STATUTORY POSITION

MEMBER OF THE FEI NOMINATIONS COMMITTEE

1. TERM

The term will begin at the close of the General Assembly at which the Committee Member (the "Member") has been elected and remain in office for a period of four years, unless the member resigns, are dismissed by the General Assembly or cease to act as Member for any other reason.

2. PRIMARY POLICY RESPONSIBILITY

To receive nominations from National Federations for all positions on the Board, Committees and the FEI Tribunal, make candidate recommendations to the Board and/or General Assembly, as appropriate based on objective suitability criteria for each position.

3. KEY SUCCESS FACTORS

The Applicant should be able to show:

3.1. Must be proficient in the English language;
3.2. Close to and committed to equestrian sport;
3.3. An understanding of the goals and mandate of the Committee and willingness to work toward promotion of organisation, without personal or national agendas;
3.4. Have excellent communications and language skills;
3.5. Time availability for the Committee (i.e. attendance at committee meetings, 2-3 days including travel day, daily access to email).
3.6. An ability to be open-minded, innovative and “forward-thinking” and to work as part of a team;
3.7. Have impeccable integrity and a direct and open manner.
3.8. A commitment to ethics, fair play and honesty;
3.9. An ability to be open-minded, innovative and “forward-thinking” and to work as part of a team;
3.10. Time availability for the Committee (such as, but not only, attendance at committee meeting one time per year, 2-3 days including travel day, attendance at telephone conferences, daily access to email, willing to commit approximately 10 hours prior the in-person meeting for Committee work).

4. ADMINISTRATIVE DETAILS

In order to support the Member in the delivery of his/her duties, an annual fixed indemnity as per the FEI Fixed Indemnity Policy (available here https://inside.fei.org/fei/about-fei/structure/fei-board/fixed-indemnity-policy) will be provided, and an annual travel and subsistence budget will be proposed by the Secretary General for approval by the Board.

5. KEY RESPONSIBILITIES

5.1. To be familiar with and comply with all relevant FEI Rules and Regulations related to his/her role;
5.2. To maintain contact throughout the year with Headquarters through the Secretary General’s office and to respond to FEI correspondence on Nominations related matters within a reasonable time-frame;
5.3. To have sufficient available time to commit to the Committee;
5.4. To update Regional Groups on the positions available and the process by which appointments and elections are performed;

5.5. To attend and actively participate at one Committee meetings per year in May/June unless otherwise requested by Headquarter and to provide impartial advice on all policy matters;

5.6. To ensure that recommendations are given impartially and without favour;

5.7. To ensure that expertise is the primary determinant for recommending candidates followed by universality.

6. **KEY COMMITTEE RESPONSIBILITIES**

6.1. To screen each candidate to ensure their compliance with the objective eligibility criteria for each position;

6.2. To recommend to the Bureau candidates who meet criteria and comment with regard to any candidate that may have received the unanimous support of a particular Standing Committee;

6.3. To recommend, as appropriate, a candidate to the Bureau that in its view is best qualified to take a position;

6.4. To recommend as appropriate candidates for General Assembly elections.

7. **POSITIONS CONSTRAINTS**

7.1. To sign a responsibility and acceptance document which includes key responsibilities following appointment as well as a conflict of interest disclosure statement;

7.2. As an FEI elected official to undertake to respect all FEI Rules and Regulations, as well as the FEI Code of Ethics and Conflict of Interest Policy (see Appendix 3 – Internal Regulations of the FEI). Particularly to commit to avoid any actual or perceived conflict of interest. To maintain a neutral, independent and fair position towards all FEI constituents. Financial and/or personal interests shall never influence the Member’s duties as Member and the Member shall take all reasonable efforts to avoid any such perception. In this sense to update the Conflict of Interest Statement annually or as necessary;

7.3. To refrain at all times from making any statements either written or oral, including but not limited to the media or in social media, or behaving in any way or taking any actions or omitting to take any action, that might cause harm to the FEI or to equestrian sport in general. This includes statements that might create a perception of bias.

7.4. To remain neutral when performing his/her duties as member and may not represent the interest of any specific stakeholder;

7.5. To acknowledge that the Curriculum Vitae (without contact details information) of appointed/elected bodies are published on Inside.fei.org and available to the public.

7.6. To acknowledge that the Board provides policy and Headquarters provides the day to day management of FEI business;

7.7. In addition to the foregoing and notwithstanding any other provision of the FEI Rules and Regulations, the FEI reserves the right to take appropriate measures in relation to the Member in the case of any non-compliance by the Member with the terms of this Responsibility Acceptance. Such measures include, but are not limited to:
   - removal;
   - the imposition of a Provisional Suspension;
   - the imposition of a Final Suspension.

7.8. Cannot serve on more than 1 Standing Committee at the same time;

7.9. Cannot serve more than 1 full term without a break of at least 2 years;

7.10. This position is honorary and carries no remuneration (apart from the annual fixed indemnity mentioned above). Reasonable expenses incurred while fulfilling the functions of a member of the Committee shall be met by the FEI;

7.11. To not exceed travel and subsistence budget, unless authorised by the Board.
8. ELECTION OF NOMINATIONS COMMITTEE MEMBERS

8.1. Contested Elections

i. In order to present one (1) Candidate to the General Assembly for Election, Elections will be performed via an electronic secret Ballot voting system, established by the FEI. The date(s) of the Election(s) will be determined and communicated to National Federations (NFs) of the concerned Regional Group(s) directly by the FEI.

ii. In case there are three (3) or more Candidates, the Candidate with the least number of votes received shall be removed from the list of Candidates after the first Ballot and another Ballot shall be held. This procedure shall be repeated until a Candidate receives the necessary majority.

iii. In the event multiple Ballots are necessary, a Simple Majority shall be sufficient for Election on the second Ballot between the two (2) remaining Candidates.

8.2. Non-Contested Elections

If there is only one (1) Candidate within the Regional Group, NFs within his/her Group will be asked to provide the FEI with official letters clearly indicating their Support for the Candidate. This in order to be able to officially inform the FEI General Assembly that the sole Candidate obtained the two-thirds (2/3) majority Support of the Regional Group. In such case, an electronic voting system is not mandatory.