

**PROCESS FOR HANDLING LATE NOMINATIONS TO
EXECUTIVE BOARD ROLES**

Presented by Constitution and Administrative Committee (CAC)

SUMMARY

This paper proposes to standardize processes for nomination to the Executive Board in the event of a vacancy occurring after the close of nominations. It highlights the step-by-step flow of events to be included in the IAM, while ensuring transparency, as well as allowing due process for Member Associations to review these late nominations.

1. INTRODUCTION

- 1.1. The process for election to the Executive Board (EB) establishes clear deadlines for nomination, allowing time for vetting, publication, and reviewing of candidates by Member Associations prior to Annual Conference, or in the case of Executive Vice Presidents (Region) (EVP(R)), the respective Regional Meeting.
- 1.2. All elected members of the EB take up office at final plenary of the Annual Conference. It should be noted that, in the case of EVP(R), the time between election and taking up office may span several months. This leaves significant time during which changed circumstances can occur causing candidates to withdraw, leaving a late vacancy. A late vacancy is defined as any vacancy for an Executive Board position that arises post IFATCA nomination deadlines.
- 1.3. The IFATCA Constitution and Administrative Manual (IAM) does not provide advice for handling nomination to roles where an elected EVP(R) resigns their position prior to taking up office.
- 1.4. This paper clarifies procedure and timelines to ensure transparent handling, allowing opportunity for interested parties to nominate, and timelines to do so.

2. DISCUSSION

- 2.1. In the past, situations have arisen whereby an elected member of the Executive Board (EB) has resigned their position. If this occurs after the Annual Conference, a “casual vacancy” may be declared, and the position filled in accordance with rules defined in the IAM Unforeseen Circumstances para 1.1 (pp148) as detailed in below.

9. Unforeseen Circumstances

MEMBERS OF THE EXECUTIVE BOARD

1.1. Casual Vacancies

- 1.1.1. *When, due to unforeseen circumstances, a casual vacancy occurs within the Executive Board, the Executive Board may, at its discretion, direct that the vacancy shall be filled using the following procedure:*
- 1.1.2. *The Executive Board may appoint a candidate to any vacant elective office on the Board, other than that of President and Chief Executive, subject to:*
- k) the Executive Board must obtain the written approval of the candidate’s member Association before making the appointment.*
 - l) the office shall be considered to be vacant at the next Conference and an election shall be held. The appointee may then stand for election under the normal procedures.*
 - m) the office holder shall be termed “Acting (office name)”. (Marrakech 00.A.23)*
- 1.1.3. *When, due to unforeseen circumstances, a casual vacancy occurs within the Executive Board, the Executive Board will inform Member Associations as soon as possible by a Special Newsletter distributed by both postal and electronic mail. (Buenos Aires 03.A.18)*
- 1.1.4. *Once a vacancy is filled, the Executive Board will inform Member Associations by a Special Newsletter distributed by both postal and electronic mail, with details of the new Board Officer, unless the vacancy was filled by a ballot held at Conference. (Buenos Aires 03.A.18)*
- Note: The erroneous items k, l, and m above will be corrected in the next issue of the IAM*

- 2.2. The IFATCA Constitution and Administrative Manual (pp111) clearly states deadlines for nominations for election to the Executive Board as:

- sixty days before Annual Conference for:
 - President and CEO
 - Deputy President
 - Executive Vice President Finance

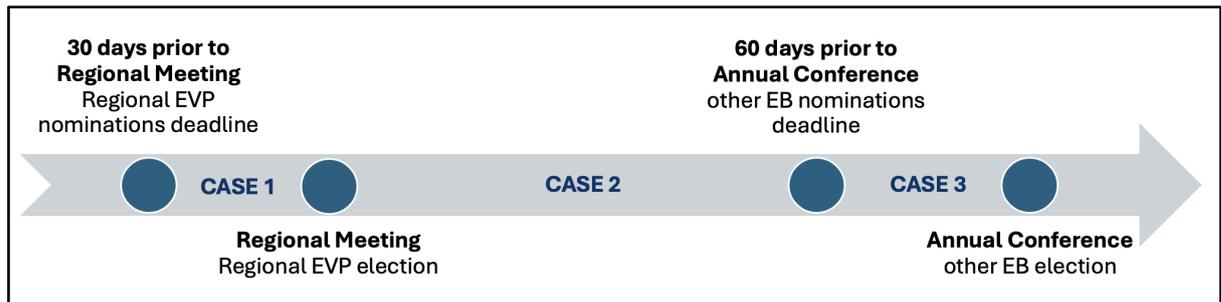
- Executive Vice President Technical; and
- Executive Vice President Professional
- thirty days prior to Regional Meeting for:
 - Executive Vice President Africa and Middle East
 - Executive Vice President Americas
 - Executive Vice President Asia and Pacific; and
 - Executive Vice President Europe

2.3. Late nominations are not accepted if a valid nomination has been made. If no nominations have been received the EB will invite late nominations for consideration per IAM pp 112 para 2.2.2.

2.2.2. *Member Associations shall submit to the IFATCA Office nominations for Officers at least sixty days before the Annual Conference and at least thirty days before the Regional Meeting in respect of Regional Executive Vice-President position, and Annual Conference for all remaining positions, and at least thirty days before a Special Conference. If no properly submitted nomination for an Executive Board position is received by the aforementioned dates, the Executive board shall invite all Member Associations to make late nominations to the vacant position(s) for consideration at conference. Late nominations will not be accepted if a valid nomination has been made in accordance with this clause. Nominations submitted to the Office after the closing date will not be accepted, except as specified above.* (Lyon 76.A.22; Tunis 96.A.43, Virtual Conference 22.A.10; Montego Bay 23.A.14)

2.4. The IAM does not provide clear guidance for late vacancies prior to assuming office. This would have occurred after the close of nominations. This has presented the EB with an unprecedented challenge to fill this position. There is a need to highlight and determine the steps to be taken in the event of a position becoming vacant after the close of nominations.

2.5. This paper considers vacancy cases after the close of EB nominations as defined in the IAM pp 112 para 2.2.2. (quoted above). Refer to diagram below:



2.6. **Case 1:** Elected (incumbent) EVP(R) resigns prior to Regional Meeting nomination closure (30 days)

- a) EB appoints Casual Vacancy or takes on responsibilities of vacant EVP(R) role
- b) Elections are conducted at Regional Meeting
- c) Newly elected EVP(R) does not take up office until Annual Conference but may be appointed to Casual Vacancy in accordance with IAM Unforeseen Circumstances para 1.1 (pp148)

2.7. **Case 2:** Newly elected EVP(R) resigns after Regional Meeting but before nominations close prior to Annual conference (60 days)

- a) EVP(R) completing term continues until Annual Conference
- b) If the newly elected EVP(R) is the incumbent, (i.e. there is now no EVP(R) or EVP(R) Elect), EB appoints Casual Vacancy or takes on responsibilities of vacant EVP(R) role
- c) EB calls for nominations by special newsletter
- d) Elections for EVP(R) are conducted at Annual Conference

2.8. **Case 3:** Newly elected EVP(R) resigns after nominations close prior to Annual conference (60 days)

- a) EVP(R) completing term continues until Annual Conference
- b) If the newly elected EVP(R) is the incumbent, (i.e. there is now no EVP(R) or EVP(R) Elect), EB appoints Casual Vacancy or takes on responsibilities of vacant EVP(R) role
- c) EB calls for nominations by special newsletter
- d) At the Annual conference EB calls for nominations from the floor. These shall be treated equally with any other nominations made after the nomination period has closed
- e) Elections for EVP(R) are conducted at Annual Conference

3. CONCLUSION

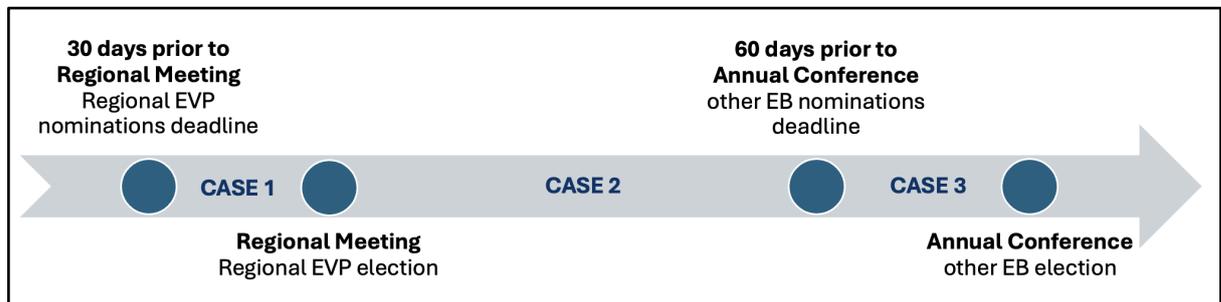
3.1. This proposal provides a fair, transparent, and timely procedure to handle late nominations arising from any unforeseen late vacancy to the Executive Board. Adoption of this process will ensure a prompt, appropriate and equitable response in the event of a vacancy occurring outside the timelines set in the IAM.

4. RECOMMENDATIONS

4.1. That the IFATCA Constitution and Administrative Manual be amended as described in red below:

PART 2 ADMINISTRATIVE POLICY (BYE-LAWS), Chapter 9 Unforeseen Circumstances, Section 1 pp149 insert new paragraphs 1.2, 1.2.1, 1.2.2, 1.2.3

1.2 The handling of Executive Vice President (Region) vacancies shall be in accordance with the cases depicted by the diagram below:



1.2.1 **Case 1:** The elected (incumbent) Executive Vice President (Region) resigns prior to the Regional Meeting nomination closure (less than 30 days prior):

- a) The Executive Board appoints a casual vacancy or takes on the responsibilities of the vacant Executive Vice President (Region) role;
- b) Elections are conducted at the Regional Meeting;
- c) The newly elected Executive Vice President (Region) does not take up office until the Annual Conference, but may be appointed to the casual vacancy by the Executive Board.

1.2.2 **Case 2:** The newly elected Executive Vice President (Region) resigns after the Regional Meeting, but before the nomination period close prior to the Annual Conference (more than 60 days prior):

- a) The Executive Vice President (Region) completing its term continues until the Annual Conference;
- b) In cases where the newly elected Executive Vice President (Region) is also the incumbent, (there is now no Executive Vice

President (Region) or Executive Vice President (Region) Elect), the Executive Board appoints a casual vacancy or takes on the responsibilities of the vacant Executive Vice President (Region) role;

- c) The Executive Board calls for nominations by special newsletter;
- d) Elections for the Executive Vice President (Region) are conducted at the Annual Conference.

1.2.3 **Case 3:** The newly elected Executive Vice President (Region) resigns after the nomination period close prior to Annual conference (less than 60 days prior):

- a) The incumbent Executive Vice President (Region) completing its term continues until the Annual Conference;
- b) In cases where the newly elected Executive Vice President (Region) is the incumbent, (there is now no Executive Vice President (Region) or Executive Vice President (Region) Elect), the Executive Board appoints a casual vacancy or takes on the responsibilities of the vacant Executive Vice President (Region) role;
- c) The Executive Board calls for nominations by special newsletter;
- d) At the Annual Conference, the Executive Board calls for nominations from the floor. These shall be treated equally with any other nominations made after the nomination period has closed;
- e) The elections for the Executive Vice President (Region) are conducted at the Annual Conference.

5 REFERENCES

International Federation of Air Traffic Controllers' Associations. (2025). IFATCA Constitution and Administrative Manual (IAM) (Version 70)

- (Article 4-9)
- Bye – Laws Part 2 & 9 – Casual Vacancies
- Article 5 & 7 – Nominations & Regional Organizations.

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