All paid-up active ISoP members in Africa will be asked to participate in elections for four leadership positions in the Africa Chapter. For any questions regarding eligibility, please contact ISoP Administration directly.

Paid-up active members working and living in Africa may be candidates for election to the new Africa Chapter Executive Committee (EC).

For participation in the Africa chapter elections, all new applications and renewals should be received and processed by 1 May 2024. New members may join after this time but would not be eligible to stand as candidates for the Africa EC or to vote in the 2024 election.

The elections will be organized and supervised by the ISoP Chapters Nominations Committee represented by Francesco Salvo (Chair of the Nominations Committee and Coordinator Chapters), Mulugeta Russom, FISoP, Manal Younus, Advisory Board member and FISoP, and Sophie Spence (ISoP Administration).

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 ISoP Executive Committee) will prepare a list of nominees (with a requirement of cumulated of two-year membership) from the call for nominations, taking into consideration the gender mix, balance of expertise, the area of work, 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 proposed themselves and verified as eligible 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 Africa chapter 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 one week 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**

The elections should be carried out following these principles:

- Independency of the Nominating Committee
- Secrecy of the vote (electronic ballot)
- Should strive to obtain as close to double the number of vacancies as possible
- Should encourage candidatures for membership aiming to maintain a balance of expertise/background in the applicants.
Approximately,

- **8/10 April - 1 May 2024**
  - Call for Nominations signed by Chair of the Nominations Committee to be sent to all paid-up active Africa membership (email and via ISoP newsletter)
  - Preparation list of pre-selected candidates by the Nominations Committee
  - Information about Africa elections posted on the website

- **2 - 3 May 2024**
  Final List of potential nominees to be sent to the Executive Committee for information (in total about > 8-12 persons to be invited to stand)

- **7 May 2024**
  Invitations to apply - Send by email the election documents to these potential candidates with a letter from the Chair of the Nominations Committee

- **16 May 2024**
  Deadline - Nominations from the applicants to be returned with biographies & photos

- **16 May 2024**
  Set up online voting & test (via Microsoft Forms)

- **17 May 2024**
  List of the candidates available on the Chapters/Members section with personal statement, etc.

- **20 May 2024**
  General information about electronic ballot papers with >8-12 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 - TBC)*

- **23 May – 3 June 2024**
  Web voting via Microsoft Forms (live from 23 May to 3 June) open to current paid-up members from Africa (registrations or renewals received after the 1 May will not be included in the ballot process): There will be 4 vacancies to be filled.
  Deadline for voting: 3 June 2024 11.59 am UTC

- **4 June 2024**
  Results votes must be returned to the Nominations Committee. In the event of a tie, check statutes or by-laws re Board elections.

- **4 June 2024**
  An official letter from the Chair of the Nominations Committee will be sent to successful and unsuccessful candidates with the list of the results.

The four people receiving the highest number of votes will then be requested to form the new Executive Committee (EC) and divide activity-based tasks between them according to the need of the chapter. If two or more candidates wish to take on the same role, the advantage will go to the one who has received the most votes. The newly elected president
will discuss the chapter governance with the other elected EC members. For any further questions, please contact ISoP Administration directly.

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

All ISoP members will be informed of the successful candidates of Africa chapter EC with their positions via the website by 6 June 2024, and social media, or newsletter (date to be confirmed).