



# **CALL FOR NOMINATION GUIDELINES**

**IPA ELECTION FOR TERM 2023-2025**

## IPA Election for Term 2023-2025

For over 100 years, IPA has been the only global body representing the professional societies of pediatricians. We connect pediatricians from all over the world to lead improvements in child and adolescent health and rights. We need dedicated members of the IPA Standing Committee and IPA Executive Officers to govern our organization and advance its work. IPA Member Societies are invited to put forth your best representatives to carry our IPA mission forward.

The **IPA Council of Delegates meeting will be held on 20-21 February 2023 in Gandhinagar, Gujarat, India.** The Council will hold important elections for:

1. **President-Elect**
2. **Regional Representatives for the Standing Committee (SC)**
3. **Pediatric Subspecialty Representatives for the Standing Committee (SC)**
4. **IPA Congress Site of 2027**

### A. Timeline of IPA Election for Term 2023-2025

#### “Voting Delegates Registration” Timeline

Particular	Timeline
Mail regarding the Call for IPA Member Societies' Voting Delegates will be sent on	<b>20 June 2022</b>

#### “IPA President-Elect and SC Members 2023-2025 Election” Timeline

Particular	Timeline
Mail regarding the Call for Nomination of the President-Elect and SC members will be sent on	<b>20 June 2022</b>
The last date to receive the nominations for President-Elect and SC members	<b>20 August 2022</b>
The final list of nominated candidates will be declared by email and posted on the IPA Website ( <a href="https://www.ipa-world.org/">https://www.ipa-world.org/</a> ), social media, and WhatsApp Groups	<b>30 August 2022</b>
Council of Delegates meeting and Elections of IPA President-Elect and SC members for term 2023-2025	<b>20-21 February 2023</b>

## “IPA Executive Officers 2023-2025 Election” Timeline

Particular	Timeline
Call for Nomination for IPA Executive Officers (Executive Director, Treasurer, and Coordinator of Development) will be sent on	<b>4 October 2022</b>
The last date to receive the nomination for IPA Executive Officers	<b>15 November 2022</b>
The final list of eligible candidates will be declared by email and posted on the IPA Website ( <a href="https://www.ipa-world.org/">https://www.ipa-world.org/</a> ), social media, and WhatsApp Groups	<b>17 November 2022</b>
Elections for Executive Officers will be conducted electronically through Election runner	<b>21 November-5 December 2022</b>
Results of the Executive Officers for term 2023-2025 will be declared on by email and posted on the IPA Website ( <a href="https://www.ipa-world.org/">https://www.ipa-world.org/</a> ), social media, and WhatsApp Groups	<b>19 December 2022</b>

A formal state of President-Elect and Standing Committee candidates will be drawn up in the IPA Executive and Administrative Office on 20 August 2022. This list and the corresponding curricula vitae and statements of candidates will then be distributed to the Council of Delegates for consideration.

- Please note that to be eligible for voting and elections, a **Member Society must have paid membership dues *at least* for the last two years** (2021 and 2022) prior to the Council of Delegates meeting.
- **Elections for President-Elect and Standing Committee 2023-2025 will be conducted during the Council of Delegates meeting** by confidential voting. A quorum of 50% plus one of IPA member societies is required for valid voting.
- The election and voting procedures will be informed in due course.

## **B. Election of IPA President-Elect 2023-2025**

The IPA President-Elect is elected for a 2 -year term by the Council of Delegates (CD). This is followed by a full term as the IPA President. The IPA President is the highest elected leader of IPA and has a principal voice in IPA goals, objectives, and resource allocation. The President chairs the IPA EC (Executive Committee), SC, and CD. She/he serves as a voting member of the EC and SC.

- ◊ The post of President-Elect of the IPA requires a rotation of geographic representation.
- ◊ The Eligible Presidential candidates must represent a region from which there has been no President-Elect for the two preceding terms. Therefore, for the year 2023-2025 IPA will be unable to accept nominations for candidates from Central Asia or Asia Pacific regions.

**Nomination files for IPA President-Elect 2023-2025 must be received by the IPA Administrative Office ([adminoffice@ipa-world.org](mailto:adminoffice@ipa-world.org)) by the latest on 20 August 2022** and must include these documents:

1. **Covering letter** from the candidate stating why he/she is interested in serving as IPA President
2. **Curriculum Vitae (CV)**
3. **Nomination Letters from 3 different IPA member societies** in good standing. One letter must be from the national pediatric society of which he/she is a member. Nominating member societies should ensure and declare that the suggested nominee has a qualified personal and professional reputation and is a member of the good standing of their pediatric society.
4. **Duly-filled Conflict of Interest (COI) Form**

## **C. Election of IPA Standing Committee 2023-2025**

### **C.1. IPA Constitution: Standing Committee**

**In Article 4.8 (IPA Constitution)**, the composition of the Standing Committee and the seven IPA geographic regions are defined. Each of the regions will be represented on the Standing Committee by two members. The seven geographic regions as currently defined in the Constitution are Asia Pacific \* (see footnote concerning APPA in [IPA Constitution](#)), Central Asia, Europe, Latin America (including Mexico), Middle East/ North Africa, North America (Canada and USA), and Sub-Saharan Africa. Due to size and population, the Asia-Pacific region has 2 additional representatives elected by the CD. For procedural matters of IPA, including voting, each National Member Society must declare itself a voting member of one of the above-defined regions, presuming that the Member Societies will generally choose to vote with the region in which they reside. Please note that the names of candidates must be selected by the regional societies from the potential nominees proposed by the national societies within that region.

**In Article 4.9 (IPA Constitution)**, the mechanism of the election of members to the Standing Committee is described: “Each of the seven IPA geographic regions will be represented on the Standing Committee by its President, and in addition will present a list of at least two candidates proposed by Member National Pediatric Societies of that region with due consideration of rotation of all areas within the region. Each of the Member International Pediatric Medical and Surgical Specialty Societies will present one duly elected candidate. At least six months prior to the International Congress, the names and curricula vitae of all candidates will be sent to the IPA Administrative Office. At the time of the International Congress, the Council of Delegates will endorse the regional Presidents as members of the Standing Committee and elect one additional representative from each of the seven geographic regions from the candidates presented by each region and will elect five members from the list of candidates presented by Member International Pediatric Medical and Surgical Specialty Societies.”

**Article 4.11 (IPA Constitution)** states that “No elected individual will serve as a regular member of the Standing Committee for more than two consecutive two-year terms”.

The Standing Committee is the major governing committee of the International Pediatric Association, and it is important that all candidates for the Standing Committee actively participate in Standing Committee work should they be elected. Terms of reference and qualifications for Standing Committee candidates have been outlined by the IPA Standing and Executive Committees as follows:

### **C.2. Terms of Reference for the IPA Standing**

#### **Committee Selection:**

Members of the IPA SC will be elected/approved by the Council of Delegates every two years as outlined in the IPA Constitution. In addition, the members of the IPA Executive Committee are voting members of the Standing Committee.

## **Basic functions of the Standing Committee:**

The IPA Standing Committee functions as a board of regional and specialty representatives to guide IPA in the best interests of children everywhere.

## **Duties and Responsibilities of the Standing Committee:**

- ⊖ To support the IPA vision, goals, and values.
- ⊖ To develop the programs and strategic plan of the IPA and make decisions on behalf of the CD between its regularly scheduled meetings in case of necessity.
- ⊖ To establish policies in accordance with the objectives of IPA, subject to ratification by the CD at its following meeting.
- ⊖ To appoint advisors and advisory committees.
- ⊖ To approve the IPA budgets and operations on the recommendation of the President, Treasurer, and the Executive Director.
- ⊖ To elect an Executive Director, Coordinator of Development, and Treasurer from a list of candidates nominated by the EC.
- ⊖ To elect two members of the EC from the newly constituted SC who shall serve on both SC and EC to maximize integration and coordination.
- ⊖ Assists members of the EC to review and carry out the objectives of the organizations.

## **Qualifications for memberships on the IPA Standing Committee:**

- ⊖ Legitimately nominated through a democratic process of the regional or specialty society.
- ⊖ Interest in international health, and track record of activity in international child health. Recognized as an active pediatric leader in national and regional pediatrics.
- ⊖ Understanding of global policy affecting child health including the SDGs and issues of global child health such as the survival-health-development of mothers and newborns and children.
- ⊖ Understanding of IPA as an organization and commitment to being a good representative of IPA and IPA values.
- ⊖ Commitment to attend all Standing Committee meetings and to function actively on IPA Committees as designated.
- ⊖ Commitment to communicate regularly with the regional society he/she represents and with its national member societies about IPA activities and to report back to IPA the concerns and ideas of these regional and national member societies.
- ⊖ Commitment to address with Pediatric Societies within his/her region any issues that arise from IPA or from any of its partners concerning the profession of pediatrics or child health within the region represented.
- ⊖ Commitment to the IPA code of ethics and to IPA statements on key issues.
- ⊖ A team player whose overriding concern is advancing global child health and the international pediatric profession.

### **C.3. Nomination Procedure for Standing Committee from IPA Member Societies:**

- **Each of the IPA 7 geographic regions should identify the President of its Regional Pediatric Society who will be in office as of February 2023; this individual after endorsement by the Council of Delegates will occupy 1<sup>st</sup> seat in the Standing Committee 2023-2025.**
  - ⊗ Societies without a single regional society (for example, North America) should make alternative arrangements for presenting candidates.
  
- **For the Standing Committee 2023-2025 election to the 2<sup>nd</sup> seat of each region, including the 3<sup>rd</sup> and 4<sup>th</sup> seats of the Asia Pacific region, the IPA Administrative Office should receive a list of Regional candidates from each of the IPA 7 geographic regions.**
  - The Regional candidates will be chosen by the Regional Society from the candidates nominated by each of its National Member Societies. The method of selection should be deemed fair and transparent by all concerned. Regional Societies are requested to mark the IPA admin office ([adminoffice@ipa-world.org](mailto:adminoffice@ipa-world.org)) a copy of the email that will be sent.
  - Please note that:
    - (1) Based on the IPA Constitution, the Asia-Pacific Region has 2 additional representatives elected by the Council of Delegates.
    - (2) As per the resolution of IPA SC on 23<sup>rd</sup> Nov 2019, one SC seat is allocated to each of the European societies (EPA, EAP) from 2021 onwards.
  - **The Council of Delegates will elect the 2<sup>nd</sup> representative of each region, including the 3<sup>rd</sup> and 4<sup>th</sup> representatives of the Asia Pacific region, from the list of Regional candidates.**
  - Voting for the regional representative will be done by member society representatives from the same region.

## D. Preparation for the Council of Delegates Meetings on February 20-21, 2023

Each IPA Member Society should now:

1. **Select a single official Voting Delegate for your society**
  - Please find attached the **Voting Delegate Form** to fill out and return at the earliest convenience, **but no later than 9 December 2022**.
    - Please note that to be eligible for voting and elections, a **Member Society must have paid membership dues at least for the last two years (2021 and 2022)** prior to the Council of Delegates meeting.
  - **The Voting Delegate should be officially designated by the IPA member society and he/she must be a member of that IPA member Society.** The Voting Delegate cannot represent more than one IPA member society.
    - If it is anyone other than the President, then a Letter of Authority from the society along with photo identity proof must be submitted before the Council of Delegates meeting.
    - Due to valid reasons, if there is any change in the previously Registered Voting Delegate, the President of the Society or his/her chosen substitute (in writing) will be accepted as the Voting Delegate after verification.
  - *In those countries with more than one National Member Society, there can only be one national vote.* The voting representative is chosen by consensus of the National Societies involved or as the representative of the National Society with the greatest number of members.
2. **Nominate candidates for the IPA Standing Committee 2023-2025** who can best represent your country and region, and who are committed to working with IPA on the many issues of global child health.
  - **National Societies sending their nomination to Regional Societies are requested to mark a copy of the mail to the IPA Administrative Office ([adminoffice@ipa-world.org](mailto:adminoffice@ipa-world.org))** for information.
  - If there are more than 2 candidates, they have to send a list of shortlisted candidates after due process.

**Nomination files for the Standing Committee must be received by the IPA Administrative Office ([adminoffice@ipa-world.org](mailto:adminoffice@ipa-world.org)) by the latest on 20 August 2022** and must include these documents:

1. **A Covering Letter** from each candidate describing why he/she is interested in serving on the IPA SC
2. **Curriculum Vitae (CV)**
3. **1 (one) Nomination Letter** from the respective IPA member society where he/she is a member. Nominating Member society should ensure and declare that the suggested nominee has a qualified personal and professional reputation and is a member of good standing of their pediatric society.
4. **Duly-filled Conflict of Interest (COI) Form**



## E. Election of IPA Executive Officers 2023-2025

Candidates for the Executive Director, Coordinator of Development, and Treasurer will be elected by the SC. These executives will be in charge of the technical, administrative, and financial affairs of the IPA in consultation with the EC and SC.

Executives (which do not include the President or President-Elect) can serve up to 2 terms, except for the Executive Director who may serve up to 3 terms.

The Executive Director, along with the President, shall be responsible to the CD and to the SC for carrying out their policies and decisions.

The IPA Treasurer shall receive a half-yearly statement of accounts from the IPA Administrative Office which will be analyzed and then recommended, or not, for approval to the EC and SC. These financial statements of accounts must be validated by an external audit prior to the Treasurer's evaluation.

The Treasurer will preside over a Finance and Development Committee that consists of the IPA President, the Executive Director, and the Coordinator of Development, other 9 members from the EC and SC, and external consultants whenever found necessary.

The elections will be conducted electronically through Election runner between **21 November-5 December 2022** and results will be declared on **19 December 2022**.

If any of you have questions or suggestions, please feel free to contact us.

Best Regards,



Dr. Enver Hasanoglu

President IPA



Dr. Aman Pulungan

Executive Director IPA



Dr. William Keenan

Chair of IPA Election Committee 2022-23