



OPERATING MANUAL

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Table of Contents

<u>Introduction</u>	3
<u>IUPHAR Governing Structure</u>	5
<u>Expectations of members of the Executive Committee</u>	6
<u>Section and Committee Roles and Responsibilities</u>	7
<u>Section and Committee Structure</u>	9
<u>Meetings</u>	10
<u>Council</u>	10
<u>Executive Committee Meetings</u>	10
<u>Officer Meetings</u>	10
<u>World Congress of Pharmacology (WCP) Meetings</u>	10
<u>Membership</u>	11
<u>Dues</u>	11
<u>Membership Voting</u>	11
<u>Elections to the Executive Committee</u>	12
<u>Decisions Needed Outside the General Assembly</u>	12
<u>Decisions During the General Assembly</u>	12
<u>General Association Management</u>	12
<u>General Finance</u>	12
<u>IUPHAR Logo</u>	14
<u>Awards</u>	14
<u>Elections and appointment to the Executive Committee</u>	16
<u>Nominations Committee</u>	16
<u>Members of the Nomination Committee</u>	16
<u>Frequency of meetings</u>	16
<u>Duties of the EC and the Nomination Committee</u>	16
<u>Timeline and details of election process</u>	17

Introduction

This is the IUPHAR Operating Manual. This manual outlines all policies and procedures for the policies not explicit in the IUPHAR Statutes. The manual is approved by the Executive Committee of IUPHAR, and any edits or additions made to the manual are approved by a quorum vote of the Executive Committee. The items included in the Operating Manual are more often changed than those in the Statutes. Any changes to the Statutes require a full membership vote.

IUPHAR Governing Structure

Structure

Council

The Council is the supreme body of IUPHAR. The Council consists of the Full Members of IUPHAR.

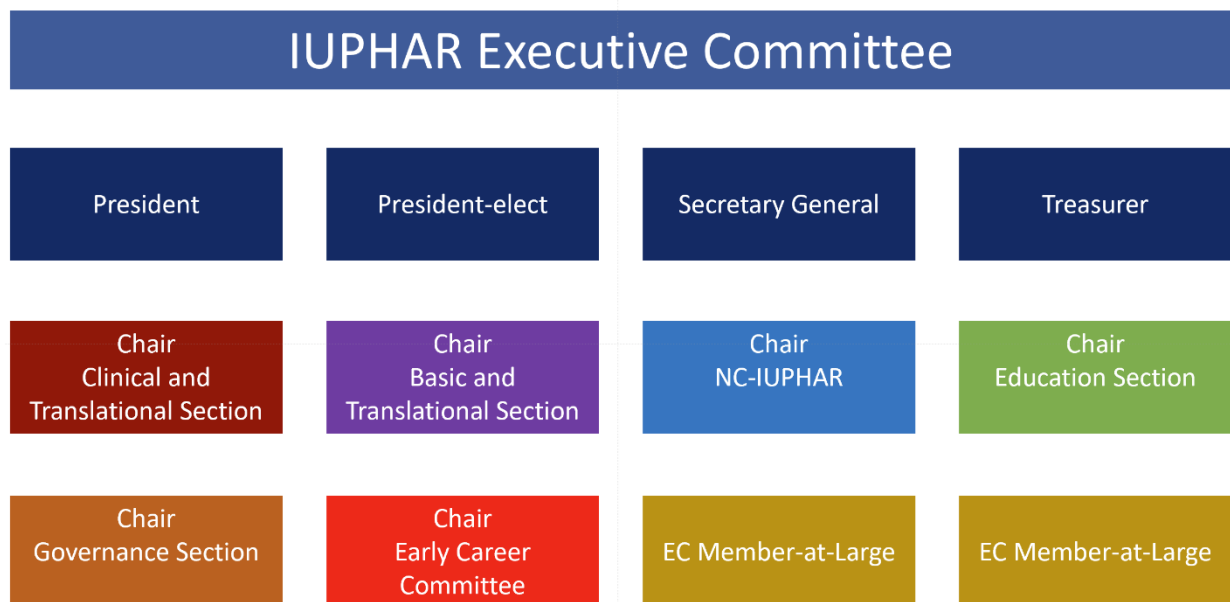
Executive Committee

The Executive Committee (EC) is the main governing body of the organization. The members of the Executive Committee are elected to their role by the Council of IUPHAR. Definitions of Members, the EC, and their powers are outlined in the IUPHAR Statutes. Below is a listing of the EC roles and responsibilities.

The Executive Committee responsibilities include:

1. Delivers IUPHAR’s objectives, through working with Sections and Committees.
2. Directs the organization based on the overall mission of IUPHAR.
3. Updates and approves strategic plans.
4. Develops and approves policies and procedures.
5. Exercises fiduciary responsibility by ensuring that IUPHAR finances are properly managed and by approving responsible budgets.
6. Oversees and evaluates IUPHAR programs and activities to assure that committee objectives are being achieved.
7. Approves sections and subcommittee and recommendations from chairs for section and subcommittee members.
8. Retains professional management, legal counsel, and an independent auditor.
9. Conducts meetings that are open to all members to attend, except as otherwise announced.

The diagram below illustrates the overarching governing structure of IUPHAR.



The executive committee may coopt members to represent regions or special tasks on the EC.

Expectations of members of the Executive Committee

Induction/Orientation

There will be an induction for each new member of the Executive Committee. This will cover:

1. All relevant documentation, e.g., the Statutes, these Operating Procedures, and the Strategic Plan.
2. A conversation with the President and Secretary General, setting objectives for the new EC member.
3. Agreement from the new EC member to meet objectives and abide by IUPHAR's Code of Conduct.
4. Agreement from the new EC member to abide by basic program management standards, e.g., project planning with set goals and objectives, as well as budget and resources.

Review

The President will hold an annual conversation with each member of the EC to discuss progress towards objectives, and any support needed.

Role descriptions

Role descriptions for every member of the EC is detailed in Appendix F.

Sections

Each of the Sections and Committees outlined below work to achieve the mission and strategic goals of IUPHAR. The Sections report directly to the Executive Committee through their Chair, who, in turn, reports to the full Council of IUPHAR. Below is a summary of each Section and Committee and their core duties.

Appointments to Sections and Committees

The appointment of members to Sections and Committees will follow the same timeline as the election of the Executive Committee. Chairs from each committee within the Sections must be represented in the Section membership.

1. Section and Committee Members Terms of Office:

Sections are run directly by members of the executive committee (e.g. basic research and translational section) and committees are created under the umbrellas of a section.

Section as well as Committee members will be appointed for four-year terms, following the same timeline as the election of the Executive Committee members. The Executive Office will send IUPHAR members a memo inviting affiliated organizations to nominate members for Sections/Committees. The applications will be reviewed by the Section and Committee Chairs. Committees of NC-IUPHAR will be run by NC-IUPHAR, with the chairs being ratified every four years; chairs may serve additional terms if willing to continue. Current members of Sections or Committees may request to remain on the Section/Committee and serve additional terms. Appointment of new members in-between Executive Committee elections may take place at the discretion of the chair, informing the executive office. All Sections and Committee members will be reminded to ensure geographic, ethnic and gender diversity on all Committees. It is also important to include members from low- and middle-income countries. New Section/Committee members will be notified of their selection and will begin serving on the Committee on July 1st of the year of election. An 'ideal' committee size would be 12 members but this is only advisory. Section/Committee members who are rotating off will receive thank you letters from the committee chairs.

Section chairs are directly elected by IUPHAR member societies every four years after a public call and nomination by member societies. Committee chairs are elected by Committee members for a four-year term and must be represented in the Section membership (except for NC-IUPHAR).

Sections and committees should have a vice-chair who will represent the chair if absent. Some committees may find it useful to have a co-chair with additional responsibilities/tasks.

While Section and Committee Chairs must be members of pharmacological societies at the time of their election, Committee members are encouraged to join their local society if they are not already members.

Committee Chairs will communicate lists of their members to the executive office for distribution of IUPHAR documents (taking into account privacy regulations).

2. Goals

At the Annual Executive Committee Meeting, each Section/Committee Chair and/or Co-chair will briefly update the Executive Committee regarding progress made regarding the previous year's goals, make recommendations for committee goals for the following year, and receive feedback from the Executive

Committee. After the meeting, the Executive Committee must ratify the goals of each Section/Committee for the following year. The Section/Committee will work toward these goals and will provide updates as requested by the Executive Committee. It is expected that every Committee contributes to one IUPHAR online seminar per year.

3. Meetings

Each Section/Committee will meet as needed to complete their objectives. Section/Committee Chairs and Vice- or Co-chairs will decide the frequency of calls, depending on the objectives set forth by the EC and Chair of the Section/Committee, however Committees must meet at least once a year virtual or in person. Funding for Sections and Committees should normally be programmed in conjunction with other scientific meetings where members pay their travel and accommodation or are invited by the host committee. IUPHAR financial support can only be given in exceptional circumstances after approval by EC at a formal meeting (with two weeks prior notice and justification). However, the Officers and EC will work with Chairs on how to obtain funds from external sources for meetings and activities. Nevertheless, all Section and Committee members should try to raise funds for their Sections/Committees. These funds will be run by the Executive Office, approved by the Treasurer, and attributed to certain specific activities, or projects. The IUPHAR zoom service can also be used.

4. Establishing a New Committee

To establish a new committee, an IUPHAR member must propose, in writing, the overall goal of the section/committee, the rationale for the new committee, and roles and responsibilities to the IUPHAR Executive Committee. The Executive Committee will discuss the proposal. If the EC agrees that a new committee is needed, it will agree upon the goals, roles, and responsibilities to the group for the coming year. If a new committee is established, it will be assigned to an IUPHAR section and a qualified chair is proposed by the Section chair. Then selected members should be appointed and lastly national member societies can propose additional members. The inaugurating members will be selected by the IUPHAR Officers and the section chair. Committees may set up subcommittees where necessary for specific issues.

5. Terminating an Existing Committee

A section or committee may be terminated if it is no longer needed or beneficial to the organization. The proposal to terminate a section or committee may come from the Chair or the EC. Whomever makes the proposal to terminate the group must notify the other party and discuss the proposal with the members of the group. If the EC believes that the aims of the group have been completed and that the committee is no longer needed, or is not performing adequately, it will be terminated. Upon termination of the section or committee, all members will be notified in writing and thanked for their service. Section chairs, who serve on the EC, will remain on board the EC until the end of their term.

Sections and Committees Roles and Responsibilities

1. Clinical and Translational Section will:

- Engage with regulatory agencies to improve patient safety and access to pharmacologic therapies by liaising with national organizations to support advocacy and advise on issues with regulatory agencies.
- Develop webinars with experts on a particular topic to determine if there is interest for a consortium.
- Promote scientific meetings, workshops and courses in clinical pharmacology and therapeutics in different parts of the world.
- Promote the improvement and harmonisation of the teaching of the rational use of drugs at both undergraduate and postgraduate levels, particularly in developing countries.
- Promote the utilisation of clinical pharmacological services in health care delivery, particularly in resource limited countries.
- Participate in visits to governmental agencies/offices to advocate for pharmacologic sciences.
- Engage with WHO.
- Ensure development and use of mentoring centers.
- Help clinical pharmacology in resource limited countries.
- Support translational research.

Current Committees of Clinical and Translation Section are:

- A. Geriatric Pharmacology Committee will address issues relating to clinical and translational geriatric research, education and clinical services.
 - B. Pediatric Clinical Pharmacology Committee will address issues relating to clinical and translational pediatric research, education and clinical services.
 - C. Pharmacovigilance and Pharmacoepidemiology will address issues relating to clinical and translational pharmacoepidemiology and Pharmacovigilance research, education, policy evaluation and clinical services.
 - D. Global Health Pharmacology and Therapeutics Committee will address issues relating to global health pharmacology research, education and clinical services, particularly in developing resource-limited countries.
 - E. Pharmacogenetics, Drug Metabolism and Transport Committee will address issues of factors affecting PK as well as interindividual variation of drug response in-vitro and in-vivo.
2. **NC-IUPHAR** will:
- Include other pharmacological societies in the support of the guides.
 - Engage with regulatory agencies to improve patient safety and access to pharmacologic therapies by liaising with national organizations to support advocacy and advise on issues with regulatory agencies.
 - Develop webinars with experts on a particular topic to determine if there is interest for a consortium.
 - Develop and encourage consortia on emerging topics of interest.
 - Participate in visits to governmental agencies/offices to advocate for pharmacologic sciences.
 - Review current education databases for refinement.
 - Investigate through other member organizations the need for additional databases.
 - Encourage translational pharmacology in the guides.
 - Hold meetings to discuss key issues of the section.
 - Develop and refine current guides to advise the field of pharmacology.
3. **Basic and Translational Section** will:
- Support basic and translational research
 - Establish and strengthen existing links with the clinical and translational section by interacting at the committee levels
 - Establish and strengthen existing links with NC-IIUPHAR by interacting at the committee levels
 - Organize webinars and meetings with experts on a particular topic to determine if there is interest for a consortium and/or to disseminate awareness on a particular field of research
 - Participate in visits to governmental agencies/offices to advocate for the need of basic and translational science to advise pharmacologic sciences
 - Engage with WHO
 - Ensure development and use of mentoring centers
 - Help advance basic pharmacology in resource limited countries
 - Encourage early career researchers within each of the scientific discipline committees

Current Committees of Basic and Translation Section are:

- A. Gastrointestinal Pharmacology Committee will address issues central to gastrointestinal pharmacology, and organize conferences and webinars related to the topic, publishing recommendations and updates.
- B. Immunopharmacology (ImmuPhar) Committee will encourage the organization of international co-operation in immunopharmacology by stimulating research in basic and clinical immunopharmacology, promoting scientific meetings, improving and harmonising the teaching of Immunopharmacology and encouraging collaboration with other agencies and organisations interested in the study, development and rational use of immunopharmacological agents.
- C. Pharmacology of Natural Products Committee will advise on topics central to evidence-based pharmacology of natural products and identification and functional description of pharmacological active ingredients. All aspects of natural product research will be taken into account, including, where necessary, issues relating the Nagoya protocol.
- D. Neuropharmacology & Psychopharmacology Committee will address matters related to the study of

drugs and compounds for the central nervous system, ranging from psychiatry to neurodegeneration.

4. **Education Section** will:

- Develop and encourage consortia on emerging topics of interest.
- Engage industry through educational webinars and consortia.
- Review current education databases for refinement.
- Investigate what databases IUPHAR can link with to offer additional information.
- Investigate through other member organizations the need for additional databases.
- Reconceptualize and find funding for the Pharmacology Education Project (PEP) by surveying member organizations for what they want from PEP and what current education programs are offered for us to link. Include questions in survey on PEP that would investigate other educational programs.
- Consider the development of a certificate course.
- Develop a needs assessment of our member organizations that will guide education development.
- Engage the IUPHAR ECR section with the education section and PEP.

5. **Early Career Investigators Committee** will:

- Develop webinars with experts on career development topics.
- Develop an early career investigator award, and a mentoring program with particular focus on early-career pharmacologists in developing countries.
- Assist early career investigators in developing skills necessary for a successful career by providing workshops on grant writing, finding a mentor, etc.
- Assess the different needs for ECRs in different geographical areas and RLCs, ensuring the section gets support from officers and EC for this.

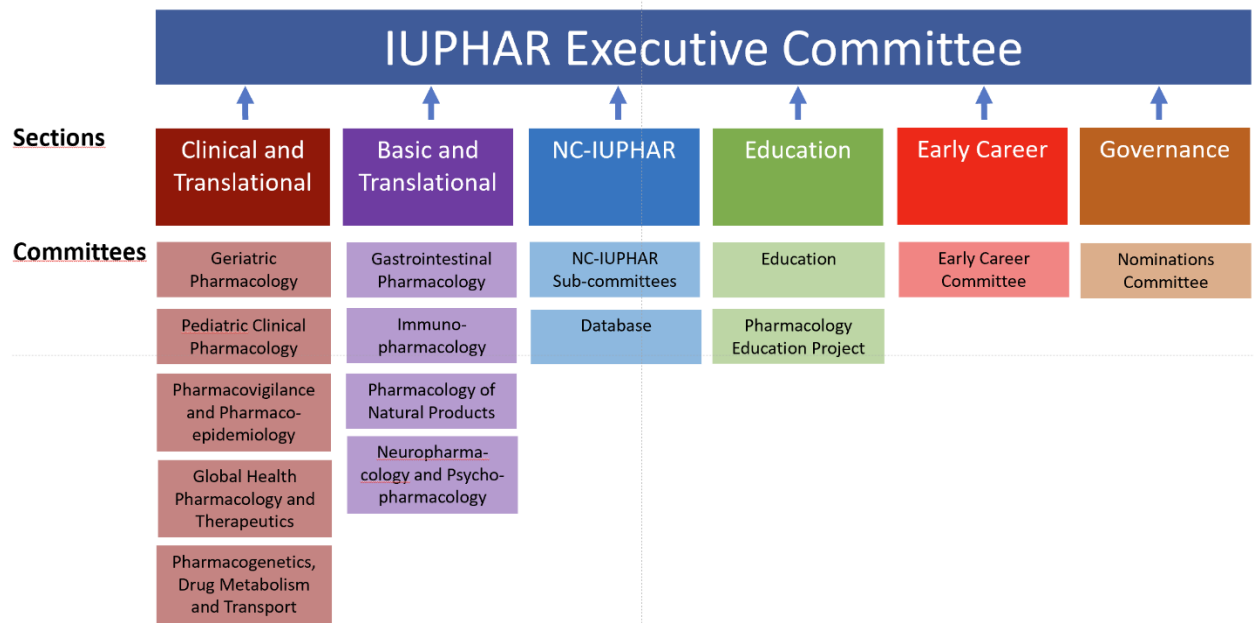
6. **Governance Section** will:

- Oversee all operations of finance, ethics and governing operations, including nominations and elections.

Current Committees of Governance Section:

- A. Nominations Committee will oversee the election of leaders for IUPHAR.

The below illustrates the governing structure of IUPHAR Sections and Committees.



Meetings

Council Meetings

Meetings of the Council will be conducted biannually, every four years at the WCP at the General Assembly and in between via online-conferencing. Should there be a need for additional meetings of the General Assembly those may be called by the Executive Committee as deemed appropriate and through the process outlined in the statutes.

Executive Committee Meetings

Executive Committee meetings will be held every two months via online conferencing unless otherwise directed by the President. Agendas will be prepared by the Executive Officer in coordination with the Officers and distributed by staff one week prior to each Executive Committee meeting.

The Executive Office will prepare and send draft minutes to the officers for review up to two days after each Executive Committee meeting. The Officers and Executive Committee members will make comments/changes to the submitted minutes and once finalized, distribute a final draft to the entire Executive Committee for review. The Executive Committee will approve the minutes at the next Executive Committee meeting.

Officer Meetings

Officer meetings (president, president-elect, secretary general, treasurer, and other members of the EC as needed based on the agenda) will be held every two weeks via online conferencing unless otherwise directed by the President. Agendas will be prepared by the Executive Officer in coordination with the Officers and distributed two days prior to each meeting.

The Executive Office will prepare and send draft minutes to the officers for review up to two days after each Officer meeting. The Officers will make comments/changes to the submitted minutes. Once finalized the Executive Office will distribute a final draft.

World Congress of Pharmacology (WCP) Meetings

The World Congress of Pharmacology (WCP) meeting is held quadrennially in conjunction with an IUPHAR member society who serves as host.

International Advisory Board

To encourage and help in the organization of each World Congress of Pharmacology, the Executive Committee of IUPHAR shall appoint an International Advisory Board, the President of IUPHAR being Chair ex officio. Membership of the International Advisory Board shall include the President of the Congress Organizing Committee, current IUPHAR President, and others with relevant experience noting the need to achieve equitable geographical distribution and representation of the main fields of pharmacology. The International Advisory Board shall collaborate with the Congress Organizing Committee in determining the general form of the Congress, the number and topics of the symposia, the Congress lecturers, and other important scientific matters.

Finance Committee

For each World Congress of Basic and Clinical Pharmacology, there shall be constituted a Finance Committee comprising the current IUPHAR Treasurer (who shall be Chair) and the President of IUPHAR, the Congress President and two other members of the Congress Organizing Committee. The IUPHAR Finance Committee shall, in advance of the Congress, determine financial circumstances and conditions relating to the making and repayment of loans and the distribution of any surplus or loss arising on the Congress taking due note of the risks and benefits shared by IUPHAR and the Congress Organizers and to resolve any other financial matters between IUPHAR and the Congress Organizer

Organization of the WCP

The bidding process is outlined in Appendix D.

Selection of Venue/Bidding Standard Operating Procedures

The process for selecting the venue is included in Appendix B.

Agreement with Organizers

An agreement will be executed with the member society hosting the WCP. A draft Agreement is included as Appendix B of Appendix D.

Membership

Dues

A Full Member shall pay proportional annual dues, according to the number of individuals constituting its Membership. Dues are agreed by Council at General Assemblies.

As of 2023, the current dues are:

Full High - \$4.32 x number of members

Full Upper Middle - \$3.22 x number of members

Full Lower Middle - \$2.25 x number of members

Full Low - \$1.12 x number of members

Associate - Flat fee of \$782.25

Benefactor - Flat fee of \$132.30 (which would be waived for World-Bank listed low-income countries)

The financial year of IUPHAR shall be the calendar year. Annual dues shall be paid from the 1 January of the calendar year following the election of a member. Dues notices are sent in December for the following year and follow-up email invoices are sent monthly to member societies.

History of Dues

Clear criteria for IUPHAR Associate Membership versus Full Membership versus Benefactor Membership were established in 2006 for new societies applying to join IUPHAR. The existing Associate/Full Members at that time were allowed to remain unchanged so some societies no longer “fit” their categories. Associate Members are now pharmacology-related organizations that lack a country-specific membership. So, they either have other organizations as members (e.g., EACPT and EPHAR) or are a global special interest group (e.g., PRACP and Safety Pharmacology Society). The annual dues are a flat fee. By contrast, IUPHAR Full Members are national societies that pay IUPHAR annual dues calculated from the number of individual members and the World Bank income category for their country. Just to finish out the membership descriptions, IUPHAR also offers Benefactor Membership, which is open to pharmacology groups that do not qualify for Full Membership because they lack the minimum 20 people stipulated in the IUPHAR Statutes. Benefactors pay a nominal annual fee to belong to IUPHAR, which is also modified by the World Bank income category for their country.

Membership Voting

IUPHAR no longer uses the delegate system. Instead of delegates, each Full Member will be given a number of votes, in proportion to the size of the Full Member. The table below shows how the number of votes is calculated.

Number of Members	Number of Votes
Below or equal to 200	1
201 members to 400 members	2
401 members to 600 members	3
601 members to 800 members	4
801 members to 1000 members	5

1001 members to 1200 members	6
1201 members to 1400 members	7
1401 members to 1600 members	8
1601 members to 1800 members	9
1801 or more members	10

Elections to the Executive Committee

Secret voting in these elections will be online, in two stages. It will take place in beginning of May every two years for half of the executive board starting in 2022 so that elected individuals may take their office July 1 of every even-numbered year. The first stage will be to elect Officers.

The second stage will be two weeks after the result of the Officer election and will be to fill the remaining vacancies on the Exec Committee. This is to increase equality, diversity and inclusion, as it will enable Full Members to look at the eight filled places and four vacancies on the Exec Committee, and then vote for people who they think would create a good balance.

The secret voting itself will be run by a specialist company, e.g., Civica Election Services, Election Buddy. Full Members will nominate someone to be the vote-holder, usually their CEO or President. They will then cast the Member’s vote(s) according to the wishes of the Member’s governing body.

The form of the vote will be first past the post or a simple majority of the votes.

Decisions Needed Outside the General Assembly

From time to time, IUPHAR may need a Council decision between General Assemblies. This will be conducted as an online ballot, similar to the elections for Executive Committee places, or by Full Members responding to an email sent by the Executive Committee.

Decisions During the General Assembly

Full Members who cannot attend the GA virtually or in person will be able to vote by proxy. The proxy voting form is an Annex to these Operating Procedures.

Members attending virtually or in person will use an app such as “Votemeapp” or a link to a voting website.

General Association Management

General Finance

Accrual Accounting

IUPHAR books will be kept on accrual-based accounting.

Expenses

1. IUPHAR will reimburse Executive Committee and selected committee members a stipend for their budgeted out-of-pocket expenses to include hotel, airfare and other transportation costs so as not to deter an individual from participating in the leadership of IUPHAR.
2. The Executive Office and Treasurer will monitor all expenditures to verify they are consistent with the strategic plan, approved budget, and financial policies.
3. Expense reimbursement requests must be submitted to the IUPHAR Executive Office on an IUPHAR Expense Reimbursement Form (Appendix E) with the original receipts attached. Submission for reimbursement of expenses must be made within 60 days of incurring the expense. Staff will process the request upon two approvals from officers.

Executive Committee Travel

A stipend for the meeting will be pre-agreed based on economy travel. The stipend will only be paid to EC members. No additional expenses will be reimbursed.

1. Airfares should be purchased by Executive Committee members. Whenever possible, economy class tickets for the lowest fare should be purchased a minimum of one month prior to travel. Any ticket expense incurred as a result of a deviation from these guidelines will be paid by the individual.
2. Hotel accommodation options and pricing will be provided by staff. Individual members will be responsible for booking individual hotel arrangements. Any additional charges for extra nights, room service charges, and telephone charges will be the responsibility of the individual.
3. A maximum of two (2) nights per day of meeting of the Executive Committee at the conference hotel will be provided for Executive Committee members.
4. Related parking fees and tolls will be reimbursed.
5. Related bus, rail and underground parking fees incurred will be reimbursed.
6. Current and newly elected EC members will be asked to attend the WCP and will be provided a stipend for their travel as deemed appropriate by the Officers.

Donations

1. All donations to IUPHAR are deposited and tracked on separate income lines.
2. Any donation sent to IUPHAR with a specific restriction or purpose requested by the donor will be reviewed by the Executive Committee to determine the feasibility of compliance.
3. All donations will receive an automated receipt with a thank you letter for the donation.
4. When the annual budget is approved, the board will agree on the amount to be disbursed from the designated funds to support IUPHAR programs approved by the Executive Committee.

Budget Development

1. The Executive Committee will review a draft budget prior to the December Executive Committee meeting. At that time any areas requiring revision will be identified.
2. Staff will revise the budget for the Executive Committee's approval during their February board conference call.

Internal Audit

1. Nomination and election of internal auditors should take place in the frame of the EC member elections. The term should be 4 years.
2. The internal auditor reviews the income and expenses to ensure that they are credible and provides a written report to the General Assembly.
3. The internal auditor provides its report independently of the external auditor. In the event of any discrepancies between the reports from the internal and external auditors, the results of the external auditor shall be binding.
4. In particular, the report from the internal auditor shall be used to analyze and improve processes.

External Audit

According to §69b Swiss Civil Law an external audit is required if there are:

- a. Total assets of more than CHF 10 million
- b. Sales revenue of more than CHF 20 million
- c. more than 50 full-time employees on an annual average

Financial Policies Regarding Accounts

1. Any funds that are not needed to cover obligations within a given period may be invested in money market mutual funds; federally insured certificates of deposit; obligations of the US government or its agencies; and stock and bond mutual funds. Investments are to be made in such a way to minimize risk and maximize return.
2. Under the supervision of the Executive Committee the Treasurer and President will review all investment policies, objectives and guidelines annually. They will have the authority to make specific investment decisions within these guidelines.

IUPHAR Logo

General Policies

The use of the IUPHAR logo by any member without the permission of the IUPHAR Executive Committee is strictly prohibited, this does not apply to IUPHAR letterhead, used at the discretion of the officers.

Awards

Lifetime Achievement Award

The Lifetime Achievement Award was established by the International Union of Basic and Clinical Pharmacology to honor pioneering contributions to the field. The award is given for significant and sustained work that advances and extends knowledge in pharmacology as well as an exceptional contribution to the advancement of IUPHAR. The Award Committee is chaired by the current President and is composed of the immediate past President of the Union and members of the EC. Committee members are not eligible for the Lifetime Achievement Award. The following conditions apply:

Guidelines

1. All scientists working in the field of pharmacology including, but not limited to, individuals from academic institutions, foundations, governmental, industrial and research organizations regardless of age, sex, race or nationality shall be eligible.
2. Nominees need not be members of an organizational member of IUPHAR.
3. The decision of the Award Committee shall be based on the nominee's scientific accomplishments, their independence, originality, and impact; their development of new concepts, theories and techniques, that constitute a definitive, mature and significant contribution to knowledge sustained over a period of years. Consideration should also be given to the contributions of the individual to IUPHAR and other member organizations.
4. The award may be made at each WCP, but the Award Committee reserves the right to make no award at any meeting.

Instructions

Nominees or their Nominator Shall Submit:

1. A one-page nominating letter which addresses the following points:
 - How long have you known the candidate and in what capacity?
 - Describe contribution of candidate to their field, focusing on contributions as an independent investigator.
 - Describe impact of this contribution on the field.
2. CV with the personal statement written to explain cumulative, integrated impact of the candidate's body of work.

The award will be presented by the President of the Society at the quadrennial meeting.

Procedures for Awards

- a. The call for award nominations is emailed to all IUPHAR members and a link is posted on the IUPHAR website. It can also be mailed to those who request it.
- b. The deadline for nominations is posted on the website. All nomination requirements are listed for the appropriate award on the IUPHAR website.
- c. Awards will be voted by the Executive Committee.
- d. Committee members will state their conflict of interest if they are an advisor, sponsor or co-investigator. Members may recuse self from reviewing applications.
- e. Staff will forward the link to the committee to review and rate the nominations.
- f. The committee will review the materials and submit their ratings to the IUPHAR Executive Officer within 30 days after the deadline. Staff will compute the mean scores and prepare report for Committee review.
- g. The committee will meet by conference call, approximately 30 days after the deadline, to discuss the rating

results and to finalize their recommendations to be submitted to the board. Staff will send committee recommendations via e-mail ballot to the board for confirmation.

- h. After board confirmation, staff notifies recipients via email and requests a photo to be sent to the IUPHAR office.
- i. The Awards Committee Chair presents the results at the awards ceremony at the world conference where the President presents each recipient with a plaque.
- j. One night's lodging at the conference will be paid by IUPHAR for award recipients

Elections and appointment to the Executive Committee

Background

It is good governance practice that appointments to the Executive Committee be subject to a formal, rigorous and transparent procedure. The Nominations Committee will support this.

Nominations Committee

Members of the Nomination Committee will be:

1. Two previous members of the EC, invited by the EC.
2. Two current non-Officer members of the EC, chosen by the EC.
3. One early career researcher, chosen by the ECR committee.
4. Two representatives from Member Societies, nominated by Member Societies and chosen by the EC.
5. The Chair will be elected by the members of the Nomination Committee.
6. Secretariat function to be named by the Executive Committee

Members of the Nominations Committee are not eligible for any post and must disclose any conflict of interest.

Frequency of meetings

The Committee's main function will be moderating and short-listing. It could meet virtually two months before each election.

Duties of the EC and the Nomination Committee

Duty	EC	Nomination Committee
Keep minutes of all meetings, including reasons for including or not including people on short-lists.		Yes
Seek views from Member Societies on how well elections work and use this to improve the process.	Yes	
Lead the "Preparation and Search" phase of identifying new EC members.	Yes	
Create a short-list of candidates (if the role in question is for a Chair of a Section, working with the Section to agree the short-list). The Nomination Committee makes the final choice of the short-list. The EC does not have the power to change it.		Yes
Lead voting and communication with candidates, and announcements.	Yes	

Timeline and details of election process

Phase	Activity	EC	Nom Com	Other
Identify vacancies	Agree what qualities are needed for the role, updating the role description of necessary	Yes		
	Agree eligibility criteria	Yes		

	Agree how to apply principles of diversity (detailed suggestions later in this document)	Yes		
	Determine individual for slate for Internal Auditor.		Yes	
Advertise and search	Draft advertisement, and cover letter for Member Societies to circulate to their individual members	Yes		
	Advertise vacancies through Member Societies, social media and the IUPHAR website.			Yes Management Co
	People recommend themselves to their Society Council, who decide whether or not to put them forward to the IUPHAR Nomination Committee). There is no requirement for the Member Societies to nominate someone for any vacancy.			Yes Individuals and Member Socs
	Encourage people to apply	Yes		
	If the vacancy is for a Chair of Section, invite the Section Committee to nominate a candidate	Yes		
Nurture and support	Offer conversations and/or support with application to potential candidates who request this.	Yes		
Prepare shortlists	Check eligibility of each candidate.		Yes	
	Prepare shortlist for each role, taking diversity, skills and experience into account. Diversity should also include geographical diversity. NB: if only one person has applied, then obviously there can only be one person on the shortlist. But the EC should encourage people to apply.		Yes	
	If the vacancy is for a Chair of Section, include the Section's nomination in the shortlist		Yes	
	Give encouraging feedback to candidates who have not made it to the shortlist.		Yes	
	Note who these people are and give details to the President and Gen Sec, so that they can approach them for other roles in the future.		Yes	
	Display the shortlist, with candidate statements, on the IUPHAR website, and email Member Societies to let them know it is there. Include text explaining how voting will work			Yes Management Co
Voting	Manage voting – send instructions to Member Societies, collate results. Voting should occur prior to the WCP so that new Officers and EC members can transition at the WCP.			Yes Management Co
	Executive Committee must approve the vote once the voting period has concluded.	Yes		
Announcements	Let successful candidates know in advance of the announcement meeting	Yes		
	Let unsuccessful candidates know in advance, and thank them for their interest – as before, note their interest and ask if they are interested in other roles	Yes		
	Announce results at the WCP, F2F Exec Committee meeting, or possibly by correspondence if there is no meeting (whichever is relevant)	Yes		

After the voting and announcements.	<p style="text-align: center;">*Included here just for completeness*</p> <p>Start induction process, including:</p> <ul style="list-style-type: none"> • agreeing what the new EC members will try to achieve during their term. • arranging support for the RLC representatives 	Yes		
	Active discussion of unsuccessful candidates, to try to involve them as much as possible. This could include some kind of Leadership Development Council – perhaps through the Early Career Section?	Yes		