

LATAM Elections Executive Committee 2021

8- 18 March 2021

All paid-up ISoP members in Latin America (including Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Rep., Ecuador, El Salvador, Guatemala, Mexico, Panama, Peru, Uruguay, and Venezuela) will be asked to participate in elections for leadership positions in the new Regional LATAM Chapter (merging LATAM and Mexico Chapters).

Paid-up active members working and living in LATAM and Mexico may be candidates for election to the new LATAM Executive Committee.

For participation in the LATAM elections, all new applications and renewals should be received and processed by 28 February 2021. New members may join after this time, but would not be eligible to stand as candidates for the LATAM EC, or to vote in the 2021 election.

The elections will be organized and supervised by the Nominations Committee represented by Rebecca Chandler (Chair of the Nominations Committee and Coordinator Chapters), Manal Younus (Advisory Board member), and Santiago Schiaffino (FISoP).

The Nominations Committee will report directly to the ISoP President and other members of the EC.

The Chair of the Nominations Committee (on behalf of the EC) will prepare a list of nominees from the call for nominations, taking into consideration the gender mix, balance of expertise, the area of work of (privileging academics and Regulatory bodies), and the geographical distribution of the candidates (ideally 1-2 candidates per country).

Included in the list of potential candidates will be those members who have nominated themselves and selected by the Chair of the Nominations Committee.

The Chair of the Nominations Committee shall then write to all the individuals whose name has been put forward as a potential nominee for the ISoP LATAM EC to confirm that they are willing to stand for election. If so, they will be asked to send a biography (1 side of A4 paper) to be placed on the ISoP website at the Chapters/member's section with their visions for pharmacovigilance in the region and what they can do for the new chapter, as a representative.

The list of candidates shall be distributed to all members of the Chapter at least 10 days before the start of the elections, and referring to their biography published on the ISoP website in the Chapters/member's section.

Procedure and timeline

- Should strive to obtain as close to double the number of vacancies as possible,
- Should encourage candidatures for membership aiming to reach a majority of academia and regulatory expertise/background in the applicants.

Approximately,

- **15/18 January - 8 February 2021**
 - Call for Nominations signed by Chair of the Nominations Committee to be sent to all paid-up LATAM membership (email and via ISoP newsletter)
 - Preparation list of pre-selected candidates by the Nominations Committee
 - Information about LATAM elections posted on the website
- **9 - 10 February 2021**
 - Final List of potential nominees to be sent to the Executive Committee for information (in total about > 10-15 persons to be invited to stand)

- **11 February 2021**
Invitations to apply - Send by email the election documents to these potential candidates with a letter from the Chair of the Nominations Committee
- **22 February 2021**
Deadline - Nominations from the applicants to be returned with biographies & photos
- **End of February**
Set up online voting & test (webmaster)
- **26 February**
List of the candidates available on the Chapters/Members section with personal statement, etc.
- **Beginning of March**
General information about electronic ballot papers with >15 candidates to be sent to all members eligible (only paid-up members) to vote (members should vote for up to 4 candidates)
(with info votes re biographies + photos posted on isoponline.org/members)
- **8 - 18 March 2021**
web voting (live from 8 to 18 March) open to current paid-up members from LATAM & Mexico (registrations received after the 28th February will not be included in the ballot process)- There will be 4 vacancies to be filled.
Deadline for voting: 18 March 2021 until 11.59 am UTC
- **19 March**
Results votes must be returned to the Nominations Committee. In the event of a tie, check statutes or by-laws re Board elections.
- **19 March**
An official letter from the Chair of the Nominations Committee will be sent to unsuccessful candidates with the list of the results.

The four persons receiving the highest number of votes will then be requested to form the new Executive Committee and divide activity-based tasks between them.

Members of the Executive Committee are elected for three years, renewable once consecutively.

All ISoP members will be informed of the successful candidates of LATAM EC with their positions via website and newsletter by 31st March.