

General Regulations for the Election of the Members of the Governing Board of the Spanish Society of Hospital Pharmacy

SECTION I.- PURPOSE AND GENERAL PRINCIPLES

Article 1. Composition of the Governing Board of the SEFH

As established in Art. 15 of the current Statutes of the SEFH, the Governing Board shall be made up of: President, Vice-President, Secretary, Treasurer (positions that will be part of a closed candidacy according to Article 17 of the Statutes), seventeen Regional Representatives and one Residents Representative. These are the only regulations applicable to any electoral process necessary for the composition of the SEFH Governing Board.

Article 2. Positions to be Elected

The Governing Board positions to be renewed are those that apply under the current Statutes of the Society.

Article 3. Regime for the Renewal of Positions

3.1 The calendar for the renewal of the Governing Board positions is established under Art. 17 of the Statutes as follows:

- Year 2011: Delegates of the Balearic Islands, Cantabria, Extremadura and La Rioja; Residents Representative; Closed Candidacy for the positions of President, Vice-President, Secretary and Treasurer.
- Year 2012: Delegates of the Canary Islands, Madrid, Navarre and the Basque Country.
- Year 2013: Delegates of Andalusia, Aragon and Catalonia; Residents Representation.
- Year 2014: Delegates of Asturias, Castilla La Mancha, Castilla y León, Galicia, Murcia and Comunidad Valenciana.

3.2. In accordance with this schedule, the positions shall be renewed every four years for the closed candidacy and every two years for the Residents Representation. The electoral processes associated with the Regional Delegates shall be held in the order of rotation established in article 3.1 of these Regulations.

Article 4. Terms of Office

4.1. The duration of the term of office for the elected positions shall be the period established under the current Statutes of the Society (Art. 17). Persons holding positions on the Governing Board may be elected only once consecutively to the same office.

4.2. If at any time during a person's term of office any of the requirements established in article 5.2 of these Regulations should cease to be fulfilled, that person shall resign from the post, and new elections shall be called, or the person shall be replaced by the Governing Board if vacancies occurring in the closed candidacy are to be filled, provided that the vacancies do not account for half of the said candidacy, as established under Art. 17 of the Statutes of the SEFH.

SECTION II.- ACTIVE AND PASSIVE SUFFRAGE RIGHTS

Article 5. Eligibility to Vote and to Stand for Election

5.1. All members who meet the following requirements shall be eligible to vote:

5.1.1. **General requirements:** To be a full member of the SEFH and as such be included in the register approved at the last meeting of the Governing Board held before 15 May of the corresponding electoral year.

5.1.2. **Specific requirements:**

5.1.2.1. Elections for Regional Delegates.- Candidates must belong to the area corresponding to their work centre, and be duly inscribed in the Society's register in compliance with section 1.1 of this article.

5.1.2.2. Elections for Residents Representative.- Candidates must be serving their period of residency in any centre of the National Hospital Network.

5.2. All members who meet the following requirements shall be eligible as candidates:

5.2.1. **General requirements:**

5.2.1.1. To be a full member of the SEFH and as such be inscribed in the register approved at the last meeting of the Governing Board held before 15 May of the corresponding election year.

5.2.1.2. Not to have been the subject of a disciplinary sanction for serious misconduct that has become final (unless the prescriptive period has expired) or to have been convicted by a final judgement which entails disqualification from public office.

5.2.2. **Specific requirements:**

5.2.2.1. Candidates for the offices of President, Vice-President, Treasurer and Secretary must have been practising the profession for at least three years prior to the election process.

5.2.2.2. Candidates for the position of Regional Delegate must have been practising the profession for at least one year in the relevant Region, and must be duly inscribed in the register approved by the Governing Board of the Society, in compliance with section 5.2.1.

5.2.2.3. Candidates for the position of Residents Representative must have been serving their residency period in the speciality of Hospital Pharmacy at any of the centres of the National Hospital Network for at least one year, and must continue to be so engaged for the duration of their term of office. It is therefore recommended that candidates be in their second or third year of residency.

SECTION III.- ELECTORAL ADMINISTRATION

Article 6. The Electoral Committee

6.1. Constitution.

The Electoral Committee shall be constituted before 10 June.

6.2. Composition

6.2.1. The Electoral Committee shall be made up of a President, a Secretary and a Regional Delegate of the current Governing Board. The President and the Secretary shall be elected by lot, at the Governing or Permanent Assembly, from among all the full members inscribed as such in the updated register drawn up at the last meeting of the Governing Board, before 15 May. The Regional Delegate on the Electoral Committee shall be elected by the Governing Board from among the current Regional Delegates. The Electoral Committee for Regional Delegates shall be made up of full members belonging to the area for which the post is to be elected, and – as a non-voting Member – the Outgoing Regional Delegate, unless the latter stands for re-election, in which case the Governing Board shall designate a replacement from among the members of the relevant Region.

6.2.2. Substitutes shall be appointed, by the same procedure, for these positions, including the non-voting Member of the Electoral Committee for Regional Delegates. None of the occupants of these positions may be candidates, and if they are, their substitutes shall replace them. If the substitute is also a candidate, another member shall be elected by the same procedure for the position.

6.2.3. Appeals may be lodged with the Governing Board of the SEFH against any decisions taken by the Electoral Committee regarding these points, and the Governing Board shall as soon as possible resolve any complaints submitted to it. The resolutions adopted by the Governing Board on this matter shall not be subject to further appeals.

6.3. Functions.

The main function of the Electoral Committee shall be to ensure that the electoral process is carried out in accordance with the provisions of these Regulations. In particular, the following functions shall be conferred upon it:

6.3.1. To reject those voters who do not meet any of the general or specific requirements established.

6.3.2. To review the candidacies presented and certify, by means of the corresponding Minutes, compliance with the requirements set out in these Regulations.

6.3.3. To proceed with the proclamation of the candidates and inform the Secretary of the SEFH of said proclamations. The Secretary shall then inform the Governing Board of the same.

6.3.4. To set the date, place and time of the vote in agreement with the Governing Board of the SEFH, in the case of elections to the closed candidacy or to the position of Residents Representative, and in agreement with the corresponding Regional Delegate in the case of elections to the Regional Delegation.

6.3.5. To carry out the scrutiny and to decide on the validity of the votes cast.

6.3.6. To take minutes of the voting process and results, and to provide the results to the Secretary of the SEFH, who shall inform the Governing Board and the General Assembly.

6.3.7. To resolve all complaints submitted.

6.3.8. The President of the Electoral Committee shall have, within the premises where voting takes place, exclusive authority to maintain order, to ensure the freedom of the voters and to ensure the observance of the Law.

6.3.9. The President of the Electoral Committee, after consultation with its other members, may annul the vote, if he deems it appropriate, if he observes irregularities in the process, such as voter impersonation, double voting, coercion of voters or other alterations sufficiently serious to interfere definitively with the result of the vote.

6.4. Scrutineers.

Each candidate shall be entitled to appoint a scrutineer to be present during the voting and counting of the votes. The appointment of scrutineers must be expressly made in writing, stating their full name and surname, clearly and legibly, and must be included with the documentation pertaining to the submission of the candidature.

SECTION III.- ELECTORAL PROCEDURE

Article 7. Electoral Process

7.1 Electoral Calendar

7.1.1. The following actions shall be carried out before 15 May:

7.1.1.1. Approval of the call for the elections that correspond for that year, as established in the Statutes of the SEFH and in these electoral Regulations.

7.1.1.2. Approval of the electoral register and certification thereof by the Secretary of the SEFH, in accordance with the movement of members reflected in the last meeting of the Governing Board.

7.1.1.3. Appointment by lot of the Electoral Committees for the elections to be called, in accordance with Article 6.2.

7.1.2. Before 30 May, the Secretary of the SEFH shall notify the interested parties in writing of their appointment as members of the Electoral Committee.

7.1.3. Once the Electoral Committee has been constituted in accordance with Article 6.2, the Secretary of the SEFH shall send out the corresponding validated and certified electoral register, which shall be the basis for the actions of the Committee.

7.1.4. At the end of the period for submission of candidacies, in accordance with Article 7.2.1, the Secretary of the SEFH will issue the documentation to the Electoral Committee, which will proceed to the proclamation of candidates in accordance with Articles 6.3.3 and 7.2.4.

7.1.5. The date, place and time of voting will be set in accordance with Articles 6.3.4 and 8.1.

7.2. Convocation, Presentation and Proclamation of Candidates.

7.2.1. Convocations

7.2.1.1. General Candidacy:

This shall be issued by the Secretary of the SEFH in writing and by name to all full members appearing on the register approved for the elections, specifying the requirements established in the rules for the presentation of candidacies. A period of at least fifteen calendar days shall be established for the submission of candidacies and the deadline for submission shall be 30 June.

7.2.1.2. Candidacy for Regional Delegate:

This shall be issued by the outgoing Regional Delegate in writing and by name to all full members who appear on the register approved for the elections as belonging to the relevant Zone, specifying the requirements established in the rules for the presentation of candidatures. A period of at least fifteen calendar days shall be established for the presentation of candidatures and the deadline for the presentation of candidatures shall be 30 May.

7.2.1.3. Candidacy for Residents Representative:

This shall be issued by the Secretary of the SEFH in writing and by name to all resident full members appearing on the register approved for the elections, specifying the requirements established in the rules for the presentation of

candidatures. A period of at least fifteen calendar days shall be established for the submission of candidacies and the deadline for submission shall be 30 June at the latest.

7.2.2. Submission of Candidatures:

Candidatures must be submitted in due time and form, as established below.

7.2.2.1. Candidatures shall be accepted if they are received at the SEFH Headquarters within the deadline established in article 7.2.1 of these electoral Regulations, or outside the established deadline, if the postmark is clearly visible, or if the original document of the date of dispatch is attached in the case of candidatures that have been sent by different means, provided that this date is within the established deadline and that the candidature has been previously received at the SEFH Headquarters, within the established deadline, by fax.

7.2.2.2. If at the end of the deadline for the presentation of candidatures no candidatures have been presented, new elections shall be called within a maximum period of one month, and a new electoral calendar shall be set by the Electoral Committee. If at the end of the deadline for the presentation of candidatures only one candidature has been presented, the candidature shall be accepted by direct acclamation.

7.2.3. Documentation to be Presented for Candidatures:

7.2.3.1. Closed Candidacy:

Candidates must send the President of the SEFH a letter in which they state their intention of applying through the closed candidacy for the position in question, specifying their full name and surname clearly and legibly and including their signature. Applicants must also supply: a certificate to accredit that each of the members of the candidacy has been practising the profession for at least three years and that they are currently still in practice; a photocopy of their identity card; and a letter signed by twenty-five electors endorsing the closed candidacy. The full names and surnames of all signatories must appear clearly and legibly. There is no objection to a single elector endorsing several candidatures. The appointment of scrutineers will be carried out as established in article 6.4 of these Regulations.

7.2.3.2. Candidacy for the Election of Regional Delegates:

Candidates must send the President of the SEFH a letter in which they state their intention of applying for the position of Regional Delegate, specifying their full name and surname in a clear and legible manner and including their signature. Applicants must also supply: a certificate to accredit they have been practising the profession for at least one year and that they are currently still in practice in the relevant Region; a photocopy of their identity card; and a letter signed by three electors endorsing their candidature. The full names and surnames of all

signatories must appear clearly and legibly. There is no objection to a single elector endorsing several candidatures. The appointment of scrutineers will be carried out as established in article 6.4 of these Regulations.

7.2.3.3. Candidacy for the Election of Residents Representative:

Candidates must send the President of the SEFH a letter in which they state their intention of applying for the position of Residents Representative, specifying their full name and surname in a clear and legible manner and including their signature. Applicants must also supply: a certificate to accredit they have been practising the profession for at least one year and that they are currently still in practice; a photocopy of their identity card; and a letter signed by three electors endorsing their candidature. The full names and surnames of all signatories must appear clearly and legibly. There is no objection to a single elector endorsing several candidatures. The appointment of scrutineers will be carried out as established in article 6.4 of these Regulations.

7.2.4. Proclamation of Candidacies. Once the deadline for the presentation of candidacies has expired, the applications shall be reviewed by the Secretary of the SEFH, who shall inform the Governing Board and send the documentation to the Electoral Committee, which in turn shall proceed to proclaim the candidates and draw up the corresponding Minutes, which shall be sent to the Secretary of the SEFH.

Article 8. In-person Voting System

8.1. Voting date, place and timetable:

These shall be established in accordance with the provisions of article 6.3.4 of the present Regulations, and shall have the following characteristics:

8.1.1. The Polling Station shall remain open for a minimum of four hours.

8.1.2. For the voting of the Closed Candidacy and the position of Residents Representative, there is no objection to the voting procedure taking place in the course of the year's National Conference of the SEFH, provided that at least twelve hours elapse between the end of the voting and the start of the General Assembly.

8.1.3. Voting for the Regional Delegate shall take place in the location determined by the Electoral Committee in agreement with the outgoing Regional Delegate. It is recommended that the voting takes place during the course of the year's National Conference of the SEFH, provided that at least twelve hours elapse between the end of the voting and the beginning of the General Assembly.

8.2 Organisation of Voting

8.2.1. Ballot Papers

8.2.1.1. The Election Committee, in collaboration with the Secretariat of the SEFH, shall ensure that sufficient ballot papers in the name of each of the candidacies, as well as ballot papers bearing the inscription "Blank Vote", are

available for the voters at the place of voting. In the case of the closed candidacy, the names of the four candidates shall appear on the same ballot paper, together with the position each one of them is standing for.

8.2.1.2. No names may be added to or deleted from the ballot paper. If for any reason the official ballot papers are not available, the President of the Electoral Committee may accept handwritten ballot papers, provided that they contain the same data as the official ballot papers and are clear and legible, and that the Election Committee and the scrutineers are in agreement with the specific procedure.

8.2.2. Blank Envelopes.

The Election Committee, in collaboration with the Secretariat of the SEFH, shall ensure that blank envelopes are available to voters at the polling station in order to preserve the right to privacy of the vote.

8.2.3. Ballot Boxes.

The Election Committee, in collaboration with the Secretariat of the SEFH, shall ensure that there are sufficient ballot boxes for the voting process.

8.3 Procedure

8.3.1. Voting shall be by name and secret ballot.

8.3.2. All voters must present their identity card or any other identification document that is considered to be valid by the President of the Electoral Committee. The Secretary will then proceed to locate the voter in the register approved by the Governing Board. Once the voter's identity and correct inclusion in the register have been verified, the President of the Electoral Committee shall receive from the voter the blank envelope with the ballot paper inside and shall place it in the ballot box. The use of the blank envelope is at the voter's discretion. In the case of voting for the position of Residents Representative, voters must also present a document accrediting that they are serving their residency period in one of the centres of the National Hospital Network. The professional status of voters who do not have a supporting document may be endorsed by two full members of the SEFH.

8.3.3. At the end of the established voting hours, the Election Committee will proceed to clear the polling station, after which the opening of the postal vote envelopes will commence. This operation shall be carried out by the President of the Electoral Committee, who shall provide the Secretary with a photocopy of the identity card or other identifying document included in the envelope. Once the identity of the voter and his or her correct inclusion in the electoral register have been verified by the Secretary, the President shall proceed to place the vote in the ballot box. Once this process has been completed, the ballot boxes shall be closed, and this shall be announced by the President of the Electoral Committee.

8.3.4. The scrutineers have the right to carry out any checks they deem appropriate.

Article 9. Postal Voting.

In order to facilitate the right to vote, the Secretariat of the SEFH shall provide the necessary means to enable voting to be carried out by post. Postal voting shall be regulated by the following points:

9.1. The Secretariat of the SEFH, in accordance with the provisions of these electoral Regulations, shall send the call for elections in due time and form, enclosing the official ballot papers, one for each candidacy and another for blank votes, a blank envelope and another envelope clearly indicating the address to which the vote is to be sent. This envelope shall also bear the name of the electoral process in question.

9.2. Votes shall be sent in the following manner: the chosen ballot paper shall be placed in a blank envelope, which in turn shall be placed together with a copy of the identity card or other identification document, as well as an additional document accrediting residency status in the case of voting for the position of Residents Representative, in the envelope with the address to which the vote is to be sent. The use of a blank envelope is at the voter's discretion.

9.3. All votes that reach the Secretariat of the SEFH five working days before the date set for the vote shall be admitted for scrutiny, regardless of the method of dispatch. If the vote is to be held during the Conference of the SEFH, the deadline for postal votes shall be at least five working days before the date set for the vote.

9.4. Immediately after the deadline for the admission of postal votes has closed, the Secretariat of the SEFH shall deliver to the President of the Electoral Committee all the votes received, including those received after the deadline or at issue for any other reason. The Electoral Committee will decide on the validity of these votes. The envelope with the votes received that is sent to the President must be perfectly sealed and identified with the relevant inscription: "ELECTION OF...".

Article 10. Counting of Votes.

Once the voting has been fully completed, including the introduction of postal votes, the votes shall be counted.

10.1. Valid Votes. All votes cast in the ballot box which leave no doubt as to the candidature voted for and which relate to the elections in progress shall be counted as valid votes. Votes with deletions or erasures will not be admitted, nor will votes for candidatures that have not been proclaimed.

10.2. Interruption of the Process. The count may not be interrupted once it has begun until it has been completed. It may be interrupted between the closing of the ballot boxes and the start of the count, if so decided by the President of the Electoral Committee, provided that the ballot boxes are locked and the President of the polling station is responsible for them.

10.3 Scrutineers. The scrutineers shall have the right to carry out any checks they deem appropriate during the counting of the votes.

Article 11. Minutes

11.1. Once the counting of the votes has been completed, minutes shall be taken of the voting and the counting of the votes, as set out in article 6.3.6 of these Regulations. The Minutes shall be signed by the person acting as Secretary of the Electoral Committee, as well as by its Representative, and countersigned by the President. They shall also be signed by the scrutineers, if any.

11.2. The Minutes shall be sent to the Secretary of the SEFH as soon as possible.

Article 12. Actions in the Event of a Tie. If there is a tie between two or more candidates, the Secretary of the SEFH in the case of a closed candidacy or the election of a Residents Representative (if this position is being elected) or the Regional Delegate (in the case of elections for Regional Delegate) shall proceed to call new elections between the tied candidates, which shall take place within a maximum period of one month.

Article 13. Acclamation of Candidacies

13.1. The acclamation of each of the winning candidacies corresponding to the current year's elections shall take place in the course of the General Assembly.

13.2. If only one candidature has been presented, acclamation shall be by direct assent, without the need for a vote. In any case, the vote may be taken at the candidate's request.

Article 14. Objections

14.1. Any voter may lodge a challenge to the acclamation of candidacies with the relevant Electoral Committee. Challenges shall be addressed in writing to the Secretary of the SEFH, who shall inform the Electoral Committee. The deadline is set at fifteen calendar days from the date of communication to the electors of the winning candidates. Any challenges submitted shall be resolved as soon as possible.

14.2. Challenges may be lodged with the corresponding Electoral Committee regarding any incidents occurring during the course of the voting, especially those relating to inclusions, exclusions or corrections of voters, and shall be addressed in writing to the Secretary of the SEFH, who shall inform the Electoral Committee. A period of fifteen calendar days from the date on which the vote is held is established for this purpose. Any challenges submitted shall be resolved as soon as possible.

14.3. Upon the acclamation of the winning candidacies during the General Assembly of the SEFH, a period of fifteen calendar days shall be established after the holding of the General Assembly for the presentation of challenges to the corresponding Electoral Committee. The challenges shall be addressed in writing to the Secretary of the SEFH, who shall communicate them to the Electoral Committee. Any challenges submitted shall be resolved as soon as possible.

14.4. Appeals against the resolution adopted by the Electoral Committee in respect of any of the aforementioned challenges may be lodged with the current Governing Board, which shall decide on the matter at its next meeting. The decision of the Governing Board shall be final.

Article 15. Electoral Propaganda.

No electoral propaganda of any kind, either for or against the proclaimed candidates, may be carried out in the premises where the voting takes place or in the vicinity of the same.

These Electoral Regulations of the SEFH were approved at the proposal of the Governing Board during the General Assembly held in Madrid on 19 October 2010.