



Guidelines for the Election of National Delegates of ESOP

§1 Purpose and Scope

These guidelines regulate the election of national delegates of the European Society of Oncology Pharmacy (ESOP). They apply to all ordinary members who have joined the association by December 31, in the year prior to the elections, and who meet the requirements set out in §2.

§2 Eligibility to Vote

(1) Eligible to vote are all members who:

- a) were included in the official membership list by December 31, in the year prior to the elections, and
- b) have paid their annual membership fee of €5 for the year in which the elections take place before the start of the election.

(2) All eligible voters will be included in an official voter list to be published by the Board before the start of the election.

§3 Number of Delegates

(1) Each country shall send at least one national delegate.

(2) The number of delegates is determined by the number of members per country as of December 31, in the year prior to the elections, according to the membership list (see Annex 1).

(3) The number of delegates is determined according to the following scale:

- up to 10 members: 1 delegate
- up to 50 members: 2 delegates
- up to 100 members: 3 delegates
- up to 300 members: 4 delegates
- up to 1000 members: 5 delegates
- over 1000 members: 6 delegates

(4) The General Assembly may decide on exceptions or adjustments to this scale in justified cases.

§4 Nominations and Candidacy

(1) Nominations may be submitted from February 1, for the year in which the elections take place.

(2) Eligible to nominate are all voting members of the respective country.

(3) An exception to (2) are countries where there is only one professional society for oncological pharmacy and all members listed with ESOP belong to that society, the national society has the right and obligation to propose nominations up to the number of possible delegates.



(4) Eligibility for election is determined by the Election Committee established by the Board. The Committee shall consider whether candidates:

- a) have been members of ESOP for at least one year, or
- b) have made significant contributions or shown active support for ESOP's objectives.

(5) Each nomination must be supported by at least two additional members of the same country, provided that the country has ten or more members. In countries with fewer than ten members, such support is not required.

§5 Election Procedure

(1) The election shall be conducted online using a secure and data protection-compliant platform provided by ESOP.

(2) The election period shall be determined by the Board; however, the election must be completed no later than May 15, for the year in which the elections take place.

(3) Each voting member shall have as many votes as there are delegate positions to be filled in their country. Votes may not be accumulated on a single candidate.

(4) Candidates with the highest number of votes are elected. In the event of a tie, the result shall be determined by lot.

§6 Election Supervision and Result Confirmation

(1) The General Assembly shall confirm the Board's proposal for the appointment of the members of the Election Committee. It shall consist of at least 3 members.

(2) The Election Committee is responsible for the proper conduct and supervision of the election.

(3) The Committee shall verify and confirm the results and report to the Board.

(4) The official election results shall be published within 14 days after the end of the election.

(5) If no delegate is nominated or elected, the Board of Directors may appoint a liaison for one election period.

§7 Entry into Force

These guidelines shall enter into force following their adoption by the General Assembly of ESOP. The Annex containing the membership and delegate distribution forms an integral part of this document.

Supplementary statement to §2,b

Contributions can be paid by bank transfer to the ESOP bank account or by credit card. Other forms of payment must be agreed with the treasurer before election day and confirmed in writing.

General Appendix (for the next elections in 2026)

“in the year prior to the elections” means 2025

“For the year in which the elections take place” means 2026