



The European Academy
of Optometry and Optics

PROCEDURES FOR SELECTING INAUGURAL TRUSTEES TRANSITION PERIOD 2009-2012

The procedures for the election of Inaugural Trustees are laid out in the document 'Standing Orders for the Appointment of Inaugural Trustees' which, together with the 'Memorandum and Articles of Association of European Academy of Optometry and Optics', should be read in conjunction with this document.

1 Provisions of the Standing Orders and the Memorandum and Articles of Association

1.1 In accordance with Article 9.3 the Academy's Board of Trustees will comprise twelve (12) Trustees:

Officers

- The President
- The Vice President (President-Elect)
- The Immediate Past President
- The Treasurer

Other Trustees

- 2 trustees each nominated by a different educational institution providing courses in optometry and/or optics
- 2 trustees each nominated by a different member of ECOO
- 2 trustees who are delivering or have delivered optometric and/or optical education, each nominated by a different member of ECOO who is/has been involved in delivering optometric or optical education
- 2 individuals who are/have been practising optometry or optics, each nominated by a different member of ECOO

2 Procedure for nominating Inaugural Trustees

2.1 Eight weeks before the ECOO General Assembly to be held on 16 May 2009 ('the General Assembly'), a '*Call for Nominations*' document shall be distributed to all ECOO members (whether individuals or organisations). This document shall set out the positions for which nominations are invited and shall include a nomination form.

2.2 Four weeks before the General Assembly, completed nomination forms shall to be returned to the Academy Secretariat.

2.3 The Academy Secretariat, may, at its sole discretion, accept nominations that do not comply with the provisions set out above or which are submitted to the Secretariat less than four weeks before the General Assembly.



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3 Procedure for electing Inaugural Trustees

- 4.1 Ballot papers setting out all the details of the candidates standing for election as Inaugural Trustees shall be sent to all members of ECOO at least three weeks before General Assembly.
- 4.2 Each member may vote for the required number of trustees from those who have applied by placing a cross against each of their chosen names on the Trustee Ballot Paper.
- 4.3 Completed ballot papers must be submitted to the Academy Secretariat before the start of the General Assembly.
- 4.4 During the General Assembly all ballot papers received prior to the start of the meeting will be counted by the Academy Manager and an independent scrutineer.
- 4.5 The results of the ballot will be announced at the end of the General Assembly.
- 4.6 In the event of a tie for any elected position, the Inaugural President shall determine the outcome by drawing lots.