

CALL FOR CANDIDATES FOR THE INDEPENDENT ASSEMBLY BUREAU

BACKGROUND

AIIC Assemblies were hitherto chaired by the Association's Executive Committee (ExCo) or equivalent body. The Assembly in Valencia (2018) voted in favour of having future Assemblies chaired by an independent committee that would neither be seeking approval for past executive performance nor election to future office.

As a result, following from Article 4A (Assembly Bureau) of the amended Assembly Rules of Procedure (<https://members.aiic.net/page/6583/>), and in accordance with new Rule 25 of the Advisory Board's (AB) Rules of Procedure (<https://members.aiic.net/page/7250/>), ExCo's Rules of Procedure (<https://members.aiic.net/page/7162/>) and the MoU between ExCo and the AB (attached), each AB representative, on behalf of his/her constituent region, committee, network or group shall propose or endorse at least one nominee to the Independent Assembly Bureau (IAB).

The Advisory Board (AB) shall, in accordance with its voting procedures, select six candidates from among these nominees at its July 2020 meeting. The names of the selected six (6) candidates shall be transmitted to ExCo prior to the joint AB/ExCo meeting. ExCo shall designate three (3) selected candidates as IAB members and rank the remaining first, second and third alternates in case a replacement is required.

PROFILE OF CANDIDATES FOR THE INDEPENDENT ASSEMBLY BUREAU

Prerequisites

1. Each candidate shall be an active member of the Association with a minimum seniority of eight (8) years on the date of their nomination to the IAB and have a record of having attended at least two AIIC Assemblies.
2. No candidate running for a position in the IAB may be an incumbent member of the Executive Committee and Assembly Committees (Committee on Admissions and Language Classification, Disciplinary and Disputes Committee and Budget Committee). They shall explicitly acknowledge that their selection to the IAB bars them from standing for an elected executive position at the coming Assembly¹.

Qualities sought

Ideally, the candidate would be an authoritative personality, with the ability to streamline discussions, keep time and expedite the voting process. The candidate should possess:

1. Good knowledge and understanding (or the willingness to gain said knowledge and understanding) of, *inter alia*, the Assembly Rules of Procedure (*Règlement Intérieur de l'Assemblée* (RIA)); Statutes; Code of Ethics and Professional Standards;
2. Willingness to devote time to gain a reasonable understanding of matters to be discussed and decided at the Assembly; and
3. Experience in chairing debates and discussions in English and/or French, preferably both, including the ability to control proceedings, take necessary procedural decisions and

¹ Once ExCo completes the IAB selection process, candidates not in the definitive list of six are free to stand for positions in executive bodies at the Assembly.

calls to order, summarise key points, present issues to be put to a vote and report on decisions taken.

Responsibilities of IAB Members

The IAB's involvement in Assembly business shall start once its composition has been approved by ExCo - although its term of office only officially starts after the deadline specified for submissions of nominations for elected offices and proposal of amendments - and ends with the signing of the respective minutes, once they have been drafted and revised. The IAB shall:

- work closely with the AB and ExCo between August 2020 and January 2021 to ensure it is well equipped to perform its duties;
- work closely with the Basic Texts Group (BTG) and the Secretariat during its term of office. IAB members shall participate in the meeting held in October at AIIIC premises between BTG and the Secretariat.
- jointly, with ExCo, prepare the draft Assembly agenda to be posted by the Secretariat 45 days before the Assembly, on the basis of the latter's pre-draft posted earlier;
- decide on BTG's proposed sequence of voting of amendments and resolutions;
- chair the Assembly (cf. above) assisted, *inter alia*, by the Executive Secretary and the BTG; and
- liaise with Assembly organizing and technical groups.

All nominations shall be filed by the AB representative of the candidate's region, committee, network or group, who is requested to **complete this form** (<https://forms.gle/TiS2VsqiU6XLjuiR9>) **by 30 April 2020 and attach the candidate's declaration of candidacy and biographical note.** Thereafter, **the names of candidates thus nominated will be announced to all AB members, so that constituencies which fail to nominate a candidate may endorse existing nominees by 15 May 2020.** The final list of IAB nominees, indicating the number of endorsements received, will be circulated by early June with the annual AB meeting documents before the election by the AB, which will take place prior to the joint AB/ExCo sitting in July 2020.