

## National Societies in UEG – Definitions and Rules of Procedure

### 1. Membership in UEG

UEG's membership encompasses ordinary members, national societies of gastroenterology and corporate members.

National societies of gastroenterology are associations within the field of gastroenterology established in individual member states of the European Union which are recognised by the United Nations and its subsidiary organisations within Europe and the countries bordering the Mediterranean Sea. They must have individual members, including clinicians, who are able to contribute specialist knowledge across the whole range of digestive disorders, including gastrointestinal, liver, biliary and pancreatic diseases. (Article 4)

The list of current UEG National Member Societies <sup>1</sup> is available on the UEG Website: <https://ueg.eu/about/our-members#nationalmembers>

Articles 5 and 6 of the UEG Statutes regulate admission and termination of national society membership.

Active National Member Societies must

- pay the annual UEG membership fee
- appoint a representative to the National Societies Forum for a term of 4 years
- facilitate good two-way communication between UEG and their national society (update on society contact details and society events, pro-active contribution to and promotion of UEG initiatives)
- keep their membership figures up to date and communicate them to the UEG Administration upon request

Under special circumstances and upon recommendation of the National Societies Committee and National Societies Forum, Council may grant “observer status” to national societies that do not qualify as a full UEG National Member Society, according to the UEG Statutes (nevertheless, regular membership application documents must be used for a submission).. UEG does not need to give reasons if an application for observer status is rejected.<sup>2</sup>

### 2. UEG structure

As defined in the UEG Statutes, organs of UEG are the Meeting of Members<sup>3</sup> (Articles 9 and 10), the Council (Article 11 to 13), the Auditors (Article 14), the Executive Committee (Articles 15 and 16) and the Arbitration Board (Article 17). For operational purposes and to implement activities, the Council must establish the Executive Committee, other committees and taskforces, and assign them tasks and duties regulated by specific rules of procedure (Article 12).

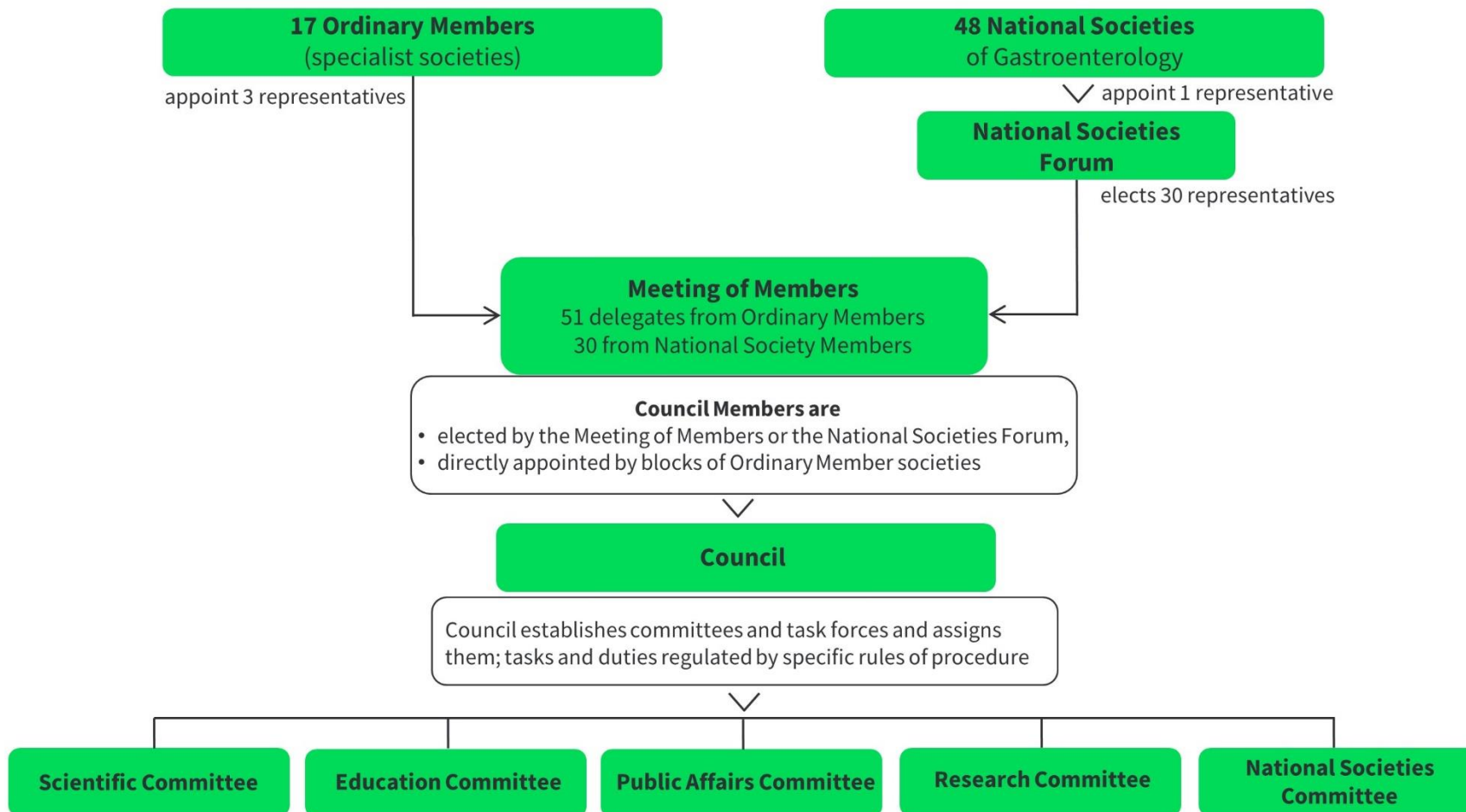
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<sup>1</sup> Ratified during the General Assembly Meeting, October 23, 2011, October 13, 2013 and October 2016.

<sup>2</sup> Ratified during the Council Meeting, October 23, 2015, and the National Societies Forum Meeting, October 25, 2015.

<sup>3</sup> Following the ratification of a new administrative and legal structure for UEG during the General Assembly Meeting, October 25, 2015, the term General Assembly was replaced by “Meeting of Members”.

### UEG Organogram



### 3. National Societies Representation in UEG<sup>1</sup>

National Member Societies are represented in UEG through

- The National Societies Forum, which is a meeting platform for national societies assigned by UEG Council
- The National Societies Committee, which is assigned by UEG Council
- 30 seats on the Meeting of Members, which are elected by the National Societies Forum

#### 3.1. National Societies Committee

The remit of the National Societies Committee (NSC) is to maximise communication, strengthen relationships between the national societies and UEG, and take on responsibility for operational tasks assigned by Council.

The National Societies Committee consists of

- a max. of 8 representatives from National Member Societies
- independent members, appointed at the discretion of the Chair
- a Chair (with a seat on UEG Council)
- a Chair Elect (during the one-year transition period preceding their post as Chair)

A detailed role description for members of the National Societies Committee will be circulated with an open call for elections whenever positions become available or can be requested from the UEG Administration at any time.

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<sup>1</sup> Details of items 3., 3.1., 3.2., and 3.3. were approved by UEG Council, April 16, 2011, and ASNEMGE Council, April 30, 2011; presented and confirmed at ASNEMGE Extraordinary General Assembly September 24, 2011.

### 3.2. National Societies Forum

The National Societies Forum is the meeting platform for all UEG National Member Societies and acts as the central communication channel between the national societies and UEG. Rules of procedure for the National Societies Forum are proposed by the National Societies Committee, approved by Council and confirmed by the National Societies Forum.

Every active UEG National Member Society appoints one representative to the National Societies Forum for a period of max. 4 years. The term of office commences on January 1 of the first year and ends on December 31 of the fourth year. The appointment process lies solely with the National Member Society and the term of office is independent of any official term in the sending society. However, representatives cannot be members of UEG Council or the UEG National Societies Committee at the same time.

Representatives in the National Societies Forum are responsible for electing 30 National Societies Representatives to the UEG Meeting of Members, the Chair Elect and members of the UEG National Societies Committee.

The National Societies Forum usually meets twice a year:

- in January/February, at the House of European Gastroenterology, Vienna
- in fall, on occasion of the annual UEG Week

As the meeting schedule is announced at least 12 months in advance, attendance of a deputy is discouraged but will be allowed if the UEG Administration receives written notification 3 months prior to the meeting. After missing two consecutive meetings in a 12-month period or 3 meetings in a 24-month period, the sending society will be asked to appoint a replacement for its National Societies Forum Representative<sup>2</sup>.

Meetings are chaired by the Chair of the National Societies Committee. Resolutions of the National Societies Forum are adopted by a simple majority. In the event of a tie, the chair of the meeting has a casting vote. Annex A provides details on the electoral processes in the National Societies Forum.

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<sup>2</sup> Presented and accepted at ASNEMGE Extraordinary General Assembly September 24, 2011.

### 3.3. National Societies Representatives to the Meeting of Members

The National Societies Forum elects 30 Representatives to the Meeting of Members to represent the National Member Societies (UEG Statutes, Article 9). All representatives are assigned to serve for a period of 4 years and are eligible for a second term. They represent the voice of all UEG National Member Societies of the Meeting of Members. In addition to attending regular and extraordinary meetings of the Meetings of Members, representatives are expected to attend meetings of the National Societies Forum to serve as a communication channel between the Meeting of Members and the National Societies Forum.

The nomination and electoral process is defined by the National Societies Forum (see Annex A). In case an elected representative misses two consecutive meetings in a 12-month period or 3 meetings in a 24-month period their post will be reappraised by the Chair of the National Societies Committee. The Chair of the National Societies Committee is entitled to terminate the representative's membership on the Meeting of Members and put up the post for election during a subsequent meeting of the National Societies Forum.

## **Annex A: Process for elections in the National Societies Forum<sup>1</sup>**

The National Societies Forum elects the following positions in UEG:

- a) Chair Elect and Members of the National Societies Committee (usually at the UEG Week meeting of the National Societies Forum)
- b) National Societies Representatives to the Meeting of Members (usually at the spring meeting of the National Societies Forum)

### **1. Nomination process**

- a) The calls for nominations for the open positions will be sent to all UEG National Member Societies (NMS) at least two months prior to the elections
- b) Only nominations supported by an active<sup>2</sup> NMS will be accepted (individual nominations will be directed to the respective NMS)
- c) Each country can only nominate one person per open position (countries with more than one NMS must nominate a joint candidate)

### **2. Elections**

- a) 50 % of National Member Societies need to be represented at a meeting for there to be a quorum
- b) There is one ballot paper per country (countries with more than one NMS will have a joint ballot paper)
- c) Only representatives to the NSF will have the right to vote on behalf of their national society. By principle, a deputy vote is allowed. The UEG Administration must be informed about the name of a deputy at least 3 months prior to an NSF meeting.
- d) Members of the UEG National Societies Committee are never entitled to vote on behalf of their national society
- e) A system of weighted voting (based on the membership size<sup>1</sup> of the NMS) will be used for the elections. In case of a draw between two or more candidates, a second ballot will be held.
- f) Personal attendance and self-presentation of each nominee is mandatory.

### **3. Restriction for candidates applying for a position on the Meeting of Members**

A National Societies Representative to the UEG Meeting of Members must not be a member of the UEG National Societies Committee or the UEG Council at the same time.

### **4. Candidates applying for the position of Chair National Societies Committee (NSC)**

The position of Chair Elect NSC is elected one year before the term of the Chair ends. Subsequently, the Chair Elect assumes the position of Chair for 4 years.

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<sup>1</sup> Approved by UEG Council, October 21, 2011; National Societies Forum, October 24, 2011 & January 25, 2014. Regulations regarding the position of Chair Elect are due to change of UEG statutes, October 19, 2014.

<sup>2</sup> Duties of an active National Member Society: see p 1, 1. Membership in UEG

## 5. Election procedure

- a) National Member Societies are divided into 4 groups of countries, based on their membership figures and percentage relation to the total membership of all countries in UEG (see chart, page 10)<sup>3</sup>
  - Group°1: countries with 1000 or more individual members, and in consideration of f) Additional conditions
  - Group°2: countries with 400-999 individual members
  - Group°3: countries with 200-399 individual members
  - Group°4: countries with less than 200 individual members
- b) NSF Representatives receive a ballot paper indicating their group affiliation (e.g. a representative of an NMS in Group°1 receives a ballot paper stating “Group°1” in the upper right corner)
- c) A system of weighted votes will be used:  
Votes given to candidates will be weighted after the ballot and according to the group affiliation of the voting NMS, i.e.:
  - a vote from Group°1 will weigh 4 points
  - a vote from Group°2 will weigh 3 points
  - a vote from Group°3 will weigh 2 points
  - a vote from Group°4 will weigh 1 point
- d) Ballot paper for election of Chair and Members of National Societies Committee: each NMS must give votes to the exact number of open positions.
- e) Ballot paper for election of Representatives to the Meeting of Members: each NMS must give votes to exactly 3 candidates, otherwise the ballot paper will be invalid.
- f) Additional conditions for election of 30 National Societies Representatives to the Meeting of Members:
  - Group°1 holding  $\geq 52\%$  of European membership:
    - Privilege to have one (1) seat per country guaranteed (assuming candidate received votes from a min. of 5 NMS)
    - Possibility to have up to 3 seats per country (this group can have up to 15 of 30 seats altogether)
  - Group°2, Group°3 and Group°4:
    - A max. of one (1) seat per country (this group will have a min. of 15 seats altogether)
- g) After calculation of points, the open seats will be filled according to the ranking of candidates<sup>4</sup>

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<sup>3</sup> Criteria for group affiliation may change depending on actual membership figures. Group°1 will always be limited to the number of National Member Societies necessary to reach 52% of the total UEG-affiliated national societies membership. For the election rounds 2018, 2019 and 2020, group affiliation will be based on membership figures per November 2017.

<sup>4</sup> For elections of National Societies Representatives to the Meeting of Members: If a Group°1 country does not yet have a seat on the Meeting of Members, their candidate is required to give a self-presentation, just like all other candidates. For an automatic election (irrespective of their ranking) the candidate must receive votes from at least 5 National Societies Representatives. Elected representatives will keep their seat until the end of their term, irrespective of changes in their country's group membership during their term of office.

Members 2017	Country	Weight of votes	Percentage	Percentage group
5400	Germany	4	16,38%	54,95%
3072	Italy (SIGE+AIGO)	4	9,32%	
2784	UK	4	8,44%	
2514	Spain (SEPD+AEG)	4	7,62%	
2494	France	4	7,56%	
1854	The Netherlands (NVGE+NVMDL)	4	5,62%	
1322	Poland	3	4,01%	35,25%
1253	Austria	3	3,80%	
908	Russia	3	2,75%	
829	Czech Republic	3	2,51%	
820	Turkey	3	2,49%	
782	Greece	3	2,37%	
721	Ukraine	3	2,19%	
701	Denmark	3	2,13%	
700	Sweden	3	2,12%	
570	Belgium (VVGE+SRBGE)	3	1,73%	
550	Morocco	3	1,67%	
546	Portugal	3	1,66%	
530	Romania	3	1,61%	
523	Finland	3	1,59%	
467	Israel	3	1,42%	
400	Slovakia	3	1,21%	
354	Hungary	2	1,07%	5,80%
354	Switzerland	2	1,07%	
345	Tunisia	2	1,05%	
289	Croatia	2	0,88%	
296	Norway	2	0,90%	
273	Egypt (EARTH)	2	0,83%	4,01%
181	Bulgaria	1	0,55%	
150	Slovenia	1	0,45%	
140	Serbia	1	0,42%	
138	Lithuania	1	0,42%	
132	Ireland	1	0,40%	
102	Bosnia & Hercegovina	1	0,31%	
97	Georgia (GNGHS)	1	0,29%	
73	Estonia	1	0,22%	
71	Macedonia	1	0,22%	
69	Albania	1	0,21%	
50	Latvia	1	0,15%	
47	Armenia	1	0,14%	
30	Azerbaijan	1	0,09%	
21	Luxembourg	1	0,06%	
20	Montenegro	1	0,06%	
N.A.	Algeria	0	0,00%	N.A.