EFNA BY-LAWS

BY-LAW 1: ELECTIONS

1. The Board will consist of a minimum of five elected Members. Further Members may be appointed by the Board based on the required expertise and available resources.
2. Each voting member, in good standing, may nominate one candidate only for election to the Board. This candidate should agree to abide by the EFNA Board Member Terms of Reference and Code of Conduct.
3. 90 days before the date of the election, the EFNA Secretary-General will issue the announcement of elections, together with the relevant nomination forms by email. These should be completed and returned by the nominating organisation no later than 60 days before the date of the election.
4. The Executive Director will assess the eligibility of all nominees and send the full list of approved candidates to all EFNA voting members within 45 days of the election. The biographies/election statements of each candidate will also be circulated to allow each voting-member to make an informed decision.
5. Any election statement and/or canvassing by/for candidates should not:
    5.1. Make reference to another candidate
    5.2. Be defamatory, libelous or slanderous in nature
    5.3. Be directed to EFNA staff/consultants and/or promoted through EFNA channels
    5.4. Bring EFNA and/or its Members unfairly into disrepute
6. Elections shall take place at a maximum of every two years – when a position on the Board becomes vacant.
7. A vacancy on the board may be due to:
    7.1. Stepping down of a Board Member who has reached the end of their term of office.
    7.2. Resignation or expulsion of a Board Member.
    7.3. Fewer than the maximum number of Board Members having been elected in the previous election.
8. Votes will be cast electronically in an EFNA election, which will take place at least three months before the General Assembly, when the elected Board will begin its mandate.
9. Votes will be received, collated and counted by EFNA's Executive Director.
10. Voting members, in good standing, will be asked to select a maximum number of preferred candidates with a minimum of five, on a sliding scale (starting with 1 for their first-choice candidate, 2 for their second choice, etc).
11. The candidates receiving the highest number of votes will be deemed to be elected.
12. Any candidate who fails to receive a vote from at least two voting members will be deemed to have failed to reach a quota and will be eliminated.

13. If fewer than 5 candidates are elected, then the newly elected Board will have the power to identify and co-opt Board Members to fill the remaining place(s).
14. In the case of a tie, the tied candidate with the most first preference votes will be deemed to be elected. If this is equal, the tied candidate with the most second preferences will be elected, and so on.
15. Should a tie still exist after all preferential scores have been assessed, the elected candidate shall be determined by the drawing of lots.
16. As stated in the Constitution, Board Members are elected for a two-year term and may allow their names to go forward for re-election twice, to a maximum of three terms. At the end of a full six-year term of service, a Board Member must step down for at least one year before being eligible for nomination again.

BY-LAW 2: THE BOARD

1. Each newly elected Board Member shall sign the EFNA Terms of Reference and Code of Conduct.
2. Each newly elected Board Member shall also complete a Conflict of Interests Disclosure Form. This should be updated annually, until the end of his/her term of office – or as required.
3. To avoid potential Conflicts of Interest and to sustain the ethos of the organisation, EFNA Board Members should not be a healthcare professional, researcher, government official, employee of the pharmaceutical/medical device industry, or similar – unless they are also living with a neurological disorder as a patient or carer.
4. As detailed in the Constitution, the Board shall choose from amongst its Members – a President, Vice-President and Secretary-General, who will form the EFNA Management Committee.
5. Officers will be appointed by a simple majority vote/approval and will hold the position until the end of their term as an EFNA Board Member.
6. Should an Officer resign from his/her position, the Board can select a replacement at the next Board Meeting.
7. Both Officers and ordinary Board Members will be delegated an area of special responsibility or external representational role based on their knowledge, experience and preference.

BY-LAW 3: MEMBERSHIP

1. The categories of EFNA membership are set out in the Constitution, alongside the application procedure.
2. Organisations applying for membership, who do not meet the voting membership criteria, may be invited to become Provisional Members at the discretion of the Board. They will be informed of the criterion/criteria currently unmet and provided with a timeframe within which they should fulfil all criteria for full voting membership. The maximum timeframe allowed is two years, during which time the Provisional Member will have no vote and should update EFNA annually on its progress. Should the applicant association fail to meet all membership criteria within the timeframe allowed, their provisional status will lapse.

3. National Neurological Alliances (or similar groups or alliances) are not eligible for voting membership but may apply for Observer status. Observers are invited to attend the annual EFNA General Assembly but cannot cast votes.
4. An Honorary Member can be extraordinarily proposed by a Board Member for appointment but must be ratified by the General Assembly.
5. Every year, voting members will be asked to:
    5.1 Pay their membership fee to EFNA as set by the General Assembly
    5.2 Provide a copy of their annual report, which should include most recent audited accounts. The report may be provided in hard or soft copy or by electronic link.
    5.3 Nominate their delegate to EFNA for the year in question
6. Observers will also be requested to pay a nominal membership fee.
7. EFNA will send a payment request and official form to each member organisation to facilitate the required actions above.
8. EFNA members are also requested to act within the Membership Code of Conduct.
9. Disaffiliation of any member organisation that fails to meet all/any of the above criteria may be proposed to the General Assembly by the Board.