

2023 CALL FOR IFCM BOARD OF DIRECTORS ELECTION

THE INTERNATIONAL FEDERATION FOR CHORAL MUSIC (IFCM) CALLS FOR CANDIDATES TO FILL POSITIONS ON THE IFCM BOARD OF DIRECTORS AND THE PRESIDENCY FOR THE THREE-YEAR TERM BEGINNING IN APRIL 2023.

Based on IFCM's Bylaws and Internal Membership Policies documents the membership of our Federation will have to elect new Board of Directors and President in 2023. Following the decision of the General Assembly in Lisbon, Portugal, in September 2022, the elections will be held ONLINE before the World Symposium on Choral Music in Istanbul and the General Assembly on 25 of April 2023.

According to the Bylaws, approved by the membership at the General Assembly in Lisbon, Portugal, in September 2022, the Board of IFCM shall be constituted as follows:

1. The president, directly elected by the Membership
2. Up to fifteen (15) individuals elected by the Membership
3. Up to three (3) individuals, known as Co-Options, elected by the above Directors.

The Vice-Presidents, the Treasurer, and the Secretary (constituting the Executive Committee together with the President) shall be elected from among these Board members.

All candidates for the Presidency and the 15 Directors directly elected by the membership must be t must be individual IFCM members or officially nominated by a member choir or member organization.

Candidates to the Presidency and Board of Directors are asked to submit:

1. Filled form ([IFCM website](#)) together with a picture
2. Video recording of vision for the future of IFCM (see guidelines for Video below)
3. Short resume (up to 500 words) with a brief statement of your work and standing in the choral world;
4. The vision and future of the IFCM are reflected in the selection, hence it is necessary for all candidates to submit their vision for the IFCM.

Candidatures to the Presidency and to the Board of Directors have to be submitted by January 10, 2023, at 00.00 GTM. Full application with all required documents must be sent until the indicated date to secretarygeneral@ifcm.net.

Guidelines for Video:

- The video should not be longer **than 1 (one) minute**
- Your presentation must be in English so that as many members as possible can understand you
- We advise to record it with your back camera of the phone (it is usually the better resolution)
- Choose a nice background
- Make sure the quality of the sound is good

NOMINATION AND ELECTION PROCEDURES

1. All nominations must be completed. The nomination is considered completed if all the required documents are sent. (See above)
2. Nominations must be completed within the deadline set by the IFCM: January 10, 2023, at 00,00 GTM.
3. Only members of the IFCM may nominate or be nominated for the Board of Directors.
4. Nominator can be a choir or a choral association.
5. If a choir or choral organisation wants to nominate a candidate, he or she doesn't need to become an individual member of IFCM.
6. Individual members can directly submit a candidature without needing to be nominated.
7. In order to ensure a fair geographical representation at least one elected Board member shall represent each of the following regions of the world.
 - North America
 - Latin America and Caribbean
 - Sub-Saharan Africa
 - Middle East and North Africa

- Northern & Western Europe and Israel
 - Central-Eastern & South-Eastern Europe
 - Asia (Central, East and South)
 - Oceania (Australia, New Zealand, South Pacific)
8. Please find the [list of countries and regions](#) where IFCM has members.
 9. Please read the Bylaws of the IFCM, Section 4, point 1, 2, 4 and 5 as well as article 4 in the Internal Policy Document about the constitution of the Board of Directors before submitting a nomination, as well as the Article 6, Officers/Executive Committee (see attachment).
 10. After closing the nomination process, all nominations will be made public at least 90 days before the General Assembly;
 11. The elections will be carried out online according to the updated Bylaws, Section 2, point 2.

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2023 CALL FOR IFCM BOARD OF DIRECTORS ELECTION - extract from Bylaws and Membership Policy Document

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BYLAWS

SECTION 4: BOARD OF DIRECTORS

4.1 Number

The Board of Directors (hereinafter referred to as “the Board”) will consist of not fewer than seven (7) and not more than nineteen (19) voting Directors. The Board may request the Membership increase or decrease the number of Directors, in accordance with the range specified above, and is entitled to vote thereon at any regular or special meeting of the Board.

4.2 Composition

The Directors shall consist of the following:

1. Up to fifteen (15) individuals elected by the Membership;
2. One (1) President elected by the Membership; and,
3. Up to three (3) individuals, known as Co-Options, elected by the above Directors.

Only one (1) member of any one (1) family related by blood or marriage or only one (1) member residing within a household may be a Director at any given point in time. Staff of the IFCM may not serve as a voting or non-voting Director. A Director must be eighteen (18) years or older to serve.

4.4 Nomination

The Board will publish a request for candidates for Director and Officer positions. The Board Governance Committee shall prepare a slate of potential candidates in accordance with Sections 4.1, 4.3 and Section 8 to present to the Members.

4.5 Election

Elections shall be conducted at the General Assembly through ballot voting or before the General Assembly through electronic ballot voting as determined by the Board and in accordance with Section 3.2. Additional elections as determined by the Board may take place in accordance with Section 3.2.

4.9 Compensation

Directors shall serve without compensation. Directors may be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their duties with prior approval of the Board.

MEMBERSHIP POLICY DOCUMENT

Article 3 Organs and Meetings

The organs of IFCM shall be:

- a. The General Assembly. (GA)
- b. The Board of Directors. (Board)
- c. The Executive Committee. (ExCom)

3.4 Voting procedure / Elections

1. The Governance Committee or governance advisor(s) shall be responsible for organizing and supervising the election process. The Governance Committee Chairperson or governance advisor(s) shall supervise the election procedure. A call for candidates for the Board and the President shall be launched at least six months prior to the elections. All candidates must be presented and recommended. Candidates for President should present his/her résumé or curriculum vitae along with his/her vision for IFCM.

All candidates must be proposed and presented at the latest 90 days before the General Assembly.

2. The Governance Committee or governance advisor(s) shall report the results of the elections to the membership present at the General Assembly, and later through the minutes of the meeting.

3. Even though the legal requirement is to keep ballots for one year, as described in article 3.4, point 9 of the Bylaws, it is suggested to keep ballots of Board elections for a minimum of 3 years, until after the next election.

4. Election results shall be available through the usual communication channels of IFCM, including its Website. They shall also have to be reported to the IRS in the state of Oklahoma where IFCM is registered.

Article 4.2

A Board shall be created according to the Bylaws article 4.2 in an election effected by the General Assembly and supervised by the official representative of the Governance Committee or the Governance Advisor(s).

If the Board elected by the General Assembly shows an imbalance between artistic and operational competence, the President may suggest the co-option of up to three (3) members to the Board from outside the Board according to the Bylaws Article 4.2 – 4.

In order to ensure a fair geographical representation at least one elected Board member shall represent each of the following regions of the world.

1. North America
2. Latin America and Caribbean
3. Sub-Saharan Africa
4. Middle East and North Africa
5. Northern & Western Europe and Israel
6. Central-Eastern & South-Eastern Europe
7. Asia (Central, East and South)
8. Oceania (Australia, New Zealand, South Pacific)

6.1 Officers

The Executive Committee shall be chosen from among all Board members (founding members, elected members and members appointed from outside the Board).

Of the 5 Vice-Presidents:

- three (3) shall have artistic experience
- two (2) shall have administrative experience
- among these one shall have the role of Secretary

The Treasurer shall have administrative and financial experience.

The maximum number of Executive Committee members shall not exceed six (6) members plus the President. One or two members of the Executive Committee, to be decided after the election, shall be responsible for staff issues (checking task descriptions, making appraisals, supporting the staff and mediating in case of conflicts between the board and the staff).

6.5 President

In addition to the tasks described in article 6.5 of the Bylaws, the President:

- a. Shall represent IFCM on all occasions;
- b. Shall sign agreements or contracts for and on behalf of IFCM on matters of a daily or general operational nature which have been approved by the Executive Committee or by the full Board;
- c. May delegate certain functions to any other member of the Executive Committee or the Board.

6.6 Vice-Presidents

In the absence of a Secretary General and/or Executive Director, as long as IFCM does not have such an employee, one of the Vice-Presidents and/or the Secretary shall be designated to oversee all administrative and governance issues (see article 6.7 of the Bylaws).

6.8 Treasurer

After the election of a new treasurer, the outgoing treasurer shall support the newly elected treasurer in preparing the Final Accounts of the year in which the new treasurer was elected.

All bookkeeping must be done in English. The treasurer shall keep the books and financial documents in an online system and archive and they shall be accessible by the Executive Board and members of the staff in order to ensure transparency.

A report and information about the finances shall be prepared by the Treasurer to every Executive Committee meeting and to every Board meeting.

In the year of the General Assembly, the annual financial statements with balances shall be presented by the Treasurer to the Executive Committee and to the Board in time to be examined before the documents are sent to the membership in preparation of the General Assembly.

The Treasurer shall prepare a one-year working budget in the beginning of every new fiscal year, present the budget to the Executive Committee and to the Board. In the year of the General Assembly these documents shall be presented to the Board in time to be examined and possibly revised before the documents are sent to the membership in preparation of the General Assembly.

When it appears, based on significant reasons and it is administratively possible, a two-year working budget can be prepared by the Treasurer, though an annual budget needs to be approved additionally.

The treasurer is responsible, together with the main staff, to make sure the Financial Policy Paper approved by the Executive Committee will be followed by the Board and staff.

Article 7 Executive Committee

7.1. Creation

Even though the Bylaws foresee that the Board may create and dissolve an Executive Committee at any meeting, the Executive Committee shall normally be created after the Board elections immediately following the electing General Assembly.

The Executive Committee reports to the Board about important decisions taken. The Executive Committee is approved for a 3-year term and renewable upon decision by the President.

For details see Article 6.4 in the Bylaws