



Guidelines, procedure and application forms for Council elections 2023

Overview of Terms of Office of Executive Committee and Council members

<i>ExCom/Council member</i>	<i>Position</i>	<i>Country</i>	<i>End of current term</i>	<i>Eligible for re-election?</i>
Executive Committee				
Deborah Kelleher	President	Ireland	Nov 2025	Yes
Elisabeth Gutjahr	Vice-President	Austria	Nov 2023	Yes
Jeffrey Sharkey	Vice-President	United Kingdom	Nov 2025	Yes
Ivana Perković	Secretary General	Serbia	Nov 2025	Yes
Council				
Claire Michon	Council Member	France	Nov 2025	No
Ricardo Ceni	Council Member	Italy	Nov 2025	Yes
Bruno Pereira	Council Member	Portugal	Nov 2025	Yes
Martin Prchal	Council Member	The Netherlands	Nov 2025	Yes
Keld Hosbond	Council Member	Denmark	Nov 2025	Yes
Rico Gubler	Council Member	Germany - Switzerland	Nov 2023	Yes
<i>Vacant seat</i>	Council Member			
<i>Vacant seat</i>	Council Member			

Art.7 of the Statutes

The Council of the Association (hereinafter “the Council”) shall be composed of at least six and no more than twelve members, including an Executive Committee formed by members with specific additional responsibilities.

Members of Council are appointed for a period of three years. Each Council member may be re-elected for no more than one further period of three years to the same position on the Council.

AEC Elections November 2023:

1 Elections will be held in November 2023 for the following posts:

- An Executive Committee member (Vice-President)
- Two Council Members

2 From November 2023 and through to November 2024, the following countries will continue to be represented on Council by current members whose mandate is on-going:

- Denmark
- France
- Ireland
- Italy
- Netherlands
- Portugal
- Serbia
- UK

All elections

- All candidatures are to be sent to the AEC Office **by 11 September 2023**.
- Candidates must provide a written statement of candidature in English. This will consist of a Curriculum Vitae and a further short statement (250-350 words for candidates for Council; 350-500 words for candidates for posts on the Executive Committee). The statement should address the experience and personal qualities which the candidate believes make them suitable for the position for which they have been nominated, and should set out their aspirations for the Association and their goals, if elected.
- Candidates will be asked to present themselves briefly at the General Assembly.
- Candidates should consult the guidance on eligibility, profile, role and duties published separately.

Elections for Council member

Each candidature for a regular Council member is to be signed by the candidate and countersigned by a representative of 1 other active member institution. Please use the appropriate 'AEC Elections Form' below. If there is any difficulty in collecting the signature of the proposing person, please fill in his/her name and ask him/her to send a message by email to the AEC office, stating his/her support of your candidature.

Elections for Executive Committee member

Each candidature for a member of the Executive Committee (President/Vice-President(s)/Secretary General) is to be signed by the candidate and countersigned by 2 representatives of 2 different active member institutions; one of these two representatives must be a member of Council. Please use the appropriate 'AEC Elections Form' below. If there is any difficulty in collecting the signature of the proposing person(s), please fill in their name(s) and ask them to send a message by email to the AEC office, stating their support of your candidature.

Relevant paragraphs in the AEC Statutes

THE COUNCIL

Article 7

- 7.1 The Council of the Association (hereinafter “the Council”) shall be composed of at least six and no more than twelve members, including an Executive Committee formed by members with specific additional responsibilities.
- 7.2 An incomplete Council or Executive Committee is still competent, despite the obligation to elect additional members.
- 7.3 The Council members are elected from among the representatives of active member institutions by the General Assembly (cf. Article 5). The same applies for the election of members of the Executive Committee with voting rights, who are elected from among the Council members. No country may be represented on the Council by more than one active member. To be able to represent a country, it is essential for the elected person to be affiliated to a member institution from that country at the time of the elections. The Council shall make every effort to achieve a balanced regional, geographic and gender representation.
- 7.4 Members of Council are appointed for a period of three years. Each Council member may be re-elected for no more than one further period of three years to the same position on the Council.
- 7.5 Any member of the Council may resign before the end of his or her term of office of three years. In such a case, the member must normally announce his or her intention sufficiently in advance for proposals of candidates for his or her post to be received before the next General Assembly. The resigning member must also, normally, remain in office until the election of his or her replacement.
- 7.6 In the exceptional case that the conduct of a Council member is considered to be a reason for the person’s removal from office, the implementation of this procedure requires a written request including a clear description and explanation of the reason why the motion was brought forward by at least 1/10th of the members of the General Assembly.
- 7.7 In addition to its 6 to 12 members elected by the General Assembly and without prejudice to the provisions of article 4.2 of the articles of association, the Council itself may co-opt from time to time additional members representing special interest groups (for instance: associate members, teachers, students, etc.). These co-opted members representing special interest groups may be appointed in consultation with the relevant interest group within AEC. The co-opted members remain in place for as long as the Council so wishes, but no co-opted member may exercise this function for more than six consecutive years, and there must never be more than three co-opted members in place at the same time. The opinions of the co-opted members are duly taken into consideration, but the latter do not take part in the voting of the Council.
- 7.8 The Council and the Executive Committee are normally chaired by the President of the Association, as explained in detail in article 6.
- 7.9 In addition to a President and its two vice presidents, the Association has at its disposal a General Secretary who carries out the duties of secretary and treasurer. The President, the two vice presidents and the General Secretary are elected by the General Assembly from among the Council Members as explained in article 5.4.
- 7.10 The Executive Committee is composed of the President, the two vice presidents, the general secretary and the executive director of the AEC (cf. Article 8.10). The executive director prepares the Assemblies of the Executive Committee but does not have the right to vote.

- 7.11 The members of the Executive Committee are elected for a period of three years. Each Executive Committee member may be re-elected for no more than one further period of three years to the same position on the Executive Committee.
- 7.12 Council members elected to a post in the Executive Committee, or Executive Committee members elected to a different post in that committee, are eligible, subject to successful re-election, to serve for up to two full terms of three years in each new post. The total duration of all mandates must not exceed 15 years.

COUNCIL AND EXECUTIVE COMMITTEE DUTIES AND REPRESENTATION

Article 8

- 8.1 The Council is responsible for the administration of the Association, including the management of funds and other assets of the Association. The Council members perform their duties in a collegial manner.
- 8.2 More particularly, the Council has the mission of:
- Defending the mission and nature of the Association and supervising all its activities;
 - Proposing the Association's strategic direction to the General Assembly,
 - Deciding on the admission of active and associate members (cf. 10.1)
 - Monitoring the Association's financial health and solvency, the protection of its assets and the effective and efficient use of resources;
 - Examining the annual accounts and the financial statements and submitting them to the General Assembly for approval;
 - Verifying that the funds and subsidies from external financing bodies are used in compliance with the financial regulations or other similar obligations of these bodies.
 - Assuming all additional responsibilities defined and published in the form of internal regulations completing these articles of association.
- 8.3 The resolutions of the Council are adopted at the absolute majority of votes, whatever the number of members present. In compliance with the decisions taken by the Council, the conditions stipulated in article 5 apply and take into account the following elements:
- The Council meets at least twice a year, except in case of *force majeure*
 - The Council also meets if at least three of its members request an additional meeting.
- 8.4 The Executive Committee is a standing committee of the Council. It has all the powers of the Council between the meetings of the Council, unless otherwise specified by the Council.
- 8.5 More particularly, the Executive Committee is responsible for:
- Specifying the fundamental topics that will be broached by the Council and/or the General Assembly;
 - Deciding on the acceptance of active and associate members between the Council meetings (cf. 10.1);
 - Ratifying overall salary policy concerning employees of the Association;
 - Approving periodic financial reports of the Association, in particular the interim updating of the current year's budget;
 - Giving provisional approval to the previous year's accounts within six months of the financial year end;
 - Approving financial transactions and contracts which are above the approved budgets of the employees of the Association;
 - Acting as a Nominations Committee for the appointment of persons to the Council;
 - Exercising any further responsibilities that may be determined and published as internal regulations supplementing these articles of the association (cf. 13);
 - Exercising any other power of the Council which the Council may resolve to delegate it.

- 8.6 The resolutions of the Executive Committee are adopted at the absolute majority of votes cast, independently of the number of members present. Generally, the Executive Committee gathers at least twice a year, between Council meetings. In principle, additional meetings are held in the form of an audio conference. To validate a decision taken during a meeting by audio conference, a quorum of at least three members is required.
- 8.7 The Association shall be represented in and out of court by Council members acting collectively, by two members of the Executive Committee acting jointly or by the President or the General Secretary acting unilaterally.
- 8.8 By means of a written resolution, the General Assembly may stipulate that the Council may not take decisions described in that written resolution without the General Assembly's prior consent.
- 8.9 The services of the members of the Council are honorary. However, any expenditure for the Association incurred at the specific request of the Council may be reimbursed and should be mentioned in the finance report presented to the General Assembly. Travelling expenses of Council members for the purpose of attending meetings are initially met by their own institutions. In those years where the Association's budget permits, they may be reimbursed partially or in full. In the event of partial reimbursement, priority will be given to members of the Executive Committee, whose meetings are more numerous and whose costs are correspondingly greater.
- 8.10 The Council may appoint, with the title of Executive Director, one or more persons responsible for performing the duties assigned by the Council, these comprising the day-to-day management and the representation of the Association in respect to this day-to-day management. The day-to-day management comprises both the acts and decisions that do not exceed the needs of the Association's day-to-day life and those that do not justify the intervention of administrative bodies due to their minor importance or their urgency. Any restriction to the power of representation granted to the person responsible for the day-to-day management is not enforceable on third parties even if it is published.
- 8.11 As regards hierarchy, an Executive Director reports directly to the Council or the President. The Executive Director may be assisted by an administrative team. The team may also comprise Vice Executive Director representing the Executive Director in all the latter's duties, in the case of the latter's unavailability.



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

AEC Elections Form 2023: Council Member

To be sent to the AEC office by 11 September 2023

info@aec-music.eu

CANDIDATURE FOR THE AEC COUNCIL *in the elections to be held on 11 November 2023*

I present my candidature to the AEC Council:

Signature:

Name:

Institution:

Country:

I enclose my curriculum vitae and short statement (250-350 words) in English.

Proposer's signature:

Name:

Institution:

Country:



Association Européenne des
Conservatoires, Académies de
Musique et Musikhochschulen

AEC Elections Form 2023: Vice-President

To be sent to the AEC office by 11 September 2023

info@aec-music.eu

CANDIDATURE FOR AEC VICE-PRESIDENT *in the elections to be held on 11 November 2023*

I present my candidature to the AEC Council:

Signature:

Name:

Institution:

Country:

I enclose my curriculum vitae and short statement (350-500 words) in English.

Council Member's
Signature:

2nd Proposer's
Signature:

Name:

Institution:

Country:

Name:

Institution:

Country: