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Standard Operating Procedure

1. Purpose

The Election Committee is a standing committee for the general operation of EFEE in area of elections in the AGM. The Election Committee shall consist up to five members.

2. Scope

The AGM shall elect up to five members for a period of one year. Eligible candidates for the Election Committee are members of the federation outside the Board provided these have served within EFEE committees for a minimum of two years and have confirmed their understanding of the Articles of Associations and the By-laws. The duties of election Committee are to prepare and control the elections in the AGM.

3. Deliverables

- Lists of nominees to be submitted to the Board well in time for the Board's circulation of AGM documents.

4. Responsibilities

Chairman of Election Committee is responsible for:


1. Preparation of the elections of President, Vice-President and Board Members.
2. Preparation of the elections of two members of the Finance and Audit Committee.
3. Submitting the lists of nominees to the Board well in time for the Board's circulation of AGM documents.

Member of Election Committee is responsible for:

1. Participation and contribution to the work of Committee according to decisions, instructions and requirements of the Chairman of Committee and the Committee.

5. Procedure

The output of Election Committee shall be lists of nominees to be submitted to the Board well in time for the Board's circulation. The list shall be based on discussions within the committee and proposals received from the members.

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6. References

Articles of Association and By-laws.

7. Definitions

EFEE or Federation - European Federation of Explosives Engineers,
 Chairman or Chairman of Committee - Chairman (head) of Election,
 Article of Association - EFEE Constitution,
 Board - other body of the Federation, which consist of the President, the Vice-President, the Past-President, Treasurer and Board members,
 Committee - Election Committee, other body of the Federation,
 AGM - Annual General Meeting, legislature body of the Federation.