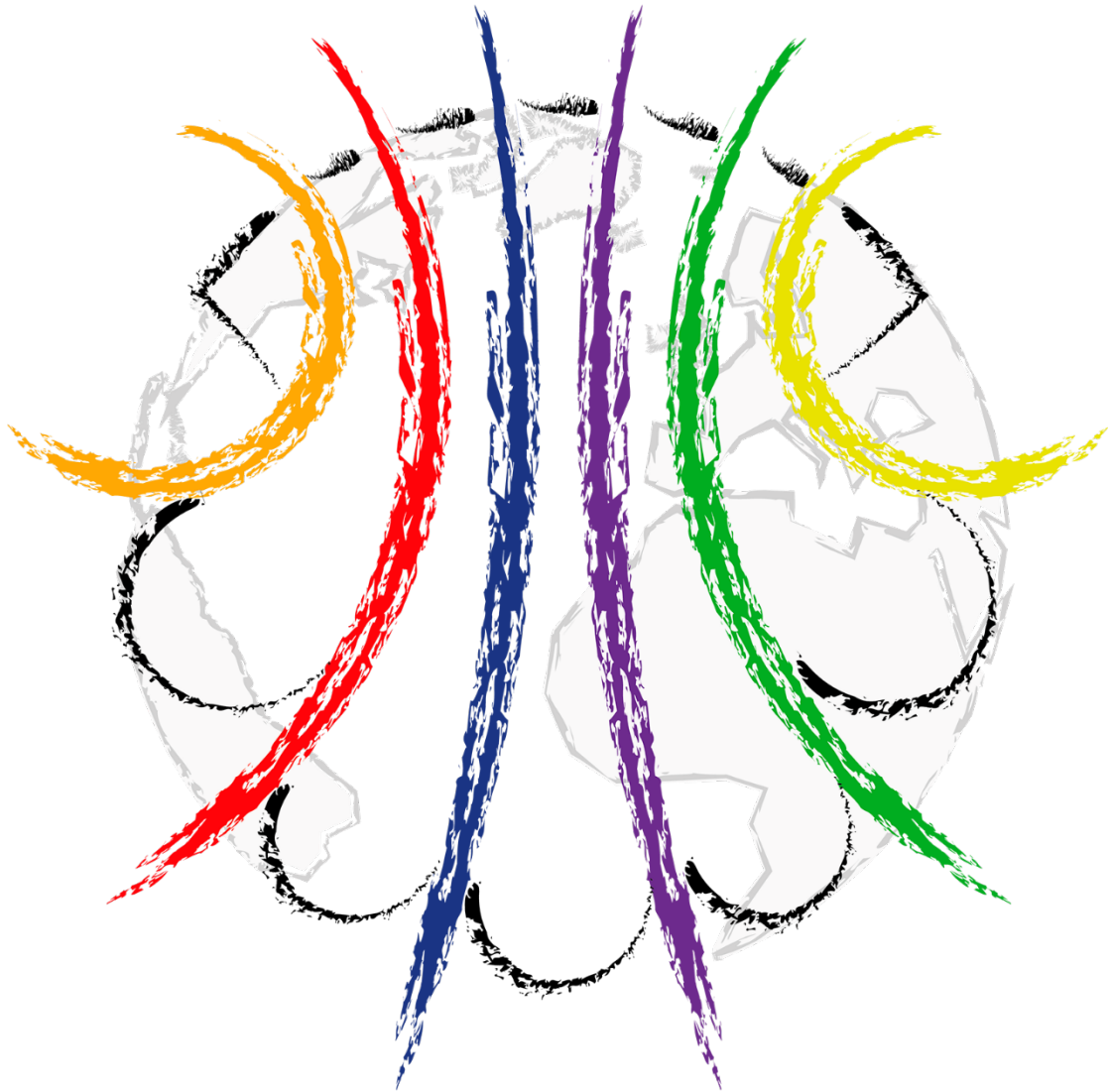


# COMPOSTELA GROUP OF UNIVERSITIES



## PRESIDENTIAL ELECTIONS 2023 (Quick Reference Guide)

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**Annex I – Candidacy form**

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# I. Preliminary information

- Only the highest representatives of the **full member Universities** are called to vote.
- Next September we will elect a new **President and Executive Committee**.
- Each **full member University** has one vote.

This information dossier is addressed to the highest representative of each full member University of the Compostela Group of Universities (Rector, President or equivalent).

It is intended as a useful guide to know the procedure of the presidential elections of the Compostela Group of Universities, to present a candidacy in accordance with the statutes of the network and to maintain a fair, democratic and transparent electoral process.

The information compiled in this document is presented in accordance with the network's bylaws ([CGU Statutes](#)).

## II. What will we elect?: The President and the Executive Committee

Composition of the Executive Committee (minimum 13 members):

- President;
- Nominal member;
- At least 9 members elected;
- Ex officio member;
- And, the Executive Secretary.

### a. Positions and profile

According to the statutes, the President and his team are called the "Executive Committee".

The Executive Committee is composed of **at least 13 members: President, Executive Secretary, nine members, the ex officio member, and the nominal member.**

- **The President:** The candidate for President must have international recognition in teaching, research and, if possible, in management.
- **The nominal member:** This position corresponds to the outgoing President.
- **Ten members, minimum:** The President proposes at least nine members. They should reflect the greatest geographical representation, diversity of higher education institutions, gender balance and individual solvency. The other member must be the representative of the University of Santiago de Compostela as an "ex officio member".

At least one of those members shall be appointed Vice-president and one Treasurer.

Membership of the Executive Committee shall be personal and not institutional, although members must have the support of their home Universities.

- **The Executive Secretary:** The University of Santiago de Compostela appoints this position.

Certain **honorary members** will be appointed by the President to take part of the Executive Committee when they are found relevant for the CGU. The General Council on its next meeting will ratify these appointments.

Besides, **institutional delegates** of the CGU shall be appointed by the President to serve the CGU when deemed relevant to its goals.

## **b. Roles and responsibilities**

- **The President** represents the CGU and carries out the decisions of the General Council.
- **The Executive Committee** is responsible for the day-to-day management of the CGU and the organization of the General Assembly and General Council meetings.

**The President:** In addition to the duties set forth in the statutes, those determined by the General Assembly or those consubstantial to the position, the President:

- Shall represent the CGU as President, both in internal and external relations;
- Shall convene the General Council, both in its ordinary and extraordinary meetings;
- Shall enforce the decisions of the General Council.

**The Executive Committee** (the President and his team) shall be responsible for the day-to-day management of the CGU and the organization of the meetings of the General Assembly and the General Council. Likewise, it shall also discuss and approve the following documents drafted by the Executive Secretary, which shall then be submitted to the General Council for ratification:

- The minutes of the previous General Council meeting;
- The financial report of the previous year;
- The annual report of activities;
- The budget for the following year;
- The programme of future activities;
- Proposals for the admission of new members;
- Other reports that it deems appropriate to submit to the General Council.

The members of the Executive Committee shall meet at least twice a year to carry out their duties. One meeting is usually held at the beginning of the year, and another in September during the General Assembly.

### III. Submission of candidacies

Steps for submitting a candidacy:

1. To fill out the Candidacy form (annex I);
2. To attach to that form:
  - a. Curriculum vitae of the candidate;
  - a. Full name of at least 9 members of the Executive Committee;
  - b. Letter of support for the candidacy;
  - c. Memorandum with the programme of activities for the 2024-2027 period.
3. To send all together, by email with acknowledgment of reading, to the Executive Secretary before 21 April 2023.

## a. Form and additional documentation

Candidacies shall be submitted using **Annex I – Candidacy form**, in which it is requested to state clearly the candidate for President and his/her proposed Executive Committee, indicating their surname and first name, home University, position at their home University, e-mail address and contact telephone number.

In addition, the following documentation is requested:

- a. **Curriculum Vitae of the candidate;**
- b. **Letters of support for the candidacy** stamped and signed by the highest representative of the home Universities of the members (one letter for each University).
- c. **Memorandum with the candidate's programme of activities** for the next four years (2024–2027).

## b. Submission of candidacies and deadlines

Candidacies must be stamped on all pages, signed with electronic signature<sup>1</sup>, and sent by e-mail, with acknowledgement of reading to [grupo.compostela@usc.es](mailto:grupo.compostela@usc.es), to the attention of the Executive Secretary of the CGU.

The deadline for sending nominations is **21 April 2023**.

The Executive Secretary will expressly confirm to the sender the correct reception of the candidacy, or will inform him/her of any unfulfilled formalities.

Candidates may submit the requested modifications within **ten calendar days** of receipt of such formal communication.

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<sup>1</sup> Valid electronic signature required according to European standards: <https://eur-lex.europa.eu/EN/legal-content/summary/esignature-in-the-eu.html#>

## IV. Election process

- **Second half of May 2023:** announcement of candidatures received and Agenda of the General Council meeting.
- **31 July 2023:** Deadline for designating a delegate (when representatives of full member Universities unable to attend the General Assembly).
- **21 September 2023:** Election day.

### a. Announcement of candidacies received

Nominations received in timely manner and the Agenda of the General Council meeting will be officially announced during the **second half of May 2023**.

During this period, the voters list will be published.

### b. Voting rights

Only the highest representative of the full member Universities of the CGU in person (Rector, President or equivalent) may vote. This means that each full member University of the CGU has "one vote".

In the event that the maximum representative cannot participate in the General Council meeting, s/he may **delegate the vote** to the person attending from his/her home University or from "another member University", using **Annex II - Proxy delegation form** and sending it by e-mail, signed with electronic signature<sup>2</sup>, to [grupo.compostela@usc.es](mailto:grupo.compostela@usc.es), **before 31 July 2023**.

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<sup>2</sup> Valid electronic signature required according to European standards: <https://eur-lex.europa.eu/EN/legal-content/summary/esignature-in-the-eu.html#>

### c. Election day

The definitive agenda of the General Council, including the election day, will be made public before 21 May 2023.

The election day will be held on **21 September 2023**, at the next meeting of the General Council to be held at the XXIX General Assembly (University of Seville, Spain, 21-22 September 2023).

### d. Voting process

The election's table shall consist of the outgoing President, the Executive Secretary and a member elected by the Executive Committee. In the event of the President standing for re-election, the Vice-president shall replace him/her.

The election's voting process shall be carried out by **secret ballot**, when requested by one-third of those present at the meeting or when the question concerns a specific individual, in which case the request of only one member shall be sufficient.

University representatives in attendance must bring their identity card or passport to show when required.

At least one third of the Rectors and Presidents of the member Universities or their delegates must be present at the General Council meeting for a quorum to be met.

### e. Counting of votes

Proposals brought to the General Council may be approved by a simple majority of the members present.

The past President of the CGU has the right to vote on all motions and shall have the casting vote in the event of a tie.

## **f. Discrepancies**

Any member may express his/her disagreement with any decision taken by indicating his/her dissent, which shall be recorded in the minutes.

If this is the case, formal written communication should be sent to the Executive Secretary by e-mail, with acknowledgement of reading, in the first instance ([grupo.compostela@usc.es](mailto:grupo.compostela@usc.es)) and by registered document in the second instance. Said formal communication must explicitly state the reasons for the discrepancies and/or modifications, which must be duly justified with legal and regulatory documentation. The communication shall be at disposal of the other members of the General Council and included in the minutes of the meeting.

## **V. Contact data**

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