



**Patient Classification Systems International
Information for October 2017 Elections**

To: PCSI members
From: Brian McCarthy, PCSI Secretary
Subject: Nomination Form and Rules for Officers and Executive Committee Members

Dear PCSI Member,

At the October 2017 PCSI meeting, the following Executive Committee positions will expire:

- PCSI Treasurer *(currently held by Paula Monteith)*
- Three Member Positions:

Nominations are welcome from PCSI members. The key rules for nomination are:

- Only PCSI members may propose or seek an elected position. Only PCSI members may vote for candidates.
- Full participation at the annual PCSI conference includes membership fee and all full participants of the conference are members of PCSI.
- Individuals who are not able to attend the Conference are entitled to run for election as long as the membership fee has been paid.
- Nominees require two proposers to support the nomination (one of the two may be the candidate himself/herself) and nominations must be made by completing this form.
- Nominees must submit a brief bio (not to exceed ¾ of a page). Nominations and bios must be received by the Secretary **no later than 17:00 local time on Wednesday, October 11, 2017.**

	Name (block capitals) and Position Being Sought	Signature	Date
Nominee			
Proposer 1			
Proposer 2			

PCSI Officer and Executive Committee Election Rules and Procedures

1. All positions have 3 year terms (except emeritus and exceptional circumstances). Elections of officers and other executive committee members are staggered to ensure continuity of the committee.
2. Officers and Executive Committee members are elected by members of the association
3. Candidates standing for an officer or executive committee member elected position must be members of PCSI and must maintain their membership throughout their term. Candidates can become members by either attending the annual conference or by paying the €60 euro membership fee.
4. There are no term limits so members can stand for re-election for the same or a different position.
5. Nominations require signatures of support from two members (one of the two may be the candidate). Nominations for all positions must be made in writing using this form, indicating the position(s) for which the nomination is being made and submitted either electronically to the Secretary by email to secretary@pcsinternational.org or brian.mccarthy@hpo.ie, or in hard copy at the conference (please give it to the Secretary or hand it in at the registration desk) **no later than 17:00 local time on Wednesday, October 11, 2017.**
6. Electronically signed, faxed, or scanned nomination forms are acceptable.
7. Nominees must provide a bio not to exceed $\frac{3}{4}$ of a page in length. Bios should include the candidate's background, interest in the position, and general qualifications. Bios must be provided either electronically to the Secretary by email to secretary@pcsinternational.org or brian.mccarthy@hpo.ie, or in hard copy at the conference site by giving it to the Secretary or leaving information at the conference registration desk **no later than 17:00 local time on Wednesday, October 11, 2017.**
8. All nominees who have submitted a bio and a signed nomination form prior to the deadline will be invited to give a short, **two minute presentation during the Second General Assembly Session on Thursday, October 12, 2017 scheduled from 08:00 – 09:00.**
9. Voting to occur by written ballot, opening **Thursday morning, October 12th** and closing **at 15:00 local time October 12, 2017.** A ballot box will be available in the registration area.
10. All received ballots will be checked to ensure the person who cast the vote is a registered PCSI member present at the conference. Only if the name of the voting party is on the membership list will the vote be accepted.
11. The election process, including counting ballots and tallying votes will be conducted by the secretary and at least two other members of the executive committee. If the current secretary or other members of the executive committee are standing for election, they will not be allowed to count ballots or tally votes. Other members of the executive committee not running for a position will do this but the Secretary will still be involved in explaining the process and timing of the election to the membership.
12. Elections for officer positions will be held first, followed by at-large positions.
13. Unsuccessful candidates for officer positions will automatically become candidates for the at-large executive committee member positions.
14. PCSI members present at the conference may vote.
15. Nominees will be elected according to the process outlined above and results will be announced at the plenary session on **Friday 13th October 2017** and posted on the website.