

Stop TB Partnership

SUMMARY SHEET

Agenda Nr. 1.05-1.4	Subject	Election of the Chair
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For Information	For Discussion	<u>For Decision</u>
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Introduction

The 2nd and final 2 year term of the current Chair of the Coordinating Board is due to expire at the time of the Autumn 2005 meeting. The process for selection of the Chair of the Stop TB Coordinating Board has been recommended by the External Evaluation and adopted by the Coordinating Board at its 7th Meeting in New Delhi. The process is laid out in the procedures manual of the Partnership Secretariat and is described below.

Summary: **Appointment of the Coordinating Board Chair:**

1. The Board will select from among its members a Chair whose term will be two years renewable. However, no individual shall serve as Chair for more than two consecutive terms.
2. The criteria for eligibility for Chair will include:
 - Membership of the Coordinating Board
 - A willingness to fulfil the commitments of the Chair, including its representative role, and to devote time and effort to enhance the Partnership
 - Good oral and written communication skills, including fluency in English
 - A willingness to provide support and access to the Secretariat.
3. An Autumn Board meeting shall be organised to coincide with the expiry of the Chair's term.
4. **At the Spring Board meeting before the Autumn Board meeting when the Chair's term is to expire, the Board shall appoint a Nominating Committee of three Board members who do not themselves intend to stand for the Chairmanship. In advance of that spring meeting, the Executive Secretary will issue an invitation for volunteers to serve on the Nominating Committee.**
5. At least three months before the expiry of the Chair's term and the autumn meeting, the Nominating Committee will invite Board members to notify them of nominations for the Chair by a given date.
6. The Nominating Committee will scrutinize the nominations to determine eligibility, and then contact eligible nominees to determine their willingness to stand.
7. At least six weeks before the expiry of the Chair's term and the autumn meeting, the Nominating Committee will advise Board members of the actual candidates. In the event of more than one candidate, the Committee will announce a vote to select a Chair, on the basis of one vote for each Board member. The vote will be conducted anonymously and will take place on or about the date of the Autumn Board meeting. Voting may take place either at the meeting by secret ballot or through an electronic voting system that ensures confidentiality.
8. In the event of an election held during the Board meeting, Board members unable to attend the Board meeting may notify the Nominating Committee in writing of their vote in advance of the Board meeting.
9. A quorum for the election will be two thirds of eligible voters.
10. At the Autumn Board meeting, the Nominating Committee will oversee the voting process, provide facilitation as necessary and advise the Board of the outcome of the selection.
11. The Board will formally approve the Chair.

Decisions requested from the Stop TB Coordinating Board

The Board to appoint a Nominating Committee of three Board Members to run the process of selecting suitable candidates for the position of Chair of the Coordinating Board.

Next steps and time frame

Stop Partnership

WHAT	WHO	WHEN	FOCAL POINT
Conduct a process for the election of a new Chair of the Coordinating Board	Nominating Committee and Executive Secretary	May - October 2005	Secretariat