

## CHLEL Recommended Election Procedures:

According to the bylaws, CHLEL conducts a triennial election. When a standing CHLEL committee reaches its third and final business meeting of its term, the committee will appoint a separate committee of scrutineers, or *comité de tri*, to organize the upcoming election. At the end of that same calendar year, the newly elected committee takes office after approval by the ICLA board.

The following procedures have been helpful:

1. In the meeting of the third year, before the end of a three-year term, CHLEL approves a list of colleagues for a 3-person *comité de tri* to organize the elections and serve as scrutineers. The chair should be a former or outgoing member of the committee, if possible.
2. Once the proposed *comité de tri* has agreed to serve, it gathers a list of candidates to become members of the Coordinating Committee. Nominations are submitted by the *comité*, by members of CHLEL, and by other members of ICLA, who may self-nominate. The list should be complete by September 15.
3. All existing members eligible for a new term appear on the ballot if they choose to run for re-election. All committee seats are open, automatically removing people who have served 3 terms or who have not submitted written reports on the projects underway.
4. The candidates are selected according to four criteria:
  - a) Individual candidates have a broad profile within comparative literary history and experience in editing and organization.
  - b) The list as a whole, including new candidates and members running for re-election, represents different institutions and regions/countries within European languages and shows a balance in terms of gender and age.
  - c) The list as a whole shows a distribution of research interests in relation to recent developments of literary history.
  - d) The list as a whole shows special competence in fields relevant for ongoing and emerging projects of CHLEL.
5. The chair of the *comité de tri* will provide nominees with guidelines for the work of the ICLA Coordinating Committee CHLEL. Their primary obligation is to produce written reports on ongoing projects. The *comité de tri* requests that candidates on the ballot be members of the ICLA and agree to fund their own travel costs.
6. The list contains 16 plus 3-10 candidates who in writing have accepted the invitation to appear on the ballot.
7. Candidates for President, Vice-President, Treasurer and Secretary are listed separately. These candidates are only elected if they are among the 16 general members elected.
8. The scrutineers prepare the ballot together with a short CV of each candidate.

9. The outgoing committee votes in writing, given a deadline of 3 weeks. To submit a ballot each member must cast 16 votes. The voting procedure will have to be completed before the end of the calendar year of the final meeting.
10. If the last candidate gathers the same vote as one or more of the subsequent candidates, a new vote among those candidates is made with a deadline of one week.
11. If a newly elected candidate withdraws, a supplementary election is made among the remaining candidates on the list with a deadline of two weeks.
12. A reasonable deadline for completing the voting procedure, depending on the date set for the third annual committee meeting, would be December 1<sup>st</sup>.
13. The chair of the *comité de tri* prepares a report to the CHLEL committee, whose President presents the result to the ICLA board for final approval by electronic voting with a recommended deadline for the final approval no later than December 31 of the election year. **The chair keeps the votes for scrutiny until the last meeting of the outgoing committee.**
14. Transition will take place at the turn of the calendar year. This means that the new committee will be in charge of the meeting the upcoming year. If a delay of the election procedure occurs, the board of the outgoing committee will act on behalf of the incoming committee until the new committee is approved by the ICLA board. To facilitate the transition, the members of the board of the outgoing committee should be prepared to assist the incoming committee in the preparation of the first meeting.