

## Electing board members (elections)

### I. General rules

1. The term of office for CFA Society Poland officers shall be three years.
2. It is allowed for a Society member to be represented by another member during the Electoral General Meeting upon presenting a written authorization. One member may get a maximum of two such additional votes.
3. Regular members and affiliate members have active and passive election rights for Society offices. Passive rights for Society offices are assigned to Society members (członek stowarzyszony, Polish Society internal category) and candidate members as well.
4. The elections for Society offices are held by secret ballot.
5. The General Meeting elects: President – Board members – Audit Committee members.
6. The Ballot Commission (comprised of 3 participants of the General Meeting) is elected in order to hold the elections.
7. The Ballot Commission is responsible for counting the votes during the elections.
8. The Ballot Commission prepares a report after completing its task.
9. The General Meeting Resolution about the electoral meeting (Electoral General Meeting) is made available to the Society members at least 30 days before the date of the Electoral General Meeting, and informs about the place, date and proposed agenda of the meeting. By making the Resolution available to the members it is understood that the information about the General Meeting taking place and its agenda are published on the Society's website and that the Resolution and the agenda are sent via e-mail to Society members.

### II. Proposing candidates for officers within CFA Society Poland

1. Members interested in becoming candidates for Society officers are obliged to deliver a written declaration of that at least 20 days before the General Meeting along with their CV and recommendation of at least 10 Society members.
2. Declarations should be sent to the address: Nowy Świat 49/312, 00-042 Warsaw and labelled as: "ELECTIONS".
3. Each candidate who wants to stand for the office at CFA Society Poland needs to have completed the Orientation Training designed by CFA Institute before the date of the General Meeting. The aim of the training is to gain the crucial information about how CFA Institute and its local Societies operate. Candidates who have not completed the training are crossed off the list of candidates on the election day.
4. The Society Board are obliged to publish the names and CVs of candidates as referred to in point 1. and forward them to Society members via e-mail at least 15 days before the Electoral General Meeting. Each candidate will receive the link to the Orientation Training platform at last 15 days before the Electoral General Meeting.
5. The General Meeting may elect Board members, including the President and Audit Committee members, only from the candidates who were proposed in the process referred to in point 1., unless the number of such candidates is lower than the minimal number of Board members or Audit Committee as stipulated in the Statute.
6. Should the number of candidates be lower than the minimal number of the Board members or Audit Committee as stipulated in the Statute, the Electoral General Meeting may elect for the offices individuals, who have not been proposed in the process referred to in point 1.

### III. Voting and election results

1. The elections for Society officers are held by using secret paper ballots.
2. The first officer to be elected shall be Society President.
3. Subsequently, other Board members shall be elected.
4. Subsequently, the Audit Committee members shall be elected.

5. The candidates with the highest number of votes are elected as members of the Board or the Audit Committee.
6. The election results are communicated to the members.
7. The elections results are confirmed in resolutions.

#### 4.2 Board members participate at international events organized by CFA Institute.

Board Members' participation to CFA Institute events shall be subject to rotation, except when vacant places are available. Exceptions may be made for the President if his/her presence is required or adequate Board Member responsible for given field of Society's activity (eg. Advocacy, Employer Outreach). The purpose of participation is to allow all Board Members to network with volunteering Board Members from other societies, regionally and globally, and to be more acquainted with the functioning of the CFA Institute. CFASP acts according to its local travel policy.