



**The XXX BPW International Congress**  
**“BPW International: 90 years of**  
**Women’s Empowerment for Sustainable Development”**  
**Orlando, Florida, USA • 21-25 August 2020**

**3: OFFICIAL ADVICE TO AFFILIATES AND CANDIDATES NOMINATED FOR ELECTION TO THE EXECUTIVE**

Nominations are called for the election of the President, Vice President Membership, Vice President United Nations, Executive Secretary, Executive Finance Officer, Young BPW Representative and Regional Coordinator (5 Regions).

- Nominations may be submitted on the official form by any Affiliate Federation or Affiliate Club within BPW International. Nominations for the election of a Regional Coordinator may only be submitted by an Affiliate Federation or Affiliate Club within the region for which the nomination is made.
- A nominated candidate must be an active and financial BPW member of a financial Affiliate. Candidates will be serving a three-year term so they must carefully consider their responsibility to BPW International prior to agreeing to stand.
- Nominations will only be valid if the nominating Affiliate, and the Affiliate of which the candidate is a member, are up-to-date with their dues (including the current year, any outstanding dues and any penalties) by the first day of Congress. Affiliates wishing to nominate a candidate or candidates for a BPW International position must submit all nominations on the official form, with each nomination on a separate form. Forms are provided to the International Board with the Call to Congress, downloaded from the website and are available from Member Services.
- Nominations for the election of the President, Vice President Membership, Vice President United Nations, Executive Secretary, Executive Finance Officer and Young BPW Representative may be submitted by any Affiliate Federation or Affiliate Club within the BPW International Federation.
- Nominations for the election of a Regional Coordinator may only be submitted by an Affiliate Federation or Affiliate Club within the region for which the nomination is made.
- A candidate cannot accept nomination for more than one position except in the case of a nomination for President. The nominee must indicate which of the Vice President roles - Membership or United Nations (if she has not previously served as that Vice President) she is eligible to stand if she is not elected President.
- Candidates for President must have been a member of any prior Executive or a President of an Affiliate Federation.
- Vice Presidents cannot be nominated to serve for a second consecutive term in the same position but may be nominated for the other Vice President position.
- A serving member of the Executive may be nominated for another Executive position in the next term.
- A serving Executive Secretary or Executive Finance Officer or serving Regional Coordinators may be nominated for a second consecutive term in the same position.
- The President automatically serves as the Immediate Past President and therefore no nomination is required.





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The following documents should be completed as Word documents or equivalent and sent electronically to the following email address: [nominations@bpw-international.org](mailto:nominations@bpw-international.org) by the nominating President or Affiliate representative.

- A completed nomination form must be signed by the Affiliate representative (preferably the president).
- The signed consent of the nominee to serve in the particular position for which she is being nominated on the nomination form.
- If the nominating Affiliate is not the Affiliate to which the candidate belongs, her nomination form must be countersigned by the President of the Affiliate with which she is registered for international rights.
- A written supporting statement (half (1/2) page and two hundred (200) words maximum, in English) by the nominating Affiliate endorsing the candidate, and a photograph.
- A written statement (1 page and 500 words maximum, in English) by the candidate detailing why they are standing and what they would like to achieve in the role.
- A report of the qualifications and experience of the nominated candidate (a curriculum vitae or resume, 1 page and 500 words maximum, in English).

### **Nomination forms are provided with the Call to Congress papers as follows:**

- 4 – Nomination for Executive members: President, Vice Presidents, Executive Secretary, Executive Finance Officer and Young BPW Representative
- 5 – Nomination for Regional Coordinator

### **Nominations are only accepted as valid if:**

- A completed form and a candidate’s statement is received by BPW International by electronic means or mailed in an envelope postmarked before midnight according to GMT on the due date; if translations, photographs and other documents are missing, these must be received in the President’s Office within ten (10) days.
- The nominating Affiliate (and the candidate’s Affiliate if another Affiliate is nominating her) have paid their dues for the year in which nominations are due and any outstanding prior years' dues by the time the nomination is received.

### **Nominees:**

- Must be an active and financial BPW member of a financial Affiliate.
- Must be prepared to attend the post General Assembly International Board meeting.
- Nominees for Executive positions must be prepared to stay for one (1) day after the General Assembly to attend the Executive handover meetings.





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The President’s Office receives all nominations and reviews these for compliance with the Executive Secretary and Chair of Constitutional Advisory Committee providing that neither of them is a candidate for office.

Completed nominations must be received by [nominations@bpw-international.org](mailto:nominations@bpw-international.org) or at the BPW International official address 6 months prior to the first day of the General Assembly. Please provide dates in the international format [dd/mm/yyyy].

- Provided the nomination was received by the due date and time and complies with the BPW International Regulations and Procedure Manual and this advice to Affiliates and candidates, the candidate’s details from the nomination form and the supporting statement will be included in the documentation sent to Affiliates 4 months prior to the opening of Congress, **21 August 2020**. A list of those nominated will be printed in the Congress workbook, which is made available to every registrant.
- Candidates for the Executive may be nominated from the floor at the General Assembly only if there is no candidate nominated for the position prior to Congress [Regulation R2.2].

All candidates, whether nominated 6 months in advance or from the floor of Congress, are asked to comply with the following conditions:

- Each candidate may distribute only one supporting document either prior to the General Assembly or during the General Assembly. A document circulated prior to the General Assembly requires a covering letter from the candidate’s nominating Affiliate President.
- Any distribution of material at the General Assembly can only take place in the area designated by the Nominations Committee.
- No promotional material or campaign literature may be distributed in the room designated for the General Assembly.
- No campaigning is permitted in the designated voting area (the General Assembly), or within 30 meters of the voting area.
- Only one sheet A4 size of publicity material, (hard copy or electronic) to directly or indirectly promote a nominee is permitted after the nomination.
- Distribution of promotional gifts, trinkets and gimmicks or the use of social media by or on behalf of any candidate is not permitted.
- No social media/video campaign of the nominees is allowed. Any violation of these requirements prior to the General Assembly will be referred to the Constitutional Advisory Committee. Any violation of these requirements at the General Assembly will be referred to the Nominations Committee.





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Nominations must be completed on the official form, scan, must comply with the advice to Affiliates and Candidates, be addressed for the attention of the Executive Secretary and President’s Office be sent to:

**Email:** [nominations@bpw-international.org](mailto:nominations@bpw-international.org),

**Post:** President’s Office: 14 Syria Street, Mohandeen, Cairo, Egypt

**Nominations must be received no later than midnight on 20 February 2020 (Greenwich Mean Time)**

Bessie R. Hironimus  
Executive Secretary 2017-2020  
BPW International  
Oroville, California, USA

