



ELECTION PROCEDURE PROTOCOL

EORTC Quality of Life Group is structured in a way that members of the Executive Committee make important and final decisions regarding the work related to the Group.

Members of the Executive Committee are:

- Chair
- Secretary
- Treasurer
- Head of the Grant Review Committee and the PMDC (3 roles)
- New Development Officer
- Newsletter and Publication Officer (2 roles)
- Executive Committee Member without portfolio 2 pax
- QLU Head

Members of the QLG Executive Committee can become any member of the EORTC Quality of Life Group who attends the Quality of Life Group meetings (at least two meetings in two years) and is actively involved with some of the QLG research activities. In other words, any active member of the Quality of Life Group can apply for some of the roles in the Executive Committee.

The EC Roles of Chair, Secretary, and Treasurer are in favor of the senior members of the group (more than 10 years in the workgroup).

Chair-elect is to be in place one year ahead of take over the date, allowing for a year in EC to learn from a past chair and will stay in EC another year after the chair period, making it a 1+3+1 year in total. Thus, at the semi-annual meeting ahead of the meeting where the chair-elect is due to start one year ahead of being chair, the election is announced. The Chair-elect was also privy to most of the official/partially official Chair emails. The Chair-elect was normally reimbursed for all the QLG-related travel and so on (on the same basis as the actual Chair).

Each role of the EORTC QLG Executive Committee has a defined term of office which lasts 3 years. By the end of the mandate, each member of the Executive Committee can be reelected during the election procedure. The procedure of handing in from a past to a new Chair is a one-year period when both Chairs are together in the EC. Each term of office should be noted using the appropriate Executive Committee Election Table which is regularly updated by the EORTC QLG Secretary.

One of the criteria for choosing the EORTC QLG Executive Committee members will be the representation of members depending on the country in which they currently work. The board can have a maximum of 2 to 3 members from the same country to

ensure the cultural diversity and representativeness.

The election procedure is done in a transparent way in which all EORTC QLG active members are included. The Election procedure is guided by EORTC QLG Secretary, except if the role of the EORTC QLG Secretary is being elected. In that situation the proposed election procedure is guided by the EORTC QLG Chair.

The Election process follows three steps:

1. Open Calls for Candidate

- a. Email circulated to invite EORTC QLG active members to submit their candidacy.
- b. Submission of the candidacy is filled out after the EORTC QLG active members send his/her Curriculum Vitae (one page long) and appropriate Motivational Letter. Each candidate has two EORTC QLG active members who support his/her candidature and are not current EC members. Those two candidates need to express their support by sending an email to the EORTC QLG Secretary (or EORTC QLG Chair in the case of exception).
- c. The deadline for the open call is 14 days but can be extended in case none of EORTC QLG active members express their interest.

2. Candidates' names to be circulated

- a. If only one candidate is received, the EORTC QLG Secretary informs other members of the Executive Committee and confirms the new candidate.
- b. If more than one candidate is received, EORTC QLG Secretary informs other members of the Executive Committee (by email or at the monthly Executive Committee meeting). All other EORTC QLG active members should be informed about the candidates via email (*Template 1*). The election procedure is then further processed.
- c. Inform the candidates that there are other candidate(s) who applied for the role and ask them if they are willing to go forward and proceed to the election process.

3. Election process is launched using computer software

- a. Inform EORTC QLG active members that the election process has been started using adequate computer software. The purpose of using the computer software is to enable transparent and anonymous voting. All the EORTC QLG active members should be invited (*Template 1*).
- b. The deadline for voting is 14 days.
- c. In the meantime one reminder should be sent to all voters.

4. Closing the Election process

- a. Results of the voting should be submitted to EORTC QLG Executive Committee members through an email (*Template 2*) or at the next Executive Committee meeting. After Executive Committee members confirm the results of the election, the Chair sends the letter to the successful candidate and informs members.
- b. All the candidates should be informed about the final results (*Template 3*).
- c. Election results (percentages included) will be published on the EORTC QLG official website in a navigation bar item that will be accessible only to active members of the EORTC QLG.

5. Notify EORTC QLG members about a new change in the EORTC QLG Executive Committee positions

- a. Via email.
- b. EORTC QLG Secretary presents during the EORTC QLG bi-annual meeting at the Business Meeting slot.

[Template 1](#)

Dear EORTC QLG active members,

Hope this email finds you well.

We are informing you that the call for the position of **(insert EC role)** on the QLG Executive Committee has now closed and I am pleased to announce we have received **(number)** candidates for the position: **(insert the names of the candidates)**.

Attached, please find a CV and a short statement of motivation for each candidate. Please review the information for each of the candidates and vote for your preferred choice using the link below.

The deadline to cast your vote will be **(insert deadline)**.

Best regards,

[Template 2](#)

Dear EORTC QLG Executive Committee members,

The election for the **(insert EC role)** has now closed and the successful candidate is **(insert the name of the candidate)**.

All candidates will now be informed individually, and an email will be sent to all members to announce the results after we receive the EC approval.

Best regards,

Template 3

Dear **(insert the name of the candidate(s))**,

The election for the **(insert EC role)** position of the EORTC Quality of Life Group Executive Committee has now closed and unfortunately, your candidacy was not successful.

We are very grateful for your interest in joining the EC and hope you would consider the roles that will be announced next year.

If you have any questions, please do not hesitate to contact me.

Best regards,

Dear **(insert the name of the successful candidate)**,

The election for the **(insert EC role)** position of the EORTC Quality of Life Group Executive Committee has now closed and I am pleased to announce that you are the successful candidate.

Your tenure will begin at the next Executive Committee meeting which is scheduled for (insert day and time).

We are pleased to welcome you to the QLG Executive Committee!

Chair Assistant (insert name) will be in touch soon and will provide details on upcoming meetings, she/he can also help with any questions you may have.

Best regards,

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Gracia Dekanic Arbanas, Amy Thomas and Karin Kuljanic