

## Guidelines, procedure and application form for Council elections 2017

### Overview of Terms of Office of Executive Committee and Council members

<i>ExCom/Council member</i>	<i>Position</i>	<i>Country</i>	<i>End of current term</i>	<i>Eligible for re-election?</i>
<b>Executive Committee</b>				
Eirik Birkeland	President	Norway	Nov 2019	Yes
Georg Schulz	Vice-President	Austria	Nov 2017	Yes
Deborah Kelleher	Vice-President	Ireland	Nov 2019	Yes
Harrie van den Elsen	Secretary General	The Netherlands	Nov 2019	Yes
<b>Council</b>				
Evis Sammoutis	Council Member	Cyprus	Nov 2017	No*
Claire Mera-Nelson	Council Member	UK		Yes
Ingeborg Radok-Zadná	Council Member	Czech Republic	Nov 2018	Yes
Kaarlo Hilden	Council Member	Finland	Nov 2019	No
Jacques Moreau	Council Member	France	Nov 2019	No
Elisabeth Gutjahr	Council Member	Germany	Nov 2019	Yes
Lucia Di Cecca	Council Member	Italy	Nov 2019	Yes
Zdzisław Łapinski	Council Member	Poland	Nov 2019	Yes

*\*Not applying for re-election*

#### *Art.5 of the Statutes*

*Council shall consist of a minimum of six and a maximum of twelve persons.*

*Members of Council are appointed for a period of three years. Each Council member may be re-elected for no more than one further period of three years to the same position in Council.*

#### **AEC Elections November 2017:**

- 1 Elections will be held in November 2017 for the following posts:
  - **One Vice-President** (current member - Austria - **standing for re-election**)
  - **Two Council members** (one current member - UK - **standing for re-election** and one current member - Cyprus - **not standing for re-election**)
- 2 From November 2017 and through to November 2018, the following countries will continue to be represented on Council by current members whose mandate is on-going:
  - Norway (President)
  - Ireland (Vice-President)
  - The Netherlands (Secretary General)

- Czech Republic
- Finland
- France
- Germany
- Italy
- Poland

3 ***Please use this nominating opportunity to help us ensure a broad base of candidates and a balanced representation on Council. As well as geographical balance, Council is keen to address the question of gender balance.***

### **All elections**

- All candidatures are to be sent to the AEC Office **by 1 September 2017**
- Candidates must provide a written statement of candidature in the official languages of the Association (English, French and German). This will consist of a Curriculum Vitae and a further short statement (250-350 words for candidates for Council; 350-500 words for candidates for posts on the Executive Committee). The statement should address the experience and personal qualities which the candidate believes make them suitable for the position for which they are standing, and should set out their aspirations for the Association and their goals, if elected
- Candidates are responsible for the quality of their own translations
- Candidates will be asked to present themselves briefly at the General Assembly
- Candidates should consult the guidance on eligibility, profile, role and duties published separately

### ***Elections for Council member***

Each candidature for a regular Council member is to be signed by the candidate and countersigned by a representative of 1 other active member institution. Please use the appropriate 'AEC Elections Form' below. If there is any difficulty in collecting the signature of the proposing person, please fill in his/her name and ask him/her to send a message by email or fax to the AEC office, stating his/her support of your candidature.

### ***Elections for members of ExCom (President/Vice-President(s)/Secretary General)***

Each candidature for a member of the Executive Committee (President/Vice-President(s)/Secretary General) is to be signed by the candidate and countersigned by 2 representatives of 2 different active member institutions; one of these two representatives must be a member of Council. Please use the appropriate 'AEC Elections Form' below. If there is any difficulty in collecting the signature of the proposing person(s), please fill in their name(s) and ask them to send a message by email or fax to the AEC office, stating their support of your candidature.

## *Relevant paragraphs in the AEC Statutes*

### **THE ADMINISTRATIVE COUNCIL OF THE ASSOCIATION**

#### Article 5

- 5.1 The **Administrative Council** of the Association (hereinafter referred to as Council) shall consist of general Council members plus an **Executive Committee** formed of members with specific additional responsibilities. The members of the Executive Committee shall also be members of the Council.
- 5.2 Council shall consist of a minimum of six and a maximum of twelve persons.
- 5.3 An incomplete Council or Executive Committee shall remain competent, notwithstanding its obligations to have additional members elected.
- 5.4 Members of Council including the Executive Committee are elected from among the representatives of active member institutions by the **General Assembly** (see Article 7). No country may be represented in the Council by more than one member at any given time. A regional and geographic balance of the membership of the Council is recommended.
- 5.5 Members of Council are appointed for a period of three years. Each Council member may be re-elected for no more than one further period of three years to the same position in Council.
- 5.6 A member of Council may resign before the completion of a three-year term of office. In this case, they are normally expected to announce their intention in time for nominations for a replacement to be received before the next General Assembly. They are also normally expected to continue to serve until their replacement is elected.
- 5.7 In the exceptional event of it being felt that a member of Council's conduct offered grounds for dismissal, this would require the written support of at least one tenth of the membership of the General Assembly, as in clause 7.2.
- 5.8 In addition to the 6-12 members of Council elected by the General Assembly, Council may itself co-opt from time to time additional members representing specific interest groups (for example, associate members, teaching staff, students, etc.). Co-opted members continue to serve for as long as Council deems desirable but no individual co-opted member may serve for more than six consecutive years and no more than three co-opted members may serve at any one time. Opinions of co-opted members are given due weight, but they do not participate in formal votes taken by Council
- 5.9 The Association shall have an elected President who shall normally chair both the Council and the Executive Committee.
- 5.10 Next to the President, the Association shall have two Vice-Presidents, and a Secretary General who acts as secretary and treasurer.
- 5.11 The Executive Committee is composed of the President, two Vice-Presidents and the General Secretary.
- 5.12 All members of the Executive Committee are elected for a period of three years. Each Executive Committee member may be re-elected for no more than one further period of three years to the same position on the Executive Committee.
- 5.13 Council members elected to a post in the Executive Committee, or Executive Committee members elected to a different post in that committee, are eligible, subject to successful re-election, to serve for up to two full terms of three years

in each new post.

## **COUNCIL AND EXECUTIVE COMMITTEE: DUTIES AND REPRESENTATION**

### **Article 6**

6.1 Council shall be entrusted with the Association's administration including the administration of the Association's funds and other properties.

6.2 More specifically, Council will:

- Uphold the mission and character of the Association and oversee all its activities;
- Determine the strategic direction of the Association;
- Decide upon the admission of active and associate members (see 8.1)
- Oversee the financial health and solvency of the Association, the safeguarding of its assets and the efficient and effective use of resources;
- Review the annual accounts and financial statements and submit them to the General Assembly for approval;
- Verify that funds and grants provided by external funding bodies are used in accordance with the financial memoranda or similar obligations of those bodies;
- Exercise any further responsibilities that may be determined and published as internal regulations supplementing these Statutes

6.3 Council's resolutions shall be adopted with an absolute majority of votes, notwithstanding the number of members present. In relation to decisions made by the Council, the stipulations in Article 7 (below) are applicable, taking into account the following:

- Council normally meets at least twice a year
- Over and above this, Council will meet if at least three of its members request an additional meeting

6.4 The Executive Committee is a standing committee of the Council. It has all the powers of the Council between the meetings of the Council, unless otherwise specified by the Council.

6.5 More specifically, the Executive Committee will:

- Take decisions to accept active and associate members that arise between meetings of Council (see 8.1)
- Ratify overall salary policy concerning employees of the Association;
- Approve periodical financial reports of the Association, in particular the interim updating of the current year's budget;
- Give provisional approval to the previous year's accounts within six months of the financial year end
- Approve financial transactions and contracts which are above the approved budgets of the employees of the Association;
- Act as a Nominations Committee for the appointment of persons to the Council;
- Exercise any further responsibilities that may be determined and published as internal regulations supplementing these Statutes;
- Exercise any other power of the Council which the Council may delegate to it by resolution.

- 6.6 Resolutions of the Executive Committee shall be adopted with an absolute majority of votes, notwithstanding the number of members present. The Executive Committee normally meets at least twice a year in between Council meetings. Over and above this, the Committee will meet if at least two of its members request an additional meeting
- 6.7 Judicially and extra-judicially, the Association shall be represented by members of Council acting collectively, by two members of the Executive Committee acting jointly or by the President or the Secretary General acting unilaterally.
- 6.8 By means of a written resolution the General Assembly may stipulate that the Council may not take decisions described in that written resolution without the General Assembly's prior consent.
- 6.9 The services of the members of the Council are honorary. However, any expenditure for the Association incurred at the specific request of the Council may be reimbursed and should be mentioned in the finance report presented to the General Assembly. Travelling expenses of Council members for the purpose of attending meetings are initially met by their own institutions. In those years where the Association's budget permits, they may be reimbursed partially or in full. In the event of partial reimbursement, priority will be given to members of the Executive Committee, whose meetings are more numerous and whose costs are correspondingly greater.

## AEC Elections Form 2017: Council Member

To be sent to the AEC office by 1 September 2017

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen  
(AEC)

Avenue des Celtes / Keltenlaan 20

1040 Brussels

Belgium

Tel: +32 27371670

[info@aec-music.eu](mailto:info@aec-music.eu)

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CANDIDATURE FOR THE AEC COUNCIL *in the elections to be held on 11 November 2017  
in Zagreb*

I present my candidature to the AEC Council:

Signature:

Name:

Institution:

Country:

I enclose my curriculum vitae and short statement (250-350 words) in English, French and German (Candidates are responsible for the quality of their own translations).

Proposer's signature:

Name:

Institution:

Country:



## AEC Elections Form 2017: Vice-President

To be sent to the AEC office by 1 September 2017

Association Européenne des Conservatoires, Académies de Musique et Musikhochschulen (AEC)

Avenue des Celtes / Keltenlaan 20

1040 Brussels

Belgium

Tel: +32 27371670

[info@aec-music.eu](mailto:info@aec-music.eu)



CANDIDATURE FOR AEC VICE-PRESIDENT *in the elections to be held on 11 November 2017 in Zagreb*

I present my candidature to the AEC Council:

Signature:

Name:

Institution:

Country:

I enclose my curriculum vitae and short statement (350-500 words) in English, French and German (Candidates are responsible for the quality of their own translations).

Council Member's  
Signature:

2<sup>nd</sup> Proposer's  
Signature:

Name:

Institution:

Country:

Name:

Institution:

Country