



Guidelines for Nomination and Election of EAS Officers and Board Members

**February 2016
Addis Abebe**

Background

The Ethiopian Academy of Sciences (EAS) was established by 49 Founding Fellows as a non-for-profit; non-Governmental organization in 2010. The Maiden Meeting of the Founding Fellows held on 10 March 2010 elected members of the first Board and Officers of the Academy. The Academy operated as an independent organization with a registration and license from the Charity and Societies Agency until it was established by proclamation No. 783/2013 in March 2013. Article 16 of the Proclamation stipulates that the Academy shall have a Board composed of 12 members constituted as follows:

- The President of the Academy;
- The Principal Deputy President of the Academy;
- The Deputy President of the Academy ;
- The Treasurer of the Academy;
- Four Regular Members of the Academy elected by the General Assembly;
- A representative of the Ministry of Science & Technology;
- Two researchers to be assigned by the Government from Government research institutions;
- The Executive Director of the Secretariat of the Academy (without vote).

Article 16 Sub-Article 2 of the Proclamation stipulates that the terms of the office of members of the Board elected by the General Assembly shall be for three years with the possibility that they may be re-elected for one additional term. Members of the incumbent Board were elected at the launch of the Academy as per Proclamation No. 783/2013 on 20 June 2013 and most of them have been serving since the first establishment of the Academy in March 2010.

Cognizant of the need to hold election of Officers and Board Members of the Academy every three years, the EAS Executive Committee deliberated on its 30th Meeting on the matter and resolved to establish a Nomination Committee composed of representatives of the five Working Groups of the Academy as its members. The Committee will be responsible mainly for overseeing the overall activities of the Secretariat in the process of nomination and election of members of the Board and the Executive Committee.

Cursory review of experiences of other academies including the US National Academy of Science (USNAS), Academy of Science of South Africa (ASSAf) and the African Academy of Sciences (AAS) revealed that "Nomination" Committees are established by the existing Board or Council (as appropriate) to facilitate and oversee activities of the Secretariat to enable election of new Officers and member of the respective Board/Council.

Based on these experiences and the outstanding need, EAS has, therefore, resolved to establish a Nomination Standing Committee for election of Officers and Board Members as detailed below.

1. Establishment

A Standing Committee for Nomination of candidates for election of Officers and Board Members from among the Regular Members of the Academy shall be established by the existing Board with membership of representatives from each of the five Working Groups of the Academy. The Committee shall elect their own chairman; and the Secretariat of the Academy shall be represented by the Executive Director.

2. Duties and Responsibilities of the Standing Committee

The major duties and responsibilities of the Committee shall be the following:

- 2.1 Prepare a detailed work plan of the election six months before end of the terms of office of the incumbent members of the Executive Committee and the Board; and the plan shall be approved by the Board.
- 2.2 Follow up activities of the Secretariat in its preparation for the election including receipt of nominations from Fellows of the Academy and compilation of adequate information on each of the nominated candidates.
- 2.3 Check the list of Regular Fellows of the Academy and identify candidates to be included in the election list.
- 2.4 Audit the process and documentation of the nomination before the final election is conducted by the General Assembly.
- 2.5 Audit the election results from the ballots and compile a summary report.
- 2.6 Lead the process of election and announce the results thereof.
- 2.7 Effect transfer of duties and responsibilities from the outgoing to the newly elected members.

3. The Process of nomination and election

- 3.1 The Board shall invite all the Working Groups of the Academy to nominate their representatives to the Nomination Committee and approve the nominations.
- 3.2 Following approval of the Committee members by the Board, the Secretariat circulates the list of the members of the "Nomination Committee" to all Regular Fellows of the Academy at the same time inviting them to nominate candidates for the election with their brief bios and reasons for nomination using a form to be prepared for this purpose.
- 3.3 The nomination committee can also nominate candidates, if necessary.
- 3.4 The Secretariat compiles information on all the candidates nominated by Fellows of the Academy and/or the Nomination Committee; and requests the candidates to confirm acceptance of their nomination for the election in writing.
- 3.5 The Secretariat compiles the relevant information on fellows who confirmed acceptance of their nomination for the election; and subsequently submits it to the "Nomination Committee" for auditing.
- 3.6 The Nomination Committee shall critically review the report and the summary information submitted to it by the Secretariat and forwards its recommendations to the Board on the list of candidates who shall go to the ballots.
- 3.7 The Secretariat shall submit the report and recommendations of the Nomination Committee to the Board before the ballot election.

- 3.8 The names of candidates whose nominations have been endorsed by the Nomination Committee shall appear on the election ballots.
- 3.9 The Secretariat shall open the election process as per the work plan prepared by the Nomination Committee and approved by the Board. The election could take place via e-mails or submitted to the Secretariat signed and sealed envelopes.
- 3.10 Votes casted by Fellows on the election ballots shall be counted, registered and reported by the Secretariat to the Nomination Committee with all supporting documents.
- 3.11 An Extraordinary or Regular Meeting of the General Assembly shall be convened one week from endorsement of the election results by the Nomination Committee and the election results shall be tabled for approval by the General Assembly.
- 3.12 Nominations for election shall be specific as to the positions:
 - President
 - Principal Vice President
 - Vice President
 - Treasurer
 - Member of the Board

4. Transition

The outgoing officers of the Academy shall cooperate to transfer their responsibilities and experiences gradually through consultations with the incoming officers by attending the first three meetings of the new Board and officers.

5. Confidentiality

All information acquired by the Secretariat and the Nomination Committee in the process of election shall be kept confidential until it is officially released by the appropriate body/person.

6. Documentation

All minutes, communication, reports and guidelines used in the nomination and election process shall be filed at the Secretariat in a separate folder opened for the nomination and election process.

7. Effective Date of the Guidelines

This guideline shall enter into force upon its approval by the Board. Its effective date shall be the date at which it was signed by the incumbent President.