note that you cannot change the information pre-filled by the nominating member (position, name, etc). In case of error, please contact the nominating member who can edit this data.

B. Curriculum vitae

- Professional and academic career (1500 characters maximum, including spaces)
- Honours and Awards (1000 characters maximum, including spaces)
- Research interests (1000 characters maximum, including spaces)
- Administrative and organisational experience (general, 1000 characters maximum, including spaces) e.g. organisation of national and international meetings, public awareness events, responsibilities as an officer of societies, committees etc.
- List of 10 major publications. Please list them in reverse chronological order, and number them. Give the full title of the publications.

Once completed, click on the "Save and Go to page 2" button. A new page will be displayed. Check the information given. Click on the agreement box(es), then click on the "Send candidature" button. Wait until the receipt page appears on your screen. A confirmation email will be sent to you shortly after, with a copy to the nominating member.

You may edit your submission form until 31 October 2018 (included), using the link provided in the confirmation email of your submission.

Candidates for the Programme Committee must note that it is mandatory for all members of the Programme Committee to be present at the meetings of the Committee on 5 March 2019 and on 8 July

FENS Elections, November 2018: job descriptions

2019 for the selection of the scientific programme.

In case of any problems, please contact: elections@fens.org

IV.4. Withdrawal of candidatures

Only the candidate may withdraw a candidature. Nominating members may not withdraw a candidature already submitted by a candidate.

A message of withdrawal must be sent no later than 12 November 2018 to:

Eero Castrén

FENS Secretary General

Email: elections@fens.org

V. References

The present document is completed by the following documents

Articles of Association	http://elections.fens.org/pdf/FENS_Articles_of_Association.pdf
Regulations	http://elections.fens.org/pdf/FENS_Regulations.pdf
Job descriptions	http://elections.fens.org/pdf/FENS_Jobdescriptions_201811.pdf
Nominations	http://elections.fens.org/pdf/FENS_Nominations_201811.pdf
Outgoing Programme Committee	http://elections.fens.org/pdf/FENS_PC2016_2018.pdf
Strategic plan	http://elections.fens.org/pdf/StrategicPlan_2018.pdf
Guidelines&Specification PC 2020	http://elections.fens.org/pdf/Guidelines_Specifications_PC_2020.pdf