



EUROPARC Council Election 2021: Guidelines for Candidates

Congratulations!

If you have been nominated as a candidate for the EUROPARC council election 2021 you will need to send us some information, so that we can promote you as a candidate to EUROPARC members. This information is important because it will be the vehicle with which you can get your message across to EUROPARC members and convince them that you are the person for the job.

Please bear in mind that we have around 400 members from 37 countries and that we operate in three official languages: English, French and German.

After your nominator has sent us the nomination, we will then need the following from you by **30th July 2021**.
Please make sure you complete the proper form:

- [EUROPARC 2021 Elections - Candidate Form for President](#)
- [EUROPARC 2021 Elections - Candidate Form for Council](#)

1. A completed candidate information sheet

- This will be uploaded onto the EUROPARC website, sent to EUROPARC members who will be electing candidates at the General Assembly in September and also printed for presentation at the EUROPARC conference location.
- Please fill it out and send it to us electronically. We will not accept a faxed or posted version.

2. A picture of yourself.

- This is for the website and also for inclusion in the candidate information sheet.
- Please send this to us separately.
- The photo should be in JPEG format and at least 1MB in size.

3. A video introducing yourself to members

- This will be posted on EUROPARC's YouTube page for members to view and linked to our website. At the Conference, they will be shown to members prior to the election during the General Assembly on 5th October.
- The video should be a maximum of **two minutes long**.
- It does not have to be a work of art nor cost a lot of money to produce. The video should be used to **quickly introduce yourself to members** and to give a short statement about **why you are the right person** for the position.

- d. Please save your video in a format that can be played using windows media player, e.g. Windows Media Audio File, MP4, etc.
- e. You can record it using a webcam, but would look much better if you record it outside, even if using a smartphone. Be creative! Sound is important so we advise you use a microphone...
- f. The size of the video should be under 50MB.

Please send all three items to the email address members.europarc@europarc.org **by 30th July.**

All material will go live on **9th of August** when all candidates are officially announced to the members.

Send us your video using a file sharing systems such as: [We Transfer](#), Dropbox or similar. Any questions that you may have regarding the above information can be addressed to Esther Bossink at esther.bossink@europarc.org.

Election Timetable

Date/Deadline		Statute /Regulation
31st March 2021	6 month notification to members of General Assembly and Election. Initial open for nominations	<i>Council Elections Regulations</i> 24. Members will be invited in the 6 months before the elections are scheduled to nominate candidates for election as President or as Council Members. The full list of candidates nominated is sent out with the invitation four weeks in advance of the General Assembly
	All nomination forms and election guidance is available online	25. The nominations should be made in the spirit of the document on the roles and profiles of Council Members. 26. Candidates for a position on the Council must be nominated by a member organisation other than his/her own. 34. Candidates for a position on the Council must be members of the EUROPARC Federation or belong to a member organisation (see Article 7a/8 of the statutes).
Reminder will be sent out monthly.		
July 30th 2021	Deadline for receipt of election material. Video/form /pictures from nominees candidates	Practical internal deadline set by directorate.
August 9th 2021	All material to be live on EUROPARC website and	6. The invitation to the General Assembly shall be issued in writing no later than four weeks before the opening day of the General Assembly. It shall be sent to all members together with an agenda.

	information sent to members	23. When elections are to be held, these shall be announced on the agenda which is sent out with the invitation four weeks before the opening of the General Assembly.
September 20th 2021	Deadline for any final nominations	21. Members may nominate further candidates for the Council after the initial proposal is circulated. Nominations shall be made in writing to the Directorate no later than 14 days before the opening of the General Assembly.
Tuesday 05th October 2021	Election	<p>27. Before the elections the General Assembly shall appoint an election committee comprising an election chairman and two committee members. The election committee shall be proposed by the Council and appointed by the General Assembly with a simple majority.</p> <p>28. Separate votes shall be taken for the election of the President, and the six Council members.</p> <p>29. If for any of these offices there are more candidates than positions to be filled, the vote shall be taken by secret ballot. If this is not the case the vote may be taken by a show of hands with voting cards, unless a request for a secret ballot is brought forward and supported by at least 10% of the members present and entitled to vote.</p> <p>30. When several candidates run for the same position, the candidate who receives the highest number of votes shall be appointed to the Council.</p> <p>31. In the event of a tied vote, a final ballot shall be held. The final ballot between two candidates who have received the same number of votes shall be taken by a show of hands with voting cards and decided by a simple majority.</p> <p>32. A record of the complete election process shall be kept, which shall be signed by the election chairman and by the person taking the minutes.</p> <p>33. The results of the elections shall be published on the EUROPARC website</p>