

## **MEPRA Executive Board Elections: Guidelines & Process 2019**

1. All nominations must be received in writing by 3 January 2019 to [sabrina@mepra.org](mailto:sabrina@mepra.org)
  - 1.1. Nomination forms can be requested to [sabrina@mepra.org](mailto:sabrina@mepra.org) and must be submitted with a 150-word statement of intent, CV copy, photograph, 200-word biography and two referees.
2. The election will take place during the Annual General Meeting (AGM) on 30<sup>th</sup> January 2019
3. Every nomination shall be supported by two-members in writing. The nominees will be made public no less than two weeks before the AGM.
4. All nominees must be registered members of MEPRA at the time of the election and must remain a member over the course of their tenure.
5. All registered MEPRA members are eligible to vote in the election of the Strategy Board. Only members of the Strategy Board are eligible to vote in the election of the Executive Board. Only members of the Executive Board are eligible to vote in the election of Chair and Vice Chair. No member may vote for him or herself.
6. Election will be by secret ballot voted by those registered Strategy Board members of MEPRA in attendance at the AGM.
  - 6.1. Members who reside outside the UAE may submit their votes by email to MEPRA at [sabrina@mepra.org](mailto:sabrina@mepra.org)
  - 6.2. It is considered a responsibility to all members to attend the annual AGM to help drive standards and therefore we do not accept proxy nor electronic/postal votes from UAE members.
7. A simple majority is required for ratification.
8. To ensure that there is good representation of the members on the Boards, all positions will be put up for election every two years. Elections with the Strategy Board completed one year and positions open through the Executive Board elected the next.
9. Members standing for the Strategy Board and Executive Board must have been registered members of MEPRA for at least 12 months. Candidates for the roles of Chair and Vice Chair must have served on the Strategy Board or Executive Board for a minimum of 12 months.
10. Members elected to the Boards must have 4-5 years working experience in the region and at

least 10 years in the public relations industry, be of good standing and recognised individuals for their services to the industry within the Middle East.

#### 11. Roles & responsibilities of MEPRA Executive Board & Strategy Board Members:

Provide overall governance to:

- 11.1. Ensure that the Association is managed and operated according to its mandate
- 11.2. Ensure the Association meets its agreed objectives and goals
- 11.3. Ensure that the Association is financially sound
- 11.4. Safeguard members' rights and interests
- 11.5. Address key issues relating to ethics, standards and education
- 11.6. Ensure members are engaged via community outreach programmes

12. The operations and administration of the Association's affairs shall be the responsibility of MEPRA employed staff.

13. Remuneration – Board Members shall receive no direct or indirect remuneration for their services.

14. In order to ensure that the Executive Board upholds its responsibility towards the Association, any elected board member who fails to attend two consecutive meetings and cannot provide a compelling reason for their absence will be asked to step down with immediate effect.

#### 15. Executive Board Positions

15.1. **Chair:** The Chair is not elected at the AGM. The Chair is a senior practitioner who has contributed significantly to the development of the PR/Communications industry and to MEPRA specifically. The Chair is selected by the Executive Board via popular vote and stands for two years. The Chair shall preside over meetings of the association and the Board of Directors. The Chair shall see that the Articles of the Association are observed and shall be an ex officio member of all committees. The current Chair is Jonty Summers – Managing Director, Hanover Middle East who will serve as Chair until 2021.

15.2. **Vice Chair:** The Vice Chair is not elected at the AGM. The Vice Chair is selected by the Executive Board via popular vote. The Vice Chair shall in the absence of the Chair, Chair the Board Meetings. There is a two-term limit on the role of Vice-Chair. The current Vice Chair is Lisa Welsh – Managing Director Hill+Knowlton Strategies MENA who will serve as Vice Chair until 2021.

15.3. **Secretary:** The secretary is elected at the AGM and stands for 2 years. The Secretary shall be responsible for the safekeeping of the association's records and membership files, the keeping of minutes at meetings, the conducting of correspondence and the issuing of notices of meetings. The current Secretary is Thomas Ashby, Founder and CEO, Ashbright, who will serve as Secretary until 2020.

15.4. **Treasurer:** The Treasurer is elected at the AGM and stands for 2 years. The Treasurer shall be responsible for the finances of the Association and shall present a statement of finances at the Annual General Meeting of the Association covering such statements from time to time as shall be requested by the Executive Board. The current Treasurer is Mazen Nahawi, President at News Group, who will serve as Treasurer until 2020.

15.5. **Executive Directors:** Executive Directors are elected at the AGM and stand for 2 years. Executive Directors are assigned roles by the Chair in relation to MEPRA Initiatives, such as;

15.5.1. MEPRA Leadership Majlis: lead the coordination of the premier PR gathering in the Middle East which will take place in Abu Dhabi in May 2018.

15.5.2. MEPRA Academy: To build a sustainable center of excellence for the region which will contribute meaningfully to the professional development requirements of our members.

15.5.3. MEPRA Awards: To lead the region's most prestigious and fun Award ceremony for PR practitioners and to creatively develop opportunities for sponsors and activation.

15.5.4. Youth Development Committee: To develop talent pool and create valuable employment opportunities from young people in the region.

15.5.5. Brand & Communications: To build the reputation of MEPRA, advocate for the PR Industry and ensure maximum visibility for MEPRA organized activities and its members/sponsors. This is recommended for Agencies.

15.5.6. Chapters: To support the expansion of MEPRA into new territories, especially Lebanon, Qatar and Jordan. Will work closely to develop the MEPRA Connect series of breakfasts.

16. The Strategy Board is expected to attend four meetings per year and allocate time to commit to



جمعية الشرق الأوسط للعلاقات العامة  
middle east public relations association

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sub committee planning and projects.

17. The Executive Board is expected to attend 12 meetings per year and allocate time to commit to sub committee planning and projects.
18. Successful candidates will be required to begin their duties as MEPRA board members from the next meeting scheduled.