



**International Council for Health, Physical Education, Recreation,
Sport, and Dance (ICHPER·SD)**

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M E M O R A N D U M

Date: June 22, 2013
To: ICHPER·SD Members (Board of Governors, Individual and Life,
Library, Organizational, and International)
From: Adel ELNASHAR, Ph.D., ICHPER·SD President, and
Magda M. Salah Aldin AL-SHAZLY, Ph.D., Secretary General
Re: 2013 Elections of ICHPER·SD Officers

As President and Secretary General of the International Council for Health, Physical Education, Recreation, Sport, and Dance (ICHPER·SD), it is our pleasure to make this announcement of opening the official procedures for the 2013 Elections of ICHPER·SD Officers scheduled to be held in conjunction with the 55th ICHPER·SD Anniversary World Congress & Exposition in Istanbul, Turkey

I. Election of the ICHPER·SD Officers

In compliance with the ICHPER·SD Bylaws, Operating Code (Nomination and Election Committee: Revised version of 2008), we are obliged to present the following background and procedures for nominations and elections.

A. BACKGROUND

The *4 Vice Presidents (i.e., Asia, Middle East, North America, and Oceania)* are scheduled to be elected in accordance with the Council's election circle of 4 years and in conjunction with the 55th ICHPER·SD Anniversary World Congress & Exposition in Istanbul, Turkey, from December 19 – 21, 2013.

B. Nomination and Election Committee Members

In compliance with the ICHPER·SD Bylaws (Article XII, Section 3), the 2013 Nomination and Election Committee (NEC) members are: ***Chair Dr. Mosaad Sayed EWIES*** – appointed by the President; President Dr. ELNASHAR; Secretary General Dr. AL-SHAZLY; and eight regional representatives appointed by each respective regional

vice president or the vice president(s) who is not a candidate for a position of officer of ICHPER·SD.

C. Nomination & Election Procedures

In respecting the relevant governing rules of the Council, we must institute the nomination and election procedures as stipulated (i.e., the entire text copied below as III) in the Operating Code for ICHPER·SD Nomination and Election Committee (NEC).

(1) Nominations (i.e., specifically referring to Operating Code for NEC, Section 4 (a) (b)) and for the 4 positions mentioned above should be submitted in accordance with the relevant rules and regulations by **September 21, 2013** to the Office of the Secretary General through the ICHPER·SD headquarters in Reston, Virginia, USA;

(2) The Nomination and Election Committee will monitor and exercise the election procedures stipulated in the Bylaws, Operating Code and/or the Special Mail Vote Election Procedures adopted in 2002 and enacted in 2003;

(3) The Chair of NEC shall distribute each candidate's letter of intent and resume to all members of the Nomination and Election Committee by **October 25, 2013**;

(4) The Chair shall conduct a mail vote to select two final candidates for each office to be filled;

(5) The Chair shall submit a final list of candidates to all members of the Nomination and Election Committee, and the Secretary General by **November 20, 2013**;

(6) The Secretary General shall then mail the final list of candidates to all known members of the Board of Governors by **November 26, 2013**;

(7) The election of the ICHPER·SD Officers will be held by the members of the ICHPER·SD Board of Governors on **December 21, 2013** in Istanbul, Turkey in conjunction with the 55th World Congress Exposition; and

(8) The 4 newly elected ICHPER·SD Vice Presidents will officially begin their duties and responsibilities commencing immediately after the closing of the 55th ICHPER·SD Anniversary World Congress and Exposition on **December 21, 2013**.

C. ICHPER·SD Professional Life Member

Any ICHPER·SD professional life member may request a copy of the relevant rules and regulations pertaining to the nomination and election from ICHPER·SD headquarters via e-mail and may submit a letter of intent along with all other required

documents to the Office of Secretary General through the ICHPER·SD Headquarters by the submission deadline, **September 21, 2013**.

II. ICHPER·SD Bylaws:
Articles VIII Board of Governors

Section 1 The Board of Governors shall consist of the following individuals and official delegates of the ICHPER·SD member national organizations from each country. Each member of the Board of Governors must receive accreditation from the Credentials Committee in accordance with its Operating Code. All members of the Board of Governors must be currently registered professional members of the Council.

- (a) Officers of ICHPER·SD.
- (b) One representative from each country in which there is one or more national organizations as defined in Article IV, Section 2, and which has fully paid the fee assessment. If there is more than one national organization registered with the Council in a country, the country's representative to the seat of the ICHPER·SD Board of Governors must be elected at the meeting or by certified mail vote of the ICHPER·SD member national organizations of that country.

Section 2 Ex-officio (non-voting) members shall consist of the following:

- (a) 4 Commissioners of the 5 ICHPER·SD Divisions
- (b) Chair of each ICHPER·SD Standing Committee
- (c) Director of each ICHPER·SD Commission
- (d) Two representatives from each international organization as defined in Article IV, Section 4, of the Bylaws

Section 3 A country may not hold more than one seat on the Board of Governors with the exception that the Officers of ICHPER·SD shall not be counted in the assignment of seats.

Section 4 The country in which more than one national organization holds national membership in ICHPER·SD, one official representative to the Board of Governors shall be chosen or elected by mutual agreement between/among the respective organizations. In the event of the election of the representative, each national organization has an equal voting right. However, when there is one or more national organization with the Category N-1 status, the official delegate of the country must be elected from the N-1 organization(s).

Section 5 Meetings of the Board of Governors shall be open; however, the President shall have the right to close the meeting and invite non-voting guest(s) upon the approval by the Board unless the Board moves into executive session.

Section 6 The Board of Governors shall:

- (a) Transact business necessary for administration of ICHPER·SD, including voting by mail, or electronic means at the discretion of the President, through the Office of the Secretary General, if the urgency of the case requires such action;
- (b) Review and approve financial reports, budgets, amendments to Bylaws and Operating Codes, policies, procedures, programs, projects, and related activities;
- (c) Elect Officers of ICHPER·SD;
- (d) Appoint two auditors;

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- (e) Select sites of World Congresses when contested in accordance with the Operating Code, and review bid applications;
- (f) Remove any elected ICHPER·SD Officer by a 2/3 vote of the Board of Governors upon a request submitted by a 2/3 vote of the Executive Committee; and
- (f) Initiate any and all acts necessary and proper to carry out the purposes of the Council.

Section 7 A quorum at meetings of the Board of Governors shall be members present, provided notice of the meeting has been furnished by the Secretary General or the President to all known members of the Board of Governors at least two months prior to the meeting.

Section 8 The general order of business at regular meetings of the Board of Governors shall be as follows:

- (a) Roll call or certification of membership to the Board;
- (b) Approval of minutes of the preceding meeting;
- (c) Financial Report;
- (d) Report of Officers, Division Commissioners, Chairs of Committees, Commissions, and Special ad-hoc or task force (if any);
- (e) Report of Organizing Committee for World Congress & Exposition;
- (f) Unfinished business;
- (g) Actions required by Board of Governors;
- (h) Election of Officers (if appropriate);
- (i) New Business; and
- (j) Adjournment.

**III. Operating Code for
ICHPER·SD Nomination and Election Committee**

The Nomination and Election Committee is an ICHPER·SD Standing Committee which shall nominate candidates and monitor elections.

Section 1. Election of Officers

- (a) Officers shall be elected from among ICHPER·SD professional members in accordance with the Operating Code of the Nomination and Election Committee by the Board of Governors.

Section 2. Duties of the Committee

The Nomination and Election Committee shall perform the following functions:

- (a) Receive letters of intent through the office of the ICHPER·SD Secretary General from individuals desiring to be candidates for specific positions.
- (b) Review and evaluate the letters of intent and all required documentation. The Committee may require submission of additional document(s) if desired.

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- (c) Select two most qualified candidates to be considered for election to a position. The candidate must be a professional life member of ICHPER·SD and not an officer of any international organization whose purposes are similar to ours in our field that may cause or lead to a conflict of interest.
- (d) Monitor the election procedure in accordance with the Operating Code established by the Committee and approved by the Board of Governors.
- (e) Issue suitable procedures to address any election, nomination, and succession issues not specifically addressed by this Operating Code and the Bylaws.

Section 3. Composition of the Committee

The Nomination and Election committee shall consist of a chair appointed by the President, the Secretary General, and eight regional representatives appointed by each respective geographic area Vice President or the Vice President(s) who is not a candidate for a position of officer for ICHPER·SD.

Section 4. Letter of Intent

- (a) Letter of intent from individuals desiring to be nominated for specific positions as officers of the Council must be sent to the Secretary General by registered mail and post-marked no later than three (3) months prior to the date of election.
- (b) A letter of intent must clearly and explicitly state the candidate's commitment plans and strategies in regard to the duties as stipulated in the Bylaws and also include an attached personal resume. The letter of intent must be at least 3 pages and the resume must be at least 7 pages of the content.
- (c) Any individual desiring to submit a letter of intent must be a registered professional life member of ICHPER·SD who has actively participated in the mission for at least two years.

Section 5. Election Procedures

- (a) At least six (6) months prior to the election, the Secretary General shall announce the complete slate of offices that are up for election on June 30 of the election year or the last day of the World Congress of the election year through the ICHPER·SD Journals and memoranda to all known ICHPER·SD members and members of the Board of Governors.

- (b) At least sixty (60) days prior to the election, the Secretary General shall review the membership status of individuals who submitted letters of intent, and submit only those qualified candidate names to the Chair of the Nomination and Election Committee.
- (c) At least fifty (50) days prior to the election, the Chair shall distribute each candidate's letter of intent and resume to all members of the Nomination and Election Committee.
- (d) The Chair shall conduct a mail vote to select two final candidates for each office to be filled.
- (e) Any uncontested position of office must be reassessed (the candidate's qualification and suitability for the position) by both committees, the Nomination and Election Committee and the ICHPER-SD Executive Committee. The decision of the reassessment and recommendation by the both Committees must be honored as final.
- (f) At least thirty (30) days prior to the election, the Chair of the Nomination and Election Committee shall submit a final list of candidates to the President, all members of the Nomination and Election Committee, and the Secretary General.
- (g) The Secretary General shall then mail the final list of candidates to all known members of the Board of Governors at least twenty-five (25) days before the date of the election.
- (h) The President or the Chair of the Nomination and Election Committee shall preside over any election for a position as an officer of the Council.
- (i) The election for each position shall be preceded by the introduction of candidates in alphabetical order with each candidate afforded the opportunity of presenting his or her background, plans and qualifications before the voting delegates; such presentation not to exceed 20 minutes in length for each Vice President and 30 minutes for each Secretary General and President.
- (j) The presiding officer of the meeting shall proceed with the election of the officers commencing with the election of the President, Secretary General and Vice Presidents.
- (k) Should there be only one candidate, the decision of reassessment and recommendation by the both committees as referred to in paragraph (e)

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above shall be announced or candidate shall be declared elected by acclamation.

- (l) Should there be two candidates, the candidate receiving a majority of the votes cast shall be declared the winner.
- (m) The vote shall be tallied or counted by the Nomination and Election Committee, subject to the supervision of three members of the Board of Governors selected by the President.
- (n) There shall be no proxy votes accepted in the election of officers.
- (o) The result of the voting shall be conveyed to the presiding officer of the meeting for immediate announcement.

Thank you,