

Process of nomination for positions on the IFAA Executive Board

Every five years, according to its Constitution, the IFAA holds elections to fill vacant positions on the IFAA Executive Board. Outlined below is the process that is undertaken to fill such positions:

1. The Secretary General of the IFAA contacts all designated “Delegates” of Member Associations to elicit nominations for membership of the IFAA **Nominating Committee (NC) (± 18 months prior to General Assembly [GA])**. The Nominating Committee is set up by the nomination of a representative from all **six continents** (not individual countries or Associations) (Fig 1.1a). The nominations are reviewed by the IFAA Executive Board and the final Committee is approved by the IFAA Executive Board (± 15 months prior to GA) (Fig 1.1b).

- The **Nominating Committee** consists of the following members:
 - A Chair (either the President of the IFAA or the Past-President, dependent on whether the President’s position is up for re-election)
 - A Secretary
 - One representative from each of the following continents: Asia, Europe, North America, South America, Oceania. These are individuals who will act on behalf of a “continent” and not on behalf of an Association.

2. Nominations are then requested by the Secretary/Chair of the NC from the members of the Nominating Committee. These nominations must be made from both **internal** and **external** regions of the NC member’s continent of origin. (± 12 months prior to GA). This to provide an international, non-partisan panel of nominees. (Fig 1.2).
3. The Secretary General will **simultaneously** request nominations from all Member Associations of the IFAA through their official “Delegates”. The Secretary General will request nominations both **internal** and **external** to the Member Association’s own Association. (Fig 1.2) In addition, the Secretary General **requests biographical information on nominees from the Member Associations to allow for background information with which the NC can screen all nominees**. The latter is essential for a well informed election of officers of the IFAA nomination process. A template for nominations is available. **It is also important that Member Associations understand that the nominations of “their” member who is on the NC, is totally independent of the Member Association and is not nominating on their behalf.**
4. The consolidated list of nominations (ie NC nominations and Member Association nominations combined) is then sent to the NC for scoring ($\pm 10-12$ months prior to GA). The NC is requested to be non-partisan and to be as inclusive of widespread representation of international anatomists, in their voting.
5. Following receipt of the scores of the members of the NC, the consolidated scoring list is then circulated to members of the NC for checking, information and transparency.

6. The final list of nominees for election consists of the two highest scorers in each category plus a reserve. The reserve is the next highest scorer in each category.
7. The two nominees who have received the highest scores in their category, are then contacted to advise them of their nomination (± 9 months prior to GA). Each nominee is asked whether they will accept nomination. In the case where a nominee does not accept nomination, the reserve nominee for that category is then contacted.
8. On acceptance of nomination, each nominee is requested to produce a summary curriculum vitae and a manifesto. A copy of the **IFAA portfolio descriptions (addendum to Constitution)** should be sent to each nominee to illustrate the requirement of the position for which the nominee has received nomination.
9. The curricula vitae and manifestos are then placed before the IFAA Executive Board for discussion (last face-to-face meeting of Exec prior to GA) for discussion.
10. The Secretary General sends out the list of nominees plus CVs and manifestos to the delegates of the Member Associations at least 6 months prior to the General Assembly.
11. Voting takes place at the General Assembly of the IFAA Congress in the 5th year of a cycle. Voting is carried out by the designated "delegate" of each Member Association.