

**The ECPHM Ltd.**  
82B High Str., Cambridge  
CB22 3HJ, UK

# Residents Committee\_Procedure

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**rev.0 (January 2024)**

Table of content:

1. Procedure for Residents Committee
2. Election Procedure Procedure
3. Residents' annual report form

## 1. PROCEDURE FOR RESIDENTS COMMITTEE

### **Residents Committee (ECPHM Bylaws art. 4.7)**

The Residents Committee shall **express opinions, making proposals and advise the Board wherever residents interests are concerned.**

The Resident Committee is composed by **two members** of the list of **active residents** of the College.

Members:

- are elected by active Residents by the **end of March**, (for the year 2024 the election will be done by the end of October), following the election procedure
- are appointed from the Board for a term of **four years**, or of the remaining duration of her/his residency.

The resident committee will document activities, opinions and proposals on the **annual detailed report** submitted to the Board every year at least one month prior the AGM.

## 2. ELECTION PROCEDURE

Promulgation- An election notice should be put on the ECPHM website one month (last week of February, for 2024 last week of September) before the election date (last week of October), and all active residents should be notified by e-mail or newsletter of the election process.

Nomination for Election communication- Active resident of the College should apply for the Resident Committee, sending an email to the secretary ([secretary@ecphm.org](mailto:secretary@ecphm.org)) no later than the 10 of March (for 2024, the 30 of September)..

Receipt of nomination forms and election preparation- The secretary will check the applicability of every candidate, publish on the website the list of candidates, prepare the online voting (tokens, candidates list etc.), and inform the residents on the election day.

Where the number of nominations received is less than or equal to the number of positions vacant, the Board declare those nominees elected unopposed to the positions.

Where no nominations have been received, the Board state that the position will exist as a casual vacancy to be filled in the next election round.

Election- The election will be by online voting, every active residents should receive a personal token code and the link for voting by e-mail.

Statement of election results- The secretary will notify the results of the election on the website, and individually to the elected candidates.

### **3. RESIDENTS' ANNUAL DETAILED REPORT FORM to the Board**

Date:

Members of the Residents Committee (chair, member):

(1 bad to 5top)

*PRE-CONGRESS WORKSHOP*

*General organization*

*Lecture topics*

*Venue*

*Hotel*

*Other comments or suggestions*

*SUMMER SCHOOL*

*General organization*

*Lecture topics*

*Venue*

*Hotel*

*Other comments or suggestions*

*E-LEARNING EVENTS*

*General organization*

*Lecture topics*

*Other comments or suggestions*

*MOCK EXAM*

*Organization*

*Process ease*

*Other comments or suggestions*

*GRANTS*

*Number*

*Money amount*

*Process ease*

*Other comments or suggestions*

*COMMUNICATION WITH THE COLLEGE*

*Process ease*

*Other comments or suggestions*

*ONLINE procedure*

*processes ease*

*Other comments or suggestions*

*OTHER comments, suggestions and proposals*