**GUIDELINES FOR NOMINEES AND CANDIDATES**

Elections for the following posts will take place at the General Assembly on 30 September 2023 during the 23rd World Congress of Psychiatry to be held in Vienna:

1. **President -Elect**
2. **Secretary-General**
3. **Secretary for Education and Scientific Publications**
4. **Secretary for Sections**
5. **All Zonal Representatives**

The elections will take place in person on 30 September 2023. Member Societies who have paid all their membership dues since the last General Assembly in 2020 will be eligible to vote. The number of votes allocated to each Member Society is based on their number of members reported to the WPA and charged accordingly. The results of the voting will be announced on 30 September.

The information below contains the relevant extracts from the Statutes, By-Laws and Manual of Procedures concerning the election process. The WPA Oath of Office is attached as Appendix 1.

Please note that in no case may the immediate successor to the same position be elected from the same country.

**ELECTION PROCEDUREs**

With extracts from WPA Statutes, By-Laws and Manual of Procedures

Election Procedure for Zonal Representatives

Extract from Statutes Item 18

Election of the Zonal Representatives and their eligibility for further Office:

Zonal Representatives are elected for an initial period of three years and they can stand competitively for reelection for a second and final period of three years.

The term of office of the newly elected WPA Zonal Representatives begins at the end of the WPA General Assembly that elected them, and finishes at the end of the subsequent WPA General Assembly. The WPA General Assembly elects them in accordance with the By-Laws.

Members of the Board are allowed to present their candidature for election for a position on the Executive Committee.

Candidates for Zonal Representatives are not eligible to apply for an elected Executive Committee post at the same time.

Extract from By-Laws Section III (12)

 a) The Chair of the WPA Nominations Committee writes to each WPA Member Society at least nine months prior to the WPA General Assembly, requesting that the WPA Member Society recommends one psychiatrist from the countries composing therelevant WPA Zone for the available position. Only WPA Member Societies from a given WPA Zone can nominate candidates for that WPA Zone. In WPA Zones consisting of two or more countries the representative should not come from the same country as the immediate predecessor

 b) In a WPA Zonewhere there is only one WPA Member Society, the Society may nominate one or more candidate(s) as their Zonal Representative and present that name(s) to the General Assembly to elect a candidate.

 c) The WPA Nominations Committee examines the eligibility of candidates***,*** compiles the names submitted from each WPA Zoneand whenever more than two candidates are eligible it requests, through its Chair, each WPA Member Society within that WPA Zone to vote for two candidates from the circulated list.

 d) The WPA Nominations Committee sends its report to the WPA Executive Committee and the WPA Board.

 e) The WPA Nominations Committee presents to the WPA General Assembly as nominees for the available position the two individuals who have received the highest number of unweighted votes from the WPA Member Societies of the WPA Zone**.** When only one candidate is eligible it will be automatically included in the list to be proposed to the WPA General Assembly for voting.

 f) The WPA General Assembly receives the report of the WPA Nominations Committee, along with the views of the WPA Executive Committee and the WPA Board, and elects one of the two nominees. The voting for the two candidates will be done using the procedure specified in item 12 (b) of the WPA By-laws.

 g) If a WPA Zonal Representative is unable to continue serving in his or her post until the end of his or her mandate, the WPA Executive Committee has the right to appoint an interim WPA Zonal Representative to carry out the tasks assigned to the vacant post until the next WPA General Assembly

 h) The appointment to a post of an interim WPA Zonal Representative does not affect the eligibility of that person for any elective post in the WPA.

Election for the four Vacant Posts on the Executive Committee

Extract from By-=Laws Section IV (13)

IV.WPA Executive Committee

(13) During its ordinary meeting, the WPA General Assembly elects by secret vote candidates to fill posts vacated by members who have completed their term of office. Should a member of the WPA Executive Committee become unable to perform his or her functionsor does not comply with the Oath of Office, the Executive Committee has the right to appoint, an interim officer to carry out the tasks assigned to the vacant post until the next WPA General Assembly which can confirm the appointment until the end of the mandate or proceed to elect a replacement in accordance with item 14 of the WPA By-laws. The term of office of the new members of the WPA Executive Committee will begin at the end of the WPA General Assembly which elects them.

The appointment to or confirmation to a post of an interim member of the WPA Executive Committee does not affect the eligibility of that person for any elective post in the WPA, nor it affects the requirement to elect a candidate from a different country.

Extract from By-Laws Section V (14)

 WPA Nomination Process

(14) In accordance with a written request of the Chair of the WPA Nominations Committee, WPA Member Societies nominate candidates for the various elective offices. The same person cannot be proposed for more than one post. The President and Secretary of the WPA Member Society should authorize the nominations from WPA Member Societies. The candidates must state in writing that they agree with the nomination and that they are fulfilling the requirements for the position announced for election. The Chair of the WPA Nominations Committee will request proposals at least nine months before the election, and proposals must be received by the Chair of the WPA Nominations Committee not less than six months before the meeting of the WPA General Assembly.

Extract from WPA Manual of Procedures Chapter 6

* 1. The WPA Committee on Nominations
	2. Remit

The WPA Nomination Committee will make proposals concerning elections for all elective posts of the WPA in accordance with the WPA By-Laws. It will ensure that the nominations are valid and that the candidates are eligible. The Committee will also ensure that each nominee has provided suitable referees who can vouch that the nominee ‘s behaviour is in accordance with the WPA Code of Conduct. In this respect they reserve the right to request for additional specific references.

The Committee can make proposals concerning the voting procedures and related electoral issues. The WPA Nomination Committee can make proposals concerning the voting procedure and give its views on other relevant matters including the post-election report on things that went well and things that need to be changed before the next election cycle. These will be considered by the EC and the Board and then submitted to the WPA General Assembly by the WPA Executive Committee along with the WPA Board’s opinion.

* 1. Composition

The WPA Nomination Committee consists of eight members including the WPA President who will Chair it. The Committee will include:

* one member whom the President will select who has in-depth knowledge of the organization and membership.
* one member of the WPA Executive Committee whose term will continue after the next WPA General Assembly
* one member of the Board
* one member of the Ethics and Review Committee
* three additional members reflecting a geographical and membership balance.

The members of the WPA Committee of Nominations cannot run for elective positions during the period for which they have been appointed to the Committee. In case a Committee member wishes to run for an elective position, she/he will resign from the Committee and a replacement will be appointed by the WPA President in consultation with the EC.

* 1. Term of Office

The members of the WPA Nomination Committee shall be appointed for a period of three years.

* 1. Procedures of Work

The Nominations Committee will seek names for candidates from the Board, Council and Member Societies. They will consider past experience with the WPA and other positions held by nominees in the past. They can reject candidates based on past work experience as part of their due diligence in vetting the candidates.

The WPA Secretariat will support the work of the WPA Nominations Committee by receiving, distributing, and processing all communications between the WPA Nominations Committee and WPA Member Societies.

The conduction of the election process should have the following objectives and features:

* To guarantee and strengthen WPA democracy by ensuring the transparency of the electoral process which must be carried out according to the Statutes and By-Laws and this Manual of Procedures.
* To centre electoral activities on a debate of ideas and proposals, in which respect for the dignity of the competing candidates prevails
* To prevent aggressive or intimidatory behaviours that may interfere with the right of candidates to present responsibly their perspectives and proposals, and, more generally, with the electoral process at large.

The Election process involves the period from the point when the letter calling for nominations is sent out by the Chair of the WPA Nominations Committee to the point when the votes are cast and counted, the results announced, and the WPA General Assembly is adjourned.

Candidates are nominees whom the WPA Nominations Committee finds eligible and with a valid nomination.

The nominees and candidates carry out their electoral activities keeping in mind the following guidelines:

* A prospective nominee shall not commence any election promotional activity before the Chair of the WPA Nominations Committee formally calls for nominations (nine months before the corresponding WPA General Assembly).
* A nominee or candidate shall not offer a benefit to another person as an inducement or reward to affect his/her candidacy or get a third person to do so.
* A nominee or candidate shall not solicit or accept a benefit from another person as an inducement or reward to affect his/her candidacy.
* A nominee or candidate must not publish any false or misleading statement of facts for the purpose of promoting his/her candidacy or get a third person to do so.
* A nominee or candidate must obtain prior written consent from a person or organization before using that person or organization indication of support. Oral consent is not sufficient.
* A nominee or candidate who is a WPA officer shall not use to promote his/her candidacy office or logistic resources assigned for official functions by WPA.
* A nominee or candidate must not use false or misleading statements about a particular candidate for the purpose of promoting or prejudicing the election of the candidate or get a third person to do so.
* A nominee or candidate shall not use duress against a person to induce him/her to vote for him/her or get a third person to do so.
* A nominee or candidate shall not use duress on the Secretariat during the accreditation of member societies or seek special dispensation for a third person to attend the General Assembly as observer.
* During the WPA General Assembly no electoral propaganda from any candidate or other sources will be allowed.
* Keeping up in mind the above considerations, a nominee or candidate is entitled to develop his/her electoral campaign free from interference or dissuading pressures from WPA committees and officers, and WPA Member Societies have the right to have adequate access to candidates’ perspectives and proposals.

WPA Executive Committee members (unless they are candidates) and WPA Nominations Committee members shall not engage in any election activities to promote or prejudice the election of any candidate. Discussions of all WPA Nomination Committee meetings should be considered confidential.

The WPA Secretariat in electoral matters acts under the supervision and guidance of the WPA Nominations Committee and observes the following guidelines:

* The WPA Secretariat shall not engage in electoral activities promoting or prejudicing the election of any particular candidate or get a third person to do so.
* The WPA Secretariat shall provide information to the candidates in a fair and open manner. The information may include the list and addresses of WPA Member Societies, members of the WPA Executive Committee and the WPA Council, and the WPA Zonal Representatives, as well as, after the report of the WPA Nominations Committee, the list of societies that nominated him/her.

Complaints related to the electoral process or the nominees or candidates shall be addressed in writing to the WPA Nominations Committee for review. The nominees or candidates who are subjects of the complaints shall be provided with an opportunity to reply to the complaints. Egregious breaches of ethical procedures may lead to declaration of ineligibility of a candidate. The WPA Nominations Committee will prepare a report on the complaints and other aspects of the electoral process for the WPA Executive Committee, which will be distributed to the candidates as well. Candidates will have 30 days from the distribution of the report for presenting an appeal, which will be reviewed by the WPA Nominations Committee and may lead to the revision of the report. The overall report of the WPA Nominations Committee will be presented to the WPA General Assembly, accompanied by comments or statements from the WPA Executive Committee and the WPA Board. Ultimately, the WPA General Assembly will make the final decision.

In order to optimize the efficiency and accuracy of the voting and its counting and reporting, advanced technological procedures will be used.

* 1. Nomination of WPA Executive Committee Candidates

A nomination is valid if submitted by a WPA Member Society and received by the Chair of the WPA Nomination Committeeat least six months before the WPA General Assembly, in response to the Chair of the WPA Nomination Committee’s written request for nominations sent to WPA Member Societies at least 9 months before the election. Nominees for the EC cannot hold any other office in an association that extends beyond two years after they were first elected.

* A nomination must be signed by the President and Secretary of the nominating WPA Member Society. It should also be signed by the candidate to indicate his/her acceptance.
* The same person cannot be proposed for more than one post, which should be reflected in the nominee’s acceptance.
* A candidate shall submit to the Chair of the WPA Nomination Committee**,** at least 6 months before the elections, his/her curriculum vitae documenting training and certification as a psychiatrist as well as qualifications with references to the requirements specified for the position sought.
* No elected member of the WPA Executive Committee may serve for more than one 6-year term of office. Any member, or former member of the WPA Executive Committee may be elected to the position of WPA President-Elect (Vice-President). In no case may the immediate successor to the same position be elected from the same country (Statutes, item 20).
* The WPA Nomination Committeewill inform the prospective candidates that nominations for them have been received.
* Nominations from the floor during the WPA General Assembly will not be accepted.
* The nominators should consider the requirements listed in the following sections when making nominations.
	1. General criteria for all posts
* Be a psychiatrist
* Required fluency in English and desirable fluency in other WPA languages
* Professional and academic standing and achievements as described in the C.V.
* History of participation in WPA activities
* Recognized leadership skills and personal integrity
* Stated readiness to devote at least 30 days per year to WPA activities
* Managerial skills and committee work experience
* Recognized work and experience at the international level
* Not having conflicts with the ethical codes and purposes of WPA
* Absence of legal, political, or economic conflicts of interest between the individual’s personal and professional affiliations and WPA. In instances of possible conflict of interest, the WPA Nomination Committee will explore the situation and submit its recommendations to the WPA General Assembly

Additional desirable assets

* Adequate support from home institutions for space, staff, phone, and e-mail
* Fluency in languages in addition to English
* Residence in an underrepresented part of the world
	1. Please see the separate attachment for the specific criteria for each Executive Committee post.
	2. Timetable for nomination procedures
* The Chair of the WPA Nomination Committeewrites to all WPA Member Societies at least nine months prior to the WPA General Assembly requesting nominations to WPA Executive Committee elective posts. The list of posts to be filled and the election guidelines established in the Statutes, By-Laws and the Manual of Procedures shall be enclosed.
* The WPA Member Societies submit their proposals to the Chair of the WPA Nomination Committeeat least six months prior to the WPA General Assembly. Date of postmark, fax or e-mail will be considered.
* The WPA Nomination Committeewill inform the candidates that nominations for them have been received.
* The WPA Secretariatforwards the proposals received to the WPA Nomination Committee for its deliberations.
* Once the list of valid candidates has been established, this will be communicated to all WPA Member Societies and other WPA components by the Chair of the WPA Nomination Committee.
* The WPA Nomination Committee’s report is presented to the WPA Executive Committee and the Board for their opinions. All this information is then submitted to the General Assembly.
	1. Nomination of WPA Zonal Representative Candidates
* Validity of nominations

A nomination is valid if submitted by a WPA Member Society of the relevant Zone and received by the Chair of the WPA Nomination Committee at least six months before the WPA General Assembly in response to the Chair of the WPA Nomination Committee’s written request for nominations sent to Member Societies at least 9 months before the election.

* A nomination must be signed by the President and Secretary of the nominating WPA Member Society. It should also be signed by the candidate to indicate his/her acceptance.
* The same person cannot be proposed for more than one post, which should be reflected in the nominee’s acceptance.
* A candidate shall submit to the Chair of the WPA Nomination Committee, at least 6 months before the election, a curriculum vitae documenting training and certification as a psychiatrist, membership in a WPA Member Society in the corresponding Zone, as well as qualifications pertinent to a WPA Zonal Representative.
* The WPA Nomination Committee will inform the prospective candidates that nominations for them have been received.
* Nominations from the floor during the WPA General Assembly will not be accepted.
* The nominators should consider the requirements listed in the following section when making nominations.
* Criteria for WPA Zonal Representative
* Be a psychiatrist
* Fluency in English
* Psychiatric professional standing and track record based on C.V.
* History of participation in WPA activities
* Excellent reputation in the countries of the corresponding Zone
* Work experience at the international level
* Knowledge of most countries in the Zone, particularly regarding health care and psychiatric matters
* Readiness to collaborate with all Member Societies in the Zone
* Absence of serious constraints to function throughout the Zone and corresponding WPA Member Societies
* Not having conflicts with the ethical codes and purposes of WPA

Additional desirable assets:

* a supporting office structure
* Knowledge of the major languages of the Zone
* Election procedures

The Chair of the WPA Nomination Committee writes to each WPA Member Society at least nine months prior to the WPA General Assembly requesting that the WPA Member Society recommend one psychiatrist from the countries composing the zone for the available WPA Zonal Representative slot**.** Only WPA Member Societies from a given Zone can nominate candidates for that Zone (By-Laws, 12 (a)).

The WPA Nomination Committee compiles the names submitted by WPA Member Societiesfrom each Zone at least six months before the WPA General Assembly and, through its Chair, requests each WPA Member Society within that Zone to respond at least two months before the WPA General Assembly by voting for two candidates from a list of preliminary nominees (By-Laws, 12 I. The voting for the two candidates will be done using unweighted votes as statedin By-Laws 12 I***.***

The WPA Nomination Committee, after due consultation with the WPA Executive Committee and the Board, presents to the WPA General Assembly as nominees for the available zone slot the two individuals who have received the highest number of unweightedvotes from the WPA Member Societies of the Zone (By-Laws, 12 I).

The WPA General Assembly elects one of the two nominees (By-Laws, 12 (f) (see the specific procedures in Chapter Three General Assembly.

Appendix 1

**World Psychiatric Association Oath of Office**

**Oath of Office for the Members of the Executive Committee and Zonal Representatives**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do solemnly, sincerely and truly affirm to uphold the purposes for which the World Psychiatric Association is established, to abide by the Statutes, By-Laws and Operational Procedures of the Association and perform all my duties with openness, integrity and accountability.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and name of the Oath taker

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and name of the person

administering the Oath

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and place

Explanation for the wordings:

1 Purposes is used because this is stated in the Statutes; and

2 Openness, integrity and accountability are the three key principles of corporate governance.

Procedures

1. The relevant forms shall be prepared by the Secretariat.

2. The Oath shall be taken after the General Assembly when the newly elected office holders take office.

3. The Oath shall be administered by the President.

4. In the event that a newly elected office holder is unable to attend the oath taking, he/she shall be sent a form to be signed and returned within one month of the oath taking and it has to be countersigned by the President.

5. The original of the signed oaths shall be kept at the Office of the Secretariat.