



Section A.2.1: Election Guidelines

Last updated: June 2026

1. Introduction

ISPO is an international organization with more than 70 National Member Societies (NMSs) working in close collaboration and with common goals. Historically, nominations for the Executive Board have come from NMSs nominating individuals from a different NMS. This supports the 'international spirit' of the organization and is encouraged. However, ISPO NMSs are free to suggest one of their own members.

All ISPO NMSs and members (in countries where no NMS exists) are invited to put forward names of members or fellows for consideration when the initial proposal for nomination of officers and elected members is requested by the Protocol Committee. An individual who is nominated for a specific officer post may also be nominated as a Board member and if successful in both positions, vacates the seat as a Board member to the next ranked candidate.

Executive Board members should represent the multidisciplinary membership of ISPO and its worldwide distribution. The different professional disciplines, geographical and cultural backgrounds, and gender diversity of the members should be considered to ensure an equitable distribution.

Following the changes made to the ISPO Constitution in May 2017, as per approval by the International Committee, the following changes have been implemented to ensure continuity of corporate knowledge within the Executive Board.

- Anyone nominated for President-Elect should have a history of involvement with ISPO.
- The term for general Board members is 4 years. Every 2 years, half (3 or 4 depending on vacancies) of the Board membership among the 7 general board positions, plus any positions that need to be filled due to serving board members moving to the officer positions, is elected.
- If any Board member cannot fulfil their commitment for the 4-year term, then their position is filled by the next-ranked candidate from their election cohort. If the next-ranked candidate is not available, it would go to the second-highest unsuccessful candidate etc. until a candidate is found.
- Terms of the Officers positions remain at 2 years and may be renewed once.
- Maximum terms of office would be:
 - 4 years for general Board members or any individual Officer, i.e., Treasurer, who has not been a general Board member prior to the Officer appointment.
 - 8 years for a general Board member who then took an Officer role; or
 - 10 years for a member who became President-Elect and then President.

In general, this would mean that there would be a turnover of roughly four members of the Board every biennium, with another three positions remaining stable, and one of the Board members moving on to become President-Elect. The Treasurer could either be a new Board member or a member who had previously been on the Board.

2. Procedure

The nomination papers should include the following:

- [NMS Nomination Form](#) – to be completed by the nominating NMS and including a supporting citation by the nominator not exceeding 500 words to present the reasons for the nomination and highlighting why the candidate is considered appropriate for the election.
- [Candidate Form](#) – along with the candidate's Curriculum Vitae (CV) not exceeding 1 side of A4 paper.

It is expected that there will be more nominees than vacancies. The nominated Election Officer, who is a member of the Protocol Committee, will confirm the number of vacancies from the existing Board and the final list of nominations.

The Protocol Committee will score the candidates in the final list of nominations in categories to reflect the clinical experience and experience of ISPO, nationally and internationally, and also any further qualities or qualifications that may be useful for ISPO. The Committee will then prepare a provisional ranked list of all nominations, based on objective scoring and submit the ranked list to the Executive Board.

It is expected that the final ballot paper will have the names of those who score the top in the categories as follows:

- President-Elect 2 or 3 nominees
- Treasurer 2 or 3 nominees
- Members 2 or 3 nominees per available Board member vacancies

It is expected that the final list on the ballot paper will be the same as the ranked list, but the members of the Executive Board may make minor changes to accommodate equity and regional or professional balance.

The final list from above will be incorporated in the ballot paper. The Election Officer will then arrange an election which can be held by electronic ballot.

3. Tasks and timeline

The election process should be completed at least 3 months before the next World Congress and the elected members informed of the results at least 2 months before the date so that they can arrange their attendance at the World Congress. The new Board will be presented at the World Assembly.

Task	Timeline
The Protocol Committee will formally invite Member Societies and members to suggest names for Election. Suggested candidates should have shown an interest in international matters. Thus, it may be an advantage if a member is nominated by a Member Society (MS) other than his or her own.	7 months before the World Congress Reminders: Every 2 weeks following the launch of the Election process and until the deadline of nomination
Election Officer will confirm in writing from all members of the existing Board if they are planning to seek re-election.	8 months before the World Congress
Deadline for receipt of nominations.	6 month the World Congress
Scoring by the Protocol Committee. Protocol Committee to review and make a 'short list' of not more than 9 names (for Board members) and other names of 'officers' from ALL nominations, ratification by the Executive Board, who will discuss the List for the Final Ballot Paper.	5 months before World Congress
The Election Officer arranges ballot, by email, of International Committee members, if required.	4 months before World Congress
Submission of votes by Member Societies	4 months before World Congress
Deadline for return of ballot papers.	3 months before WA
Protocol Committee informs International Committee and Executive Board of result of ballot	2 months before WA
New Executive Board introduced at World Assembly	World Assembly
First meeting of incoming Executive Board	World Congress

4. Scoring

4.1 Overview

The Protocol Committee will score the candidates in the final list of nominations in categories to reflect clinical experience and experience in ISPO, nationally and internationally, and also any further qualities or qualifications that may be useful for ISPO, including:

- proven experience in leadership in national and/or international organizations
- evidence of commitment and potential contributions to the EB
- professional discipline and experience in the profession
- geographical distribution (i.e. current residence and place of work, thus a Danish citizen working in South America should represent the latter)
- gender consideration.

The application consists of:

- a nomination form completed by the nominating NMS
- a nomination form completed by the Candidate, including a CV.

The Scoring Sheet used by the Protocol Committee corresponds to the four main sections of the nomination form. The information obtained from the Vision Statement and the Citation should be taken into consideration in scoring all sections.

4.2 Professional experience

This includes the qualifications and experience of the individual in the chosen profession. It may be clinical, research, education, and training and/or in management. Their recognition and influence in the professional scene is important. Work done 'over and above' routine day-job/work can also be acknowledged. This section is to be scored from 1 to 10, depending upon experience, professional success, and reputation.

- 1 – started in career
- 5 – progressing well – moderate career
- 10 – at top of career

4.3 Work for ISPO at national level

Evidence includes appointments or memberships in National Executive Committees or Executive Board, chairing sub-committees or memberships of various committees or working groups. Within this, examples of achievements in the appointed posts should be recognized. Liaison with other professional societies and organizations, allied professions or governments and NGOs is useful evidence of the individuals' recognition and influence. This section is to be scored from 0 to 10, depending upon experience.

- 0 – no experience
- 5 – moderate but still opportunity to progress
- 10 – held senior most appointments and contributed significantly

4.4 Work for ISPO at international level

This is similar to the above but at an international level. Thus, evidence of experience as an office-bearer or member of the Executive Board, Standing Committees or Ad-Hoc Committees, sub-committees, International Committee where they may have been particularly active, Regional Committees where they may have shown initiative and been particularly influential or active at ground level serving ISPO in international activities. Liaison with other professional organizations, educational authorities, NGOs or governments is useful experience. This section is to be scored from 0 to 10, depending upon experience.

- 0 – nil, no experience and contribution
- 2 – started contributing at international level
- 5 – moderate active contribution
- 8 – increasing contribution at international level
- 10 – high-level contribution

4.5 Other experience / contributions to Board

Relationships with ISPO NMSs other than their own is a good illustration of their recognition and influence internationally (e.g. nomination from another NMS). Their work as an officer or committee member in other professional societies or organizations particularly allied to our profession is evidence of recognition and potential influence holistically and globally. Relationships with other international NGOs and governments, institutions and educational institutions likely to be particularly useful to ISPO's activities can be scored additionally. Candidates may have special expertise that may be particularly useful to the Executive Board but is otherwise scarce (e.g. financial knowledge and experience). They may also be the only nomination from a particular professional discipline, gender, or geographical distribution. If these points are being scored, it would be useful to record it in the column for comments. This section is to be scored from 0 to 10, depending upon experience.

- 0 – nil
- 2 – some associated experience that may be useful
- 5 – some experience that will be useful to ISPO
- 8 – good and valuable experience that will be useful and significant contribution
- 10 – most valuable experience that will be extremely valuable – major asset

5. Use of positive and negative loadings

Positive and negative loadings will be used to bring more balance to the members who are nominated for the election, and the nominees will be presented to the NMSs for election. The positive and negative loadings are applied by the Election Officer after the scoring has been completed by the Protocol Committee members.

5.1 Country representation

- If a candidate is from the same country as a sitting board member, the highest-ranking candidate from the same country would get -5 loading score. A sitting board member refers to members who are currently on the board and will continue into the next term of the board.
- Any additional but lower ranking candidates from the same country would get a -10 loading score.

5.2 Regional representation as recognised by WHO¹

- Where 3 members from the same region are on the sitting board, the highest-ranking candidate from that region would get -5 points loading score and for every additional candidate they get -10 points loading score.
- Where 2 members from the same region are on the sitting board, the highest-ranking candidate from that region would get -5 points loading score and for every additional candidate they get -10 points loading score.
- If there are no board members from a region and we have a nomination, the highest-ranking candidate from this region would get a +10-point loading score. This encourages representation from regions which are not well represented on the board.

5.3 Gender representation

- If there are 1 or fewer female sitting board members, then the three highest-ranking female candidates would be given **+10 loading points**. Loading points only apply until half of the candidates on the election slate are women.
- If there are 2 female sitting board members, then the first 3 female candidates will be given **+5 loading points**. Loading points only apply until half of the candidates on the election slate are women.
- If there are 3 female sitting board members, then no loading points are given to the female candidates. *Note the reason for 3 candidates is that this is roughly proportional to the membership ratio in ISPO.*

5.4 Professional representation

For the categories of physiotherapist, occupational therapist, rehabilitation personnel, engineer or rehabilitation medical specialist where there is no sitting board member, the highest-ranking candidate in each group would get a **+5 points loading score**.

¹ Pan America (North, Central & South America), Europe (including Greenland), Eastern Mediterranean, Africa, South-East Asia & West Pacific.

6. Exceptions

6.1 Situation: tied 6th place on Executive Board elections

In the case of a tied vote for the final position(s) on the executive board, the Election Officer will use the following algorithm to determine the successful candidate:

6.1.1. Geographic distribution

Defined as the candidate's residence and place(s) of major work:

- a) If one of the tied candidates is from the same country as another board member (including elected officers of the board) already elected, that candidate is unsuccessful. If this is not the case (or this applies to both candidates), proceed to Criteria 1b.
- b) If one of the candidates is from a continent not represented on the elected board, that candidate is considered successful. If this is not the case (or this applies to both candidates), proceed to Criteria 2a.

6.1.2. Professional qualifications

- a) If one of the tied candidates is of a professional discipline not represented on the elected board, that candidate is declared successful. If this is not the case (or this applies to both candidates), proceed to Criteria 2b.
- b) If one of the tied candidates has a professional qualification which is already represented by 4 or more members of the elected board, that candidate is considered unsuccessful. If this is not the case (or this applies to both candidates), proceed to Criteria 3.

6.1.3. Gender

If one of the tied candidates is of a gender which has a minority representation on the elected board, that candidate is considered successful.

6.1.4. Final Decision

If there is still no winner after the algorithm, the Election Officer will refer to the list of rankings used to determine eligibility for the Board elections (Protocol Committee's selection process) and declare the highest-ranked individual the successful candidate.

7. Review

This document is reviewed by the Executive Board at the end of each Biennium following comments and recommendations from the Election Officer.