

Guidelines Nomination for election of Chairman, Vice Chairmen and members of the Board of Directors	Revised on 26 th October 2006	GL3/2006
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Nomination for election of the PEFC Council Chairman, Vice Chairmen and members of the Board of Directors

OBJECTIVE

The objective of these guidelines is to describe the rules and procedures for nominations and election of the Chairman, Vice Chairmen and members of the Board of Directors¹.

SCOPE

These guidelines set out the requirements for the nomination and election of the Chairman, Vice Chairmen and Board of Directors members (Board) as per the PEFC Council Statutes Article 5 and Article 6.

These guidelines were approved by the Board on 15th September 2006 and amended on 26th October 2006 and replace GLI 2/2003 approved by the Board on 27th January 2003.

These guidelines are a procedures document of the PEFC Council which is publicly available.

COMPOSITION OF THE BOARD

The Board comprises the Chairman of the PEFC Council, the two Vice chairmen and 2 to 10 Board members elected by the General Assembly (Article 6 of the PEFC Council Statutes). Board members are elected for a three-year period and one third of the Board members are eligible for re-election in any one year. The re-election of Board members for further 3 year periods of service is possible. The composition of the Board members should aim to reflect the major interested parties who support the PEFC, the geographical distribution of the members, the diversity of their annual cutting categories and an appropriate gender balance. Major interested parties include amongst others: forest owners; forest managers; forest industry / processors; trade unions / labour; traders and buyers, conservation organisations (ENGOS); government / public institutions; scientific/ academic; indigenous / local communities, consumers and other forest users etc. The Board composition requirement shall be achieved through a Nominations Committee.

¹The Chairman and two Vice Chairmen of the PEFC Council automatically become members of the Board of Directors as per Article 6 of the PEFC Council Statutes. Please note the terms Chairman and Vice Chairmen are non-gender specific.

PEFC NATIONAL GOVERNING BODIES NOMINATIONS

The PEFC Council secretariat issues separate Nominations Forms (see appendix to these Guidelines) for the three types of position (Chairman, Vice Chairmen and Board of Directors members) to PEFC National Governing Bodies (hereafter NGB) at least three months prior to the date of the General Assembly.

The Nominations Forms must be returned to the PEFC Council secretariat by the date specified on the form which shall be at least two months prior to the General Assembly. Each nomination must be supported by the NGB and be signed by the National Chairman (or National Vice Chairman) on behalf of the NGB thereby fulfilling the requirement of the PEFC Council Statutes Article 5, paragraph 7 concerning proposal of nominees. Nominees must also sign the forms to signify their agreement to be nominated and understanding of what the position of Chairman, Vice Chairman or Board member would entail.

NOMINATIONS COMMITTEE

The Nominations Committee (NC), comprising 3 members, is appointed each year by the General Assembly based on a proposal by the Board which in turn will have considered candidates proposed by the NGBs. The role of the NC is to ensure that the constitution of the Board members proposed to the General Assembly fulfils the requirement given in the PEFC Council Statutes, Article 6, paragraph 2:

“The constitution of the Board members should aim to reflect the major interested parties who support the PEFC, the geographical distribution of the members, the diversity of their annual cutting categories and an appropriate gender balance.”

The Nominations Committee has the following tasks:

- a) to advise NGBs as to what qualifications and experience are being sought from nominees at the time nomination forms are circulated to NGBs,
- b) to consider nominations submitted by NGBs,
- c) where and when appropriate, to discuss the nominations with the nominating NGBs and candidates with a view to proposing a list of candidates to ensure the requirements of paragraph 2, Article 6 of the PEFC Council Statutes are reflected in the composition of the Board,
- d) to prepare a report on the NC’s proposal for Chairman, Vice Chairmen and Board member vacancies for the papers for the General Assembly and ensure it is circulated with the General Assembly papers to members in advance of the General Assembly,
- e) to ensure the papers on the Nominations Committee’s proposal are presented to the General Assembly.
- f) Elect its own chairman and decide its mode of operation (e.g. electronic voting etc) with respect to the above tasks.

The PEFC Council secretariat shall be available to the Nominations Committee in a secretarial role.

ELECTION OF THE CHAIRMAN, VICE CHAIRMEN AND BOARD MEMBERS

The Chairman, Vice chairmen, and Board members are elected by the General Assembly based on the proposal made by the Nominations Committee.

(1 form to be completed per nomination)

NOMINATION FORM FOR PEFC COUNCIL CHAIRMAN

(1 seat)

PART A (Complete in BLOCK CAPITALS)

NAME OF NATIONAL GOVERNING BODY:

NAME OF CANDIDATE:

I, as Chairman/Vice Chairman of the above National Governing Body, hereby confirm that we wish to nominate the person indicated in PART B to become CHAIRMAN of the PEFC Council

Signed by the Chairman/Vice Chairman, on behalf of the NGB:

Signed:..... Date:.....

PART B (Complete in BLOCK CAPITALS)

NAME OF CANDIDATE:

ADDRESS:

.....

TEL: FAX:

EMAIL:

I hereby agree to be nominated as CHAIRMAN of the PEFC Council for the period *Month YYYY* to *Month YYYY* and am aware of, and agree to abide by, the duties and obligations as outlined in the PEFC Council Statutes.

Signed:..... Date:



Please also complete page 2

Form to be received by the PEFC Council, Case Postale 636, CH-1215 Geneva 15, Switzerland by **DD. Month YYYY**. *Please note that late returns SHALL NOT be considered.*

(1 form to be completed per nomination)

NOMINATION FORM FOR PEFC COUNCIL VICE CHAIRMEN

(x seat/s)

PART A (Complete in BLOCK CAPITALS)

NAME OF NATIONAL GOVERNING BODY:

NAME OF CANDIDATE:

I, as Chairman/Vice Chairman of the above National Governing Body, hereby confirm that we wish to nominate the person indicated in PART B to become VICE CHAIRMAN of the PEFC Council

Signed by the Chairman/Vice Chairman, on behalf of the NGB:

Signed: Date:

PART B (Complete in BLOCK CAPITALS)

NAME OF CANDIDATE:

ADDRESS:

.....

TEL: FAX:

EMAIL:

I hereby agree to be nominated as VICE CHAIRMAN of the PEFC Council for the period *Month YYYY* to *Month YYYY* and am aware of, and agree to abide by, the duties and obligations as outlined in the PEFC Council Statutes.

Signed: Date:



Please also complete page 2

Form to be received by the PEFC Council, Case Postale 636, CH-1215 Geneva 15, Switzerland by **DD. Month YYYY. Please note that late returns SHALL NOT be considered.**

(1 form to be completed per nomination)

NOMINATION FORM FOR PEFC COUNCIL BOARD OF DIRECTORS

(x seat/s)

PART A (Complete in BLOCK CAPITALS)

NAME OF NATIONAL GOVERNING BODY:

NAME OF CANDIDATE:

I, as Chairman/Vice Chairman of the above National Governing Body, hereby confirm that we wish to nominate the person indicated in PART B to become a member of the PEFC Council Board of Directors.

Signed by the Chairman/Vice Chairman, on behalf of the NGB:

Signed: Date:

PART B (Complete in BLOCK CAPITALS)

NAME OF CANDIDATE:

ADDRESS:

.....

TEL: FAX:

EMAIL:

I hereby agree to be nominated to the PEFC Council Board of Directors for the period *Month YYYY* to *Month YYYY* and am aware of, and agree to abide by, the duties and obligations as outlined in the PEFC Council Statutes.

Signed: Date:



Please also complete page 2

