**Election of Board Members**

General Outline

**I. Nomination Process**

The nomination process starts on **January 19** and ends on **February 1, 2017.**

According to the amended ECCK Articles of Association, Associate Corporate member category had been integrated into the Corporate member’s. Former Associate Corporate members have become Corporate members with voting right at AGM. The ECCK Board of Directors is open to all nationalities. Thus, representatives of Corporate member companies can be nominated and elected.

The Board of Directors shall consist of one (1) Chairman, three (3) Vice Chairmen, three (3) Directors, one (1) Trustee, and one (1) Treasurer.

The Chairman and at least half of the Vice Chairmen as well as Directors shall be nationals of a Member State of the European Union or the European Free Trade Association. The members of the Board of Directors, except the President, are elected for a two (2) year term.

Chairman, Vice Chairmen, Directors, Trustee, and Treasurer shall hold office for two years and shall be eligible for two (2) times re-election.

Candidates are representatives of an ECCK Corporate Member. Candidates can either nominate themselves or be nominated by an ECCK Member. In any case, the “Candidacy Declaration / Recommendation Form” is to be used and submitted on or before **February 1**, 18:00 to the Vice President of the ECCK via e-mail (bosun.kim@ecck.eu).

The Vice President provides the candidacies to the Board who will then verify the willingness and availability of the candidates. The Board will then prepare the candidates list and provide it to all ECCK Members with a right to vote on **February 3**, 2017.

**II. Election and Acceptance Process**

The election on **February 20, 2017** will be by secret ballot. Votes will be counted by two ECCK staff under the supervision of a lawyer designated in advance. The candidate who receives majority of votes will be declared the elected. In case of equality between candidates having received the most votes, there should be a run-off election to decide the successful candidate. He/she will be officialised as Member of the Board after he/she formally accepts his/her election. In case of no acceptance, the first runner up will be declared to be elected and should formally express his/her acceptance. Procedure should continue like this until one of the runners up accepts his/her election.

**III. Publication and Announcement**

Result of the election is documented and published on the ECCK website (www.ecck.eu).

**IV. Assumption of Duties**

The newly elected Member of the Board is introduced to the ECCK internal organisation and receives invitations to Board Meetings, Advisory Board Meetings and all other meetings relevant to his/her position at ECCK. He/she is fulfilling the function of a Member of the Board from his/her formal acceptance until the end of the two-year term.

**BoD Responsibilities**

The Board of Directors manages the business and activities of the ECCK, approve the membership applications, review the financial situation of the ECCK and approve the financial statements of the ECCK.

To that effect, the Board of Directors:

* Supervises the President on behalf of the Members of the ECCK;
* Approves the annual budget of the ECCK on request from the President;
* Reviews and may alter membership fees for the coming calendar year, if justifiable;
* Reports to the General Meeting of Members and the Advisory Board on its activities and on the activities of the ECCK;
* Receives the report of an Outside Auditor on the ECCK books and accounts, and shall report thereon to the Annual General Meeting of Members.

In order to do so, the Board of Directors meets on monthly basis, but at least once per calendar quarter, if the activities of the ECCK may allow so (e.g., during summer holidays).

**Individual Responsibilities**

The individual members of the Board of Directors shall have the following responsibilities.

The Chairman is the official representative of the Board of Directors as well as of the ECCK. His duties include:

* Publicly representing ECCK
* Chairing the Board of Directors Meeting, the Advisory Board and all General Meetings of Members

The Vice Chairmen supports the Chairman in his role and can act as the Chairman’s substitute in case the Chairman is indisposed.

The Directors support the Board of Directors in its operation and do not have any duty to publicly represent ECCK.

The Trustee ensures that the ECCK acts in accordance with its Articles of Association and manages the ECCK’s activities in furtherance of the objects set down in those Articles of Association. The Trustee does not have a duty to publicly represent ECCK.

The Treasurer reviews the ECCK’s assets and reports to the Board of Directors and during General Meetings on these. The Treasurer shall have, at all regular business hours of the ECCK, full access to all financial data of the ECCK. The Treasurer does not have a duty to publicly represent ECCK.

**European Chamber of Commerce in Korea (ECCK)**

**Board of Directors Candidacy Declaration / Recommendation Form**

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| **SELF-NOMINATION**  I hereby declare my candidacy for ECCK Board of Directors in the following position:  **[ ] Chairman [ ] Vice-Chairman [ ] Director [ ] Treasurer [ ] Trustee**  Name: Citizenship: d  Title: Company: d    I acknowledge the responsibilities and conditions of being a member of the ECCK Board of Directors. I pledge to fully support the European Chamber of Commerce in Korea and act within the best interest of the larger European business community.  S s S s  Signature Date |

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| **CANDIDATE RECOMMENDATION**  I hereby recommend the following person as a candidate for the ECCK’s Board of Directors in the following position:  **[ ] Chairman [ ] Vice-Chairman [ ] Director [ ] Treasurer [ ] Trustee**    Name: Citizenship: d  Title: Company: d |

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| **ECCK Annual General Meeting**  ECCK Members only  **Date:** Monday, February 20, 2017  **Venue:** Seoul: Grand Ballroom (3F), [**Conrad Seoul**](http://conradhotels3.hilton.com/en/hotels/south-korea/conrad-seoul-SELCICI/about/directions.html)  **Venue:** **Busan: Salon (1F),** [**Park Hyatt Busan**](https://busan.park.hyatt.com/en/hotel/our-hotel/map-and-directions.html)  **Time:** 17:00-20:00 (registration at 16:30)  **Agenda:**  16:30: *Registration*  17:00 - 18:30: Annual General Meeting (AGM)  1) Opening remarks  2) Election of the Board of Directors  3) Treasurer’s report for the fiscal year 2016  4) Auditor’s report & Announcement of the Auditor for 2017  5) 2016 activities & 2017 outlook  6) Announcement of the election results  18:30 - 20:00: Networking  **Admission:** ECCK registered member - Free of charge    Kindly inform us of your attendance by February 13 through  [**RSVP for Seoul**](https://ecck.eu/events/annual-general-meeting-2017/) **or** [**RSVP for Busan**](https://ecck.eu/events/annual-general-meeting-2017-busan/) |

**Registration**

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| Name |  |
| Title |  |
| Company |  |
| Tel / E-mail |  |

Please inform us of cancellation notice by February 13, 2017.

**Election of ECCK Board of Directors**

1. **Voting Rights** 
   * + One Company One Vote: only Corporate Members are eligible to vote.
     + Those who have joined the membership before the election are eligible to vote.
     + Ideally, the Board of Directors should represent the diversity of nations according to the principle of the European Union as well as the diversity of industries.

1. **The Election**

* During the Annual General Meeting on February 20, Corporate Members will be given a voting ballot at the venue entrance.
* The vote will take place as secret ballot.
* A selected panel of impartial members will count the votes during the AGM, at the end of the AGM the results will be announced.
* The candidate who receives the largest number of votes will be elected to the position.

1. **Delegation of Voting Rights**

* Members who wish to vote but cannot attend the meeting can delegate their voting rights to:

1) Another Corporate Member (proxy) or

2) Designated person in the member company acting on behalf of the official representative.

*\* Please find the Proxy form on the next page.*

Those who would like to vote through proxy may appoint a person that votes on your behalf using the Proxy Form attached. The full list of candidates will be sent out on **February 3**, 2017 (Friday).

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| **Annual General Meeting**  **PROXY**   |  | | --- | | I hereby appoint and authorize the following person as my irrevocable PROXY to represent and vote on my behalf at the Annual General Meeting of the European Chamber of Commerce in Korea, which will be held on Monday, February 20, 2017 |   Mr. / Ms. / Mrs. S s  Company Names s   |  |  | | --- | --- | | Member Name |  | | Title |  | | Company |  | | Date/Signature |  | |

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| 1. Delegate your voting rights to 2. Another Corporate Member attending the meeting or 3. Designated person in the member company acting on behalf of the official representative. 4. Please notify us by February 20, 2017 (12:00 p.m.) or bring the document to the meeting. 5. The rights of a proxy can only be carried out during the Annual General Meeting on February 20, 2017 |