

## **AIDS ACTION EUROPE STEERING COMMITTEE MEMBER ELECTION PROTOCOL**

AIDS Action Europe (AAE) is governed by a Steering Committee. Election of members of the Steering Committee shall be reserved to the AAE Member organisations. If required, this will take place during Q4 of each calendar year.

### **NUMBER OF VACANCIES ON THE STEERING COMMITTEE**

The number of vacancies on the Steering Committee is decided by the Steering Committee after consulting with the Executive Office. This will take into consideration the minimum and maximum number of seats defined in the “AIDS Action Europe Steering Committee Member Terms of Reference”.

### **THE ELECTION PROCESS**

#### **Registration to vote**

AAE Member organisations must register for the election to have the right to vote in the election process. The registration for the election is announced via AAE’s communication channels and Members have the right to register until the day before the start of the election.

#### **Application process**

All AAE Member organisations can nominate one applicant (staff, volunteers, etc. of the organisation) to the SC election. Candidates have to send their application form, a letter of support from their nominating NGO, and a letter of recommendation from another AAE Member organisation, preferably from the country or the region.

After the application deadline, the AAE Office reviews all applications for eligibility and starts the election process with the eligible candidates.



## **Election**

On the starting date of the elections, AAE Member organisations who registered to vote will receive the candidates' application documents and a link to the voting ballot.

The election takes place in one round. To be elected to the SC, a candidate needs to receive at least 50%+1 of the cast votes. If more candidates reach the threshold to be elected than the number of seats available, the candidates will be elected in the order of the number of votes received.

## **Reserved seats**

The Steering Committee of AAE should be balanced in terms of HIV status, gender identity, geographic representation, thematic diversity and key populations. Therefore, the Steering Committee has the right to reserve one or more seats to ensure that balance. The number of reserved seats shall be announced in the call for applications.

## **Announcement of the results**

The Steering Committee of AAE will announce the election results, the deliberations and decision regarding the reserved seats in Q1 of the following year. All candidates can request information from the AAE Office about the number of votes they received during the election.

Berlin, December 12, 2022