

Association of International Affairs



Policy

Adapted at Board Meeting 10 on 2023-02-16

UAIA Policy for the Nomination Committee

The purpose of the Nomination Committee of the Umeå Association of International Affairs (UAIA) is to, before the Annual Election Meeting, nominate candidates for the Presidium, as well as the other board positions for the next year of operations. The Nomination Committee is only responsible for nominating candidates and is not a voting body of the UAIA. The nominations shall be carefully considered and in line with the mission statements for each position as well as the By-laws of UAIA.

Responsibility and timeline

The Nomination Committee is responsible for nominating candidates for the Annual Election Meeting, which means planning ahead of the meeting in order to meet the UAIA By-laws as well as sustain the legitimacy of the association. The Nomination Committee shall, but is not obliged to, have their first meeting three months before the annual Election Meeting together with the President or other members of the Presidium in order to set up an appropriate timeline. The Nomination Committee shall be in contact with the Presidium in order to exchange important planning information. Still, it shall not cooperate nor share any sensitive information that can jeopardize the legitimacy of the association or election meeting. Prior to the start of the nomination period, the members shall be provided with a written notice, where information on each position as well as important dates for the nomination process, shall be specified.

The Nomination Committee is obliged to interview each candidate and nominate the candidate they see fit for each position. Each interview phase shall be preceded by a nomination period, during which members shall have time to nominate others and themselves for each available position. It is recommended that the nomination period lasts for 2-4 weeks. The interviews shall be conducted in person or through relevant means. The length of the

meeting and the questions asked are to be decided by the Committee but shall be in accordance with the nomination guidelines below. The length of the interview phase can vary depending on the number of candidates, but the Committee shall plan for no less than one week and preferably no more than 3 weeks. The nominations shall be decided on within the Committee and must be sent out and available for the members 2 weeks before the Annual Election Meeting.

Guidelines for nominations

The Nomination Committee shall take the interest of the members into account and work towards positive development when nominating a person in front of the Annual Election Meeting. Any member has the right to nominate themselves or any candidate they deem suitable. Interviews shall be held after the nomination period. Nominations received after the nomination period deadline can be included if deemed appropriate by the Nomination Committee.

Suitable candidates must be able to work in accordance with the mission statements and by-laws as well as share the common values as stated in the by-laws of UAIA. It is the aim of the Nomination Committee to strive for diversity and equal gender distribution in their work to nominate candidates.

The final proposal from the Nomination Committee shall be included in the meeting documents sent to the members. This shall include clear information about who the Nomination Committee proposes for each position and on what grounds. The Committee shall personally inform each applicant/nominated person if they have been nominated or not before communicating the nominations to the members. The Committee shall also contact the non-nominated applicants and inform them that they can nominate themselves for the position at the meeting.

Following the Annual Election Meeting, the Nomination Committee shall evaluate the process, update the handover document if needed, and carry out a handover to the following Nomination Committee.