



International Society of Pharmacovigilance

Guidelines for ISO P Chapter Executive Committee Elections Guidelines

Version 1 dated May 2026	Responsible: Felipe Villalobos: Secretary-General 2025-2028 ISO P Executive Committee 2025-2028 ISO P Advisory Board 2025-2028
Approval date: June 2026	ISO P Advisory Board 2025-2028

The International Society of Pharmacovigilance (ISO P) supports a network of regional Chapters, each managed by an elected Executive Committee. To ensure that elections for ISO P chapters are conducted in a transparent, fair, and consistent manner, standardized guidance is required.

1. Purpose of the Guidance Document and Core Principles of the Election Process

Purpose

To provide a clear, standardized framework to assist all ISO P Chapters in conducting transparent, fair and consistent elections for their Chapter Executive Committees (EC).

The purpose of this guidance document is to provide clear, standardized procedures for the nomination, election, and reporting processes of ISO P Chapter Executive Committees. It aims to ensure that elections are conducted transparently, fairly, and consistently across all Chapters, in alignment with ISO P's governance principles.

Specifically, this guidance:

1. Defines the roles and responsibilities of the Nominations and Elections Committee (NEC).
2. Outlines the steps for nomination, voting, and result reporting.
3. Establishes mechanisms to maintain neutrality, fairness, and accountability throughout the election process.

Core principles of the Election Process

- **Neutrality:** elections are overseen by a Nominations and Elections Committee (NEC) that does not stand for office and is accountable to the ISO P Executive Committee (global).

- **Clarity:** all rules regarding the election process, (eligibility to vote, criteria for candidacy, election calendar, voting methods, and tie-break rules) are written and shared with all members before the process starts. This ensures transparency and allows all participants to understand and follow the procedures fairly.
- **Secrecy of the vote and data protection:** voting is secret, using secure electronic tools. Personal data collected during the election process are handled according to ISoP policies and applicable data protection regulations safeguarding member privacy and maintaining trust in the process.
- **Fairness and diversity:** chapters aim to achieve a balanced representation in terms of gender, geography and professional background, while ensuring that the election process remains open, transparent and non-discriminatory. This promotes inclusive leadership and reflects the diversity of ISoP's membership.
- **Efficiency:** standard templates, simple timelines, and online tools are used to streamline the election process, reduce administrative workload and minimize the risk of errors.

2. Roles and Responsibilities

Nominations and Elections Committee

The Nominations and Elections Committee (NEC) is responsible for overseeing Chapter Executive Committee elections to ensure they are conducted fairly, transparently, and in accordance with ISoP policies.

- **Composition** –The NEC is composed= of at least 3 ISoP members, appointed or confirmed by the ISoP Executive Committee.
- **Eligibility Restrictions** - Members of the NEC cannot be candidates in the election and should not actively campaign for any candidates.
- **Main Tasks:**
 - Verify the list of eligible voters with ISoP Administration.
 - Launch and manage the call for nominations (including self-nominations).
 - Check each candidate's eligibility against the agreed criteria.
 - Organize and oversee electronic voting (with technical support from ISoP Administration).
 - Review and validate the results and prepare a short-written report.
 - Receive and manage any complaints related to the election process.

ISoP Administration/Central Office

- **Maintain ISoP members register** and their Chapter affiliations.
- **Confirm eligibility** -Verify which members are in good standing (fees paid) by the eligibility deadline.
- **Manage voting tools** -Provide or set up the electronic voting tool (e.g. Microsoft Forms or another approved platform).
- **Communications** - Send official emails and publish information on the ISoP website and newsletters.

3. Eligibility Rules

Voters

- All ISoP members in good standing (membership fees paid) and assigned to the Chapter by residence or workplace may vote.
- A membership cut-off date is set at least 6 weeks before the voting period. Members who join or renew their membership after this date are not eligible to vote or stand as candidates in that election round. However, they will be eligible to participate in future elections once their membership is active by the next cut-off date

Candidates

Minimum recommended criteria (unless ISoP EC decides otherwise):

- ISoP member of the Chapter in good standing.
- At least 2 years of continuous active membership prior to the election.
- No unresolved disciplinary issues or serious conflicts of interest with ISoP's mission.

Chapters are encouraged, where possible, (not obliged) to seek:

- Gender balance.
- Geographic balance across the region or country.
- Language diversities.
- Diversity of professional backgrounds (e.g. regulators, academia, industry, healthcare professionals).

Composition and Term of the Executive Committee

- **Size of the EC:** The standard size of a Chapter EC (e.g. 4 members) should be defined by the ISoP EC and applied consistently across all chapters.
- **Term of Office:** The typical term of office for EC members is three years, with the possibility of one consecutive renewal. Roles within the EC: Within the elected EC, roles (**Chair, Co-Chair, Secretary, Treasurer**) are agreed internally by the elected members, ideally considering the number of votes received, relevant experience and workload.

Standard Election Timeline (Example)

The following timeline is a model that each Chapter can adapt to local needs, while keeping the same sequence.

10–12 weeks: Preparation

- ISoP EC confirms or appoints the NEC for the Chapter.
- NEC reviews this standard procedure, adapts dates, and agrees on the detailed calendar.

8–6 weeks: Call for nominations

- Email sent to all eligible Chapter members:

- Explain positions to be filled and eligibility criteria for candidates.
- Describes the key dates: nomination period, candidate announcement, voting period, result announcement.
- Provides instructions and a simple nomination / self-nomination form.
- Announcements are also posted on the ISoP website and, if appropriate, on social media.
- Recommended duration of the nomination period: 2 weeks.

6–4 weeks: Candidate confirmation

- The NEC reviews and confirms the eligibility of all nominees.
- If there are too few candidates, the NEC may actively encourage additional eligible members to stand, aiming for approximately twice as many candidates as there are open positions.
- From each confirmed candidate the NEC requests:
 - A recent photograph.
 - A short, structured biography (approximately 200–250 words).
 - A motivation/vision statement for the Chapter (approximately 300 words).

4 weeks: Final list of candidates published

- The NEC finalizes and approves the list of candidates.
- Candidate profiles (photo, biography, motivation) are uploaded to the ISoP website (members area).
- An email is sent to all eligible voters including:
 - The final list of candidates.
 - Links to candidate profiles.
 - A reminder of the voting dates and basic instructions.

Voting period (1 week)

- Electronic voting is conducted over 7 consecutive days.
- Each eligible voter receives a unique link to the voting form or to the approved voting platform.
- Voters may select up to the maximum number of candidates corresponding to the number of open EC positions available (e.g. up to 4 candidates for 4 EC positions).
- One or two reminder emails may be sent during the voting week to encourage participation and ensure all eligible members have the opportunity to vote.

1–3 days: Counting and validation

- The NEC accesses the anonymized results in the electronic tool.
- At least two NEC members independently review and confirm the votes.
- NEC prepares a short report stating:
 - Number of eligible voters.
 - Number of votes cast and turnout percentage.

- Names of elected candidates (and, for internal records only, the vote counts if needed).
- In case of a tie affecting the last available seat, the NEC applies the pre-defined tie-break rule (for example, a random draw documented in minutes, or other method specified in ISoP by-laws).

3–5 days: Communication of results

- The NEC (or ISoP Administration on its behalf) sends:
 - Individual notifications to all candidates informing them of the outcome (elected / not elected).
 - A general announcement to Chapter members and the wider ISoP community via:
 - ISoP website (news).
 - Newsletter and/or social media channels.

1–2 weeks: Transition to new EC

- Outgoing and incoming ECs hold at least one handover meeting.
- Key documents and access details are transferred (e.g. ongoing projects, workplans, budget, official email accounts, shared folders, social media accounts where applicable).
- ISoP website and Chapter information are updated with the composition and roles of the new EC.

Operational Requirements for a Simple and Robust Election Process

To keep the process simple and robust:

- **Electronic platform**
 - Use Microsoft Forms, a secure survey tool, or an external election platform approved by ISoP.
 - Each eligible voter should receive only one voting link and be able to vote only once.
 - The platform must allow export of anonymized results for verification and archiving.
- **Voter list management**
 - ISoP Administration provides the NEC with a list of eligible voters as of the membership cut-off date.
 - The NEC checks that only members on the list receive voting links.
- **Secrecy of the vote**
 - NEC and Chapter EC members must not be able to see how individual members voted.
 - Only aggregated results per candidate are accessed and reported.
- **Record-keeping**
 - The final report and the anonymized voting results are stored securely (e.g. in a central ISoP repository) for a defined period (for example, 5 years).

Complaints and Disputes

- The announcement of the election results should specify a short window for submitting complaints (e.g. 5 business days) and a single official email address to receive them.
- The NEC reviews any complaints related to procedure or fairness as quickly as possible.
- If a complaint raises issues that may conflict with ISoP statutes or global by-laws, the NEC escalates the matter to the ISoP EC.
- Only in case of serious, proven procedural problems (e.g. failure of the voting system or clear evidence of manipulation) should a partial or full re-run of the election be considered, ISoP EC will decide.