

EUROPEAN ACADEMY OF OPTOMETRY AND OPTICS ('THE ACADEMY')
STANDING ORDERS FOR THE APPOINTMENT OF INAUGURAL TRUSTEES

1. Introduction

- 1.1 The Academy was incorporated as a company limited by guarantee on 11 March 2009. Four people were appointed as 'First Trustees' to serve from the date of incorporation until the ECOO Spring General Assembly 2009, at which the Inaugural Trustees will be appointed through the process set out in these standing orders.
- 1.2 When each Inaugural Trustee retires at the end of their term in office, they will be replaced by a Trustee appointed in accordance with Article 9.3 of the Articles of Association of the Academy ('**Article 9.3**'). The Inaugural Trustee may be nominated to stand for reappointment as a Trustee.
- 1.3 All subsequent Trustees will be appointed in accordance with Article 9.3.

2. Appointment of Inaugural President and Vice-President

- 2.1 The Inaugural President and Vice-President were appointed by the Executive Committee of The European Council for Optometry and Optics ('**ECOO**') at a meeting held on 27 February 2009 for a term of 2 years after which the Inaugural President shall become the Immediate Past President for a term of two years (after which he or she shall cease to hold office) and the Inaugural Vice-President shall become President for a term of two years (after which he or she shall become the Immediate Past President for a term of two years after which he or she shall cease to hold office).

3. Appointment of Inaugural Treasurer

- 3.1 The Inaugural Treasurer was appointed by the Executive Committee of ECOO at a meeting held on 27 February 2009 for a term of 1 year after which he or she shall resign unless reappointed in accordance with Article 9.3.

4. Other Inaugural Trustees

- 4.1 In addition to the Inaugural President, Inaugural Vice-President and Inaugural Treasurer there shall be eight other Inaugural Trustees ('**the Other Inaugural Trustees**') who shall be appointed by a ballot of the members of ECOO.

- 4.2 The Other Inaugural Trustees shall comprise:
- (a) Two Inaugural Trustees (one of whom shall serve a one-year term, the other of whom shall serve a three-year term) each of whom shall have been nominated by a separate educational institution that provides courses in optometry and optics;
 - (b) Two Inaugural Trustees (one of whom shall serve a one-year term, the other of whom shall serve a three-year term) each of whom shall have been nominated by an organisation (which may be a Special Interest Group) that is itself a member of ECOO;
 - (c) Two Inaugural Trustees who are or who have been involved in delivering education (one of whom shall serve a two-year term, the other of whom shall serve a three-year term) each of whom shall have been nominated by a member of ECOO who is or who has been involved in delivering education; and
 - (d) Two Inaugural Trustees who are or who have been practising optometrists or opticians (one of whom shall serve a two-year term, the other of whom shall serve a three-year term) each of whom shall have been nominated by a member of ECOO.

In each case, the successful candidate in each category with the higher number of votes shall serve for the longer term and the successful candidate with the lower number of votes shall serve for the shorter term.

5. Procedure for Nominations of Other Inaugural Trustees

- 5.1 Eight weeks before the ECOO Spring General Assembly 2009 a call for nominations document shall be distributed to all members (whether individuals or organisations) of ECOO. This document shall set out the positions for which nominations are invited and shall include a sample nomination form.
- 5.2 Completed nomination forms must be delivered to the Academy Secretariat at least four weeks before the ECOO Spring General Assembly 2009.
- 5.3 The nomination form shall be in the form circulated by the Academy Secretariat and shall:
- (a) state which position the candidate is standing for;

- (b) include details of the particulars which would, if the candidate were appointed or reappointed, be required to be included in the Academy's register of Trustees;
 - (c) include a statement signed by the candidate of his or her willingness to be appointed; and
 - (d) be accompanied by such other documents as the Academy Secretariat may from time to time require.
- 5.4 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 ECOO Spring General Assembly 2009.
- 5.5 Each candidate must provide a photograph, a brief Curriculum Vitae and an election address of not more than 500 words stating why they wish to represent the category for which they are nominated and what they feel they could bring to the role of Inaugural Trustee of the Academy.
- 5.6 Candidates are responsible for paying their own canvassing and election expenses.
- 5.7 Any candidate who does not become a Member of the Academy before 15 May 2009 will be disqualified.
- 5.8 Any candidate who knowingly makes a false statement about themselves or any other candidate will be disqualified.

6. Procedure for Election of Other Inaugural Trustees

- 6.1 Ballot papers setting out such details of all the candidates as the First Trustees shall determine will be sent to all members of ECOO at least three weeks before the ECOO Spring General Assembly 2009.
- 6.2 Completed ballot papers must be submitted to the Academy Secretariat at or before the ECOO Spring General Assembly 2009.
- 6.3 The results of the ballot will be announced at the ECOO Spring General Assembly 2009.
- 6.4 In the event of a tie for any elected position the Inaugural President shall determine the outcome by drawing lots.