



**RULES OF PROCEDURE
OF
THE MANAGEMENT BOARD
OF THE
EUROPEAN INSTITUTE FOR GENDER EQUALITY**

*These provisions repeal and replace those adopted by Management Board Decision of
23 November 2016.*

THE MANAGEMENT BOARD OF THE EUROPEAN INSTITUTE FOR GENDER EQUALITY

Having regard to Regulation (EC) No 1922/2006 of the European Parliament and of the Council of 20 December 2006 (“the Regulation”) on establishing a European Institute for Gender Equality (“EIGE” or “the Institute”) and in particular Article 10, paragraph 9 thereof,

Having regard to a proposal from the Director of EIGE (“the Director”),

After the consultation of the European Commission (“the Commission”), WHEREAS:

- (1) Under Article 10, paragraph 9 of the Regulation, the Management Board shall adopt its rules of procedure (“the Rules of Procedure”) on the basis of a proposal drawn up by the Director after the consultation of the Commission.
- (2) On 8 October 2007, the Management Board adopted provisional operating rules of the Management Board.
- (3) On 29 April 2010, the Management Board adopted Internal Rules.
- (4) On 14 June 2011, the Management Board revised the Internal Rules so as to provide for establishing committees and proxy voting by members of the Board.
- (5) On 25 October 2012, the Management Board revised the Internal Rules so as to provide for Rules of Procedure for the Management Board and Internal Rules for EIGE.
- (6) On 23 November 2016, the Management Board revised its Rules of Procedure, in particular to include measures associated with the *Policy on Management of Conflict of Interests* adopted by Management Board Decision MB/2014/006 of 28 March 2014.

On the same date, the Management Board revised its Rules of Procedure, in particular to adjust its composition in view of Croatia’s accession to the European Union on 1 July 2013, and to apply Council Decision (EU) 2016/1316 of 26 July 2016, which takes into account that the United Kingdom had made known publicly its intention to withdraw from the Union.

- (7) To add coherence and clarity based on lessons learned since 2016, it is necessary to further revise the Rules of Procedure for the Management Board, in particular to include in the annexes the process to elect the Chairperson and Vice-Chairperson, and the steps for appointing members of the committee, EIGE’s Director and the Accounting Officer, among other changes.

HAS ADOPTED THE FOLLOWING RULES OF PROCEDURE FOR THE MANAGEMENT BOARD:

Article 1

Composition

1. The Management Board is composed as provided in Article 10 of Regulation (EC) No 1922/2006 (hereinafter "the Regulation.").

Article 2

Tasks

1. The tasks of the Management Board are specified in the Regulation, and in particular in Article 10, paragraphs 6-9 (operation of the Institute, internal rules, rules of procedure); Article 12, paragraphs 1-2 (appointment of the Director; supervision of the Director); Article 13, paragraph 2 (implementing the Staff Regulations, secondments); Article 14, paragraph 5 (estimation of the budget); Article 14, paragraphs 9-10 (budget); Article 15, paragraphs 5 (opinion on the Institute's final accounts) and 11 (adoption of the financial rules of the Institute); Article 20 (evaluation), and Article 21 (recommendations on evaluation report).
2. The Management Board shall appoint and remove the Director of the Institute in accordance with the procedures set out in Annex I.
3. The Management Board shall appoint and remove the Accounting Officer of the Institute, as specified in the Institute's Financial Regulation adopted by Management Board Decision No MB/2019/024 of 20 December 2019, in accordance with the procedures set out in Annex II.
4. For the annual appraisal, probation period and the management trial period of the Director, the Management Board shall designate at least two reporting officers from among its members, including the representative of the Commission, as provided for by Management Board Decision No MB/2020/010 of 16 July 2020 on the implementing rules concerning the annual appraisal, probationary and management trial period of the director of the European institute for gender equality.
5. The work of the Management Board shall be supported by a Secretariat ("the Secretariat"), provided by the Director.

Article 3

Standing Committee

1. In order to facilitate its work, the Management Board shall establish a Standing Committee to carry out the duties assigned to it pursuant to the present Rules of Procedure and, in particular, to prepare for upcoming Management Board meetings. The Management Board shall establish its Standing Committee by a Management Board Decision.
2. The Chairperson, Vice-Chairperson and representative of the European Commission are permanent members of the Standing Committee. Members of the Standing Committee representing the Member States shall be appointed in accordance with the Management Board Rules of Procedure. They are chosen among the members or alternate members of

the Management Board. Members of the Standing Committee representing Member States, including the Chairperson and the Vice-Chairperson, shall not have replacements.

3. The Management Board shall appoint the three additional members representing the Member States in accordance with Annex III.
4. The Standing Committee shall meet as and when necessary at the request of the Director and in agreement with the Chairperson. The Chairperson, the Vice-Chairperson and the European Commission representative, shall always take part in the Committee's meetings. However, if the Chairperson or the Vice-Chairperson would not be able to attend for exceptional reasons, one of them may be excused.
5. The tasks of the Standing Committee include preparing strategic policy, administrative and budgetary issues to be decided upon by the Management Board, as well as advising the Director. The Standing Committee may submit reports to the Management Board.
6. The Director shall take part in the meetings of the Standing Committee. The Director may be accompanied by members of EIGE staff, selected at the discretion of the Director as those best suited to inform the Committee members on the agenda items for each meeting
7. The Management Board member representing the Commission may be accompanied by the alternate member as well as by a member of the staff of the European Commission, who attend the meeting as observers.
8. The Standing Committee may not adopt decisions on behalf of the Management Board or hold authority over its mandate.

Article 4

Chairperson and Vice-Chairperson

1. The Chairperson and Vice-Chairperson shall be elected by the Management Board from among the members of the Management Board for a term of three years or, should the three-year term have already started, until the current Management Board mandate expires. The election procedure is laid down in Annex IV.
2. The Chairperson shall preside over the Management Board and Standing Committee meetings and facilitate collective strategic decision-taking by the Management Board in the interest of the Institute and within the context of its mandate.
3. When acting for and communicating the views of the Management Board on behalf of its members, the Chairperson shall ensure that those views are representative of those held by the collective body as a whole. The Chairperson shall seek consensus among the members of the Board before issuing publicly formal opinions, decisions or positions of the Management Board or acting on its behalf.
4. In the absence of the Chairperson, their duties, including the chairing of Management Board and Standing Committee meetings, shall be delegated to the Vice-Chairperson. If this is not possible, the duties of the Chairperson, in relation to the Management Board, may be delegated to a person approved by consensus among the Management Board members. An absence is constituted by an occasion or period of time during which it can reasonably be established that the Chairperson is unable to effectively conduct the Management Board's work in a timely manner, as required by these Rules of Procedure.

The Chairperson shall inform the Management Board and the Director in due time before deferring matters to the Vice-Chairperson.

5. In the event of the resignation of the Chairperson, or their inability to delegate or carry out their duties for any other reason, the Management Board shall decide by absolute majority that the Chairperson's duties shall be undertaken by the Vice-Chairperson until a new Chairperson is elected or for the remainder of the Chairperson's term of office. Should the Vice-Chairperson resign or be unable to serve for any other reason, the Management Board shall elect a new Vice-Chairperson at its next meeting.

Article 5

Decision-making and voting

1. Decisions by the Management Board shall be adopted in plenary meetings or, in circumstances described in paragraph 6, by written procedure. Except where otherwise provided in these Rules of Procedure, decisions shall be taken by absolute majority by voting according to the rules defined in Article 10(8) of the Regulation.
2. The quorum shall be constituted when at least two-thirds of the Management Board members are present or represented by proxy.
3. Decisions by the Management Board are adopted by a vote in favour, against or abstention.
4. The vote shall be taken by show of hands, or by roll call in the event of disputes arising during the show-of-hands procedure. However, if requested by the Chairperson or one third of the members present, or if the issue addressed relates to an individual, the vote shall be taken by secret ballot.
5. In addition to a Board member's own vote, each member may receive a maximum of one vote by proxy on behalf of an absent member and alternate (as defined in Article 6, paragraph 2).
6. Decisions necessary for the functioning of the Institute that may require action by written procedure shall be those that have been discussed at plenary meetings of the Management Board, urgent matters and routine tasks.
7. A written procedure shall be proposed by the Chairperson in consultation with the Director. The Secretariat shall send draft decisions and underlying documents to the members of the Management Board specifying the deadline for sending a written reply. In cases where no reply from a Board member is received during a written procedure within the given deadline, this shall be considered as a tacit approval.
8. In case of an urgent written procedure, the Chairperson shall specify a duration of no less than 48 hours and the Secretariat shall endeavour to contact all Board members, if necessary, in order to receive an answer.
9. A full report on the outcome of the written procedure shall be made at the subsequent Management Board meeting.
10. The Chairperson shall sign decisions of the Management Board where so required once adopted. In the situation referred to in Article 9(2), and when the circumstances prevent decisions from being physically signed, the express written consent of the Chairperson

may exceptionally replace their respective signature and shall be attached to the respective decision(s).

Article 6

Attendance at meetings

1. Members of the Management Board shall attend and participate in all Management Board meetings. Where attendance by the member is not possible, their alternate should attend instead. Only one representative per Member State, appointed by Council Decision, and one member representing the Commission (with voting rights), appointed by the Commission, may attend Board meetings.
2. Any Management Board member and/or alternate can also represent one other member/alternate, notably in cases when neither the member or alternate of a Member State can be present at a meeting, provided that written authorisation from the absent member/alternate is presented to the Chairperson at the latest at the beginning of the meeting and notified to the rest of the Management Board at the beginning of the meeting. The proxy shall be recorded in the minutes.
3. Unless otherwise decided by the Management Board, the Director shall take part in the meetings of the Management Board. The Director does not have the right to vote.
4. The Management Board member representing the Commission may be accompanied by the alternate member as well as a member of the staff of the European Commission, who attend the meeting as observers.
5. A limited number of other persons, including members of EIGE staff can be invited as observers to attend the meeting upon a proposal by the Director and with the approval of the Chairperson. The Secretariat shall be informed about additional meeting attendees no less than 14 calendar days before the meeting.

Article 7

Preparation and meeting agenda

1. The Chairperson shall convene the Management Board meeting at least once a year. Urgent business in between meetings for decisions necessary for the functioning of the Institute shall be dealt with by written procedure or by convening an extraordinary Management Board meeting. This shall take place at the request of at least one-third of the Management Board members or by decision of the Chairperson.
2. The Director, supported by the Secretariat, shall be responsible for preparing the meetings of the Management Board and organise the work of the Management Board.
3. The Director shall send a signed invitation to the members of the Management Board at least 21 calendar days before the meeting. In duly justified cases, this period may be shortened.
4. Any member unable to attend a Board meeting must inform the Secretariat within 10 calendar days from receipt of the invitation and whether they will be represented by their alternate. A list of attendees shall certify presence at the meeting.

5. The Director shall draw up a provisional agenda for the coming meeting and send it to the members and observers at least 14 calendar days prior to the meeting. The relevant supporting material for the issues subject to a decision of the Management Board shall be provided electronically at least 14 calendar days before the meeting. In case an additional meeting is convened, timelines for document submission to the members may be shortened.
6. Any request by members of the Management Board to add an item to the agenda must be justified and shall be submitted in writing to the Chairperson at least 7 calendar days prior to the meeting.
7. The Management Board shall adopt the agenda at the beginning of the meeting. If the Management Board so decides items may be added to the agenda at the beginning of a meeting, and items on the agenda may be deleted or carried over to a subsequent meeting.

Article 8

Minutes of the meetings

1. The Secretariat shall take minutes of each meeting of the Management Board and shall include *inter alia*:
 - a) documents submitted to the Management Board;
 - b) summary record of the proceedings;
 - c) decisions taken and the conclusions reached by the Management Board. The decisions shall be placed on record separately;
 - d) the list of attendees.
2. Draft minutes shall be prepared in English and submitted to the members of the Management Board for approval if possible within eight weeks after the meeting, but no later than 14 calendar days prior to the next meeting. Suggestions for amendments shall be submitted in writing no later than 7 calendar days prior to the next meeting. The minutes shall be adopted by written procedure or at the latest at the next meeting.
3. The Chairperson shall sign the adopted minutes. The signed copy of the minutes shall be kept in the archives of the Agency and the final text forwarded to the members no later than two weeks after adoption.

Article 9

Venue of the meetings

1. The meetings of the Management Board shall be held at the seat of the Institute in Vilnius, Lithuania.
2. If part or all of the Board members are prevented from attending a meeting of the Management Board in person, the meeting may be held by means of telecommunication systems allowing for proper identification and effective participation of the members, the Director, and any observers.

3. In the case referred to in paragraph 2, the Management Board members who participate in the meeting by means of telecommunication shall be deemed to be present for the purposes of constituting the quorum.
4. Whenever circumstances so require, the Chairperson, in consultation with the Director, may change the place of a meeting of the Management Board.

Article 10

Languages

1. The Management Board's working languages shall be English, French, German, Italian, and Spanish.
2. In the situation referred to in Article 9(2), the working language of the Management Board may be limited to English.

Article 11

Declaration of interests

1. All members and alternate members of the Management Board ("each member") shall act in the public interest, with all due restraint, notably in their public communications. The Institute's Policy on Management of Conflict of Interests (hereinafter "the policy") (ref. MB/2014/006, 28 March 2014) shall apply.
2. In addition to the requirements under Article 5 of the policy, annual declarations of interests should include any situation or factor, which could be perceived as having an actual or potential influence on the member's position or activities. In addition, each member shall also submit a *curriculum vitae* indicating their full employment history, memberships and affiliations, which should be updated when relevant. The Director, after consulting the Chairperson, may make guidance notes for the implementation of this requirement. As regards the Chairperson's declarations, the Vice-Chairperson shall replace the Chairperson. The Director shall ensure that the written Annual Declarations and *curriculum vitae* of the members are published on EIGE's website, subject to their consent.
3. Article 6 of the policy shall apply when non-reported situations of potential conflict of interests arise.
4. The responsibility for disclosure of private interests in the declaration rests with each member.

Article 12

Replacement and removal

1. If a member of the Management Board fails to fulfil their obligations in relation to independence, confidentiality, or participates in a manner that substantially harms the work of the Institute, the Management Board, acting by absolute majority, may ask the relevant Member State to nominate a new member to represent that Member State.
2. A decision on the inability to serve of the Chairperson or of the Vice-Chairperson as referred to in Article 4, paragraph 5, shall be adopted by the Management Board by an

absolute majority upon a motion made by one-third of the Board members. The decision, which shall disclose the reasons for determining the inability to serve, shall be adopted in accordance with Article 5. Should replacement be necessary, the election of a new Chairperson or Vice-Chairperson shall be organised in accordance with the procedure laid down in Annex IV.

3. Where a decision to be adopted by the Management Board in accordance with paragraph 2 concerns the Chairperson, they shall not be entitled to have the casting vote.
4. Removal from the office of Chairperson or Vice-Chairperson by decision of the Management Board shall not preclude that person from serving on the Management Board as a representative for their Member State until the conclusion of the term for which they were appointed.
5. Should a Member State need to replace its member and/or alternate as appointed to the Management Board, the Member State shall inform the Council and nominate a new person in accordance with the procedure laid down in Article 10 of the Regulation. Members/alternates may not take up duties on the Management Board or cast a vote on behalf of the Member State in question until formally appointed by the Council. The concerned Member State shall inform the Chairperson and the Secretariat in advance of such changes.

Article 13

Publication and Access to documents

1. Transparency of the work of the Management Board and access to documents related to the its work are subject to the Institute's internal decisions concerning transparency and access to documents (ref. Management Board Decision No MB/2013/006 of 14 June 2013) implementing Regulation No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.
2. The list of members and alternates of the Management Board, which according to Article 10(2) of the Regulation is published, shall also be published on the website of the Institute and on other relevant websites. In addition, the Annual Declarations of Interests and CVs of the Management Board members and alternates shall be published on the Institute's website, while respecting the protection of personal data in accordance with Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.
3. The Institute shall publish on its website the decisions of the Management Board and a summary record of proceedings.
4. These Rules of Procedure shall be published on the Institute's website.

Article 14

Reimbursement of expenses for members of the Management Board

1. Expenses incurred by the members of the Management Board representing one of the Member States or their alternates shall be reimbursed pursuant to the Institute's *Rules on*

the reimbursement of expenses incurred by people from outside the Institute invited to attend meetings in an expert capacity. Alternate members shall be entitled to reimbursement of expenses in the same manner as members only when they are replacing full members.

2. All members shall declare any reimbursement of their expenses made by another body, which shall be deducted from any entitlement under this article.

Article 15

Non-compliance

In case of failure to comply with Article 11 of the present Rules of Procedure, and in particular failure to declare an actual or potential conflict of interest, or failure to comply with the Institute's policy, the Management Board shall decide on appropriate action(s) to minimise the negative impact on the objectivity or reliance on the tasks performed by the Institute through the actual or potential conflict of interest. The Management Board shall decide to apply one or more of, but not limited to, the following possibilities:

- a) Request the member to recuse oneself from the matter concerned;
- b) Request disclosure of the matter concerned;
- c) Request the member to correct a declaration;
- d) Make further inquiries regarding the possible breach of the rules, including investigations by the European Public Prosecutor's Office or the European anti-Fraud Office (OLAF);
- e) Request the resignation of the member concerned; or
- f) Issue a letter of reprimand to the nominating body.

Article 16

Amendment to the rules of procedure

The Management Board may amend these Rules of Procedure as necessary by an absolute majority of votes on the basis of a proposal drawn up by the Director after the consultation of the Commission.

Article 17

Entry into force

The present Rules of Procedure shall enter into force on the date following the day of adoption by the Management Board.

Done in ~~Vilnius~~ on

Stockholm

For the Management Board



Lenita Freidenvall
Chairperson

APPOINTMENT AND REMOVAL OF THE DIRECTOR OF THE EUROPEAN INSTITUTE FOR GENDER EQUALITY (EIGE)

A. APPOINTMENT OF A DIRECTOR

1. CANDIDATE SHORTLISTING

- 1.1. In accordance with Article 12(2) of the Regulation, the Director shall be appointed by the Management Board on the basis of a list of candidates proposed by the Commission after an open competition, following publication in the Official Journal of the European Union and elsewhere of a call for expressions of interest.
- 1.2. As soon as the Commission has communicated the shortlist to the Chairperson of the Management Board, the Chairperson shall send electronically to each of the Management Board members entitled to vote an information package with a copy of the Call for applications (vacancy notice) for the post of EIGE Director as published in the EU Official Journal, along with the application (motivation) letter, the application form and the Curriculum Vitae submitted by each candidate, shortlisted by the Commission.
- 1.3. The Management Board shall select which of the candidates proposed by the Commission shall be invited to attend an interview with the Management Board. On behalf of the Chairperson, the Management Board's Secretariat shall invite those candidates to attend the next meeting of the Management Board.

2. CANDIDATE INTERVIEWS

2.1. Organisation

The Management Board members shall interview individually each candidate selected from the shortlist provided by the Commission. The Management Board and the candidate shall express themselves in English. No interpretation shall be provided during the interviews. The interviews shall be of the same duration for all candidates and not exceed one hour.

2.2. Define a set of interview questions

The Management Board shall draw up a list of up to ten questions in English to ask the candidates upon a recommendation provided by the Standing Committee of the Management Board. The provisional list of questions shall remain confidential and not be shared outside the members of the Standing Committee until the date of the interviews with the candidates. The list of draft questions shall be distributed in a confidential manner to the Board members.

2.3. Define the interview process

The Management Board shall define who will ask the questions and in what order, and consider who will ask follow up questions, if applicable. The Board should decide how questions for clarification will be asked, if time permits during the interviews.

Each question shall be posed to each candidate, regardless of gender, in the exact same way, and by the same person. This is to ensure transparency and equal treatment among the candidates.

To the extent possible, Board members who share the same citizenship as that of a particular candidate do not pose any questions to that candidate during the interviews.

3. POST-INTERVIEW DELIBERATION

After interviewing all candidates and before starting the voting process, the members of the Management Board shall be allowed to exchange views for a limited period of time, to be fixed by the Chairperson.

The Management Board shall decide whether to proceed with the voting process with the view to selecting a candidate.

4. VOTING PROCESS

In accordance with Article 10(8) of the Regulation, the decision of the Management Board appointing the Director shall be taken by a two-thirds majority of its members.

4.1. The Management Board's vote shall take place by secret ballot. The Chairperson, assisted by two other volunteers among the Management Board members, shall collect the ballots, count the votes and declare the results immediately thereafter. The Secretariat will ensure that ballots are made available ahead of the vote.

4.2. The selection of the candidate by secret vote shall be processed as follows:

- a) Where there are several candidates, selection shall take place in accordance with the following procedure:
 - i. The candidate who receives at least a two-thirds majority of the votes of all members shall be selected. Where none of the candidates receives a two-thirds majority of the votes of all members, at each round the candidate(s) with the lowest number of votes shall be excluded. When only two candidates are left, rounds run until one candidate receives a two-thirds majority of favourable votes.
 - ii. When only two candidates are left, and if after three rounds neither of the two remaining candidates obtains a two-thirds majority, the candidate receiving the majority shall be selected.
 - iii. Candidates may withdraw their candidature at any time during the procedure.
- b) Where there is a single candidate or where the other candidates withdraw, leaving a single candidate, that candidate shall be elected provided that that person receives the majority of votes cast.

4.3. The Chairperson shall communicate the results to the Management Board immediately after the votes have been tallied, and on the same day to each candidate individually, with respect to data protection rules.

5. APPOINTMENT PROPOSAL

5.1. Before being formally appointed by the Management Board, the selected candidate shall without delay make a declaration before the competent committee(s) of the European Parliament and answer questions from its/their members as required by the Regulation.

5.2. The Commission will be asked to coordinate the details for the hearing with the European Parliament, invite the selected candidate accordingly and keep the Chairperson and the Secretariat informed of the process and the results.

6. APPOINTMENT

6.1. Once the results of the hearing are known, the Chairperson will take the necessary steps to formally appoint the Director as agreed with the members of the Management Board.

6.2. The Chairperson shall ensure that the Institute promptly undertakes the required on-boarding procedures enabling the Director to take up duties at the Institute without delay.

6.3. If the Management Board is unable to appoint a Director, a decision stating the reasons to that effect shall be taken by a two-thirds majority, including a decision on how it will proceed. The Chairperson shall inform the Commission of this decision with a request to immediately launch a new selection procedure. The Chairperson shall also inform the Institute and explain how the Management Board intends to guarantee the executive management of the Institute until a Director is appointed.

B. REMOVAL OF A DIRECTOR

1. Any motion to vote for the removal of the Director shall be tabled by at least one-third of the members of the Management Board. The motion shall state the reasons prompting the members to ask for the removal of the Director. A two-thirds majority of the members of the Management Board shall take the decision on the motion.

APPOINTMENT AND REMOVAL OF THE ACCOUNTING OFFICER OF THE EUROPEAN INSTITUTE FOR GENDER EQUALITY (EIGE)

A. APPOINTMENT OF AN ACCOUNTING OFFICER

1. The Management Board appoints an accounting officer covered by the Staff Regulations, or may delegate the function to another EU institution or body, who shall be functionally independent in the performance of their duties.
2. The Director may propose to the Management Board a recommendation to appoint either an external person in the role or to share the Accounting Officer of another union body, as specified in the Institute's Financial Regulation.
3. In the case of an open competition to appoint an external person, the Institute manages the entire recruitment process, runs the interviews internally and establishes a shortlist. The top candidate from the shortlist is recommended to the Management Board for appointment.
4. After reviewing the recommendation of the Director, the decision to appoint the Accounting Officer shall be taken by an absolute majority of the Board members.

B. REMOVAL OF AN ACCOUNTING OFFICER

1. Any motion to vote for the removal of EIGE's Accounting Officer shall be tabled by at least one-third of the members of the Management Board. The motion shall be done in consultation with the Director and state the reasons prompting the members to ask for the removal of the Accounting Officer. An absolute majority of the members of the Management Board shall take the decision on the motion.

APPOINTMENT OF THE MEMBER STATE REPRESENTATIVES TO SIT ON THE MANAGEMENT BOARD STANDING COMMITTEE

The Standing Committee of the Management Board is comprised of the Chairperson, Vice-Chairperson, a Management Board member representing the Commission and three members/alternates representing the Member States.

The members of the Management Board shall appoint the three Member State representatives from among its members in the following way:

1. Where only three candidatures have been put forward, those three candidates shall be appointed.
2. Where there are more than three candidates, the Management Board's vote shall take place by secret ballot. Appointment by secret vote shall be processed as follows:
 - a) The Chairperson, assisted by two other volunteers among the Management Board members, shall collect the ballots, count the votes and declare the results immediately thereafter. The Secretariat shall ensure that ballots are made available ahead of the vote, if necessary.
 - b) Management Board members shall write the first name and surname of up to three candidate(s) of their choice on one voting ballot, indicating if they are the Member/Alternate.
 - c) Successful candidates shall have received an absolute majority of the valid votes. Where none of the candidates receives a majority of the votes, at each round the candidate(s) with the lowest number of votes shall be excluded. When three candidates are left, those three shall be appointed. In case there is a tie between two candidates, the Chairperson shall call for a re-vote between them and the candidate with the lowest number of votes shall be excluded.
 - d) All ballots shall be properly completed to be considered valid.
 - e) Candidates may withdraw at any time during the procedure.
3. The Chairperson shall announce the names of the additional members of the Standing Committee to the Management Board immediately after the results are final.
4. The names of the Standing Committee members, and the Member States they represent, are published on EIGE's website.

ELECTION OF THE CHAIRPERSON AND VICE-CHAIRPERSON OF THE MANAGEMENT BOARD OF THE EUROPEAN INSTITUTE FOR GENDER EQUALITY (EIGE)

The Management Board shall elect a Chairperson and a Vice-Chairperson from among its members at the first Management Board meeting following the appointment of its members in the following way:

1. NOMINATIONS

- 1.1. Following the appointment of a new Management Board, or when the Chairperson or Vice-Chairperson need to be replaced, the Director of the Institute shall request candidacies from among the Management Board members for the respective role(s).
- 1.2. The names of those persons wishing to stand as candidates shall be presented in writing to the Director before the meeting during which the election will take place or be announced at that meeting. A Board member may declare their candidacy in their own name or be proposed by another member.

2. ELECTION PROCESS

- 2.1. The Management Board's vote shall take place by secret ballot. Therefore, the Chairperson, assisted by two other volunteers among the Management Board members, shall collect the ballots, count the votes and declare the results immediately thereafter. The Secretariat shall ensure that ballots are made available ahead of the vote, if needed.
- 2.2. If there is only one candidate, that candidate shall be declared elected, unless a member of the Management Board requires a vote.
- 2.3. Where there is more than one candidate or a vote is requested by a member of the Board, election by secret vote shall be processed as follows:
 - a) Management Board members shall write the first name and surname of the candidate of their choice on one voting ballot.
 - b) Successful candidates shall have received an absolute majority of the valid votes.
 - On the first ballot, if no candidate receives the majority of votes, all candidates other than the two receiving the largest numbers of valid votes shall be eliminated. If two or more of the top candidates receive an equal amount of votes, the Chairperson shall call for a re-vote between them and the candidate(s) with the lowest number of votes shall be eliminated.
 - On the second ballot, the candidate receiving the majority of the valid votes shall be elected Chairperson.

If neither candidate receives a majority of the votes, voting continues until one candidate does receive the majority of the votes.
 - c) A candidate may withdraw at any stage of the procedure.

- d) All members present, including proxies shall cast a ballot.
 - e) Any abstentions shall be deemed equivalent to a valid vote.
- 2.4. The person acting as chairperson of the meeting shall announce to the Management Board the name of the person elected Chairperson immediately after the results are final.
- 2.5. This same voting process applies to the election of the Vice-Chairperson. A separate ballot for Vice-Chairperson shall be distributed and processed separately from the vote for Chairperson.