

**MAVMA BY-LAW (BL02.2025)**

**ELECTION BY-LAW**

**MALAYSIAN VETERINARY MEDICAL ASSOCIATION (MAVMA)**

**1.0 Preamble**

As stipulated in the MAVMA constitution, under **clause 8 (2)**, there is need for an election bylaw to ensure a very structured, transparent and efficient proses of nominating and electing candidates to hold office in the association. Members who serve in the Executive Committee carry heavy responsibilities and they play a pivotal role in ensuring that the veterinary profession is held in high regard by society. Candidates who are nominated for positions must be qualified and properly vetted. The need for members to declare their resume, prepare a motivation letter and get support letters from referees will allow the members of the Association enough time to evaluate their candidates objectively. This will also ensure that the members are fully aware of the candidates that are running for office.

**2.0 Nomination Sub-committee**

- 2.1 The nomination sub-committee will comprise the Vice President/President Elect (Chair) and TWO (2) other members elected by the MAVMA Executive Committee.
- 2.2 Members of the sub-committee will be ordinary, or life members, who are not standing for the up-coming election.

**3.0 Eligibility of candidates for election**

- 3.1 Life members and ordinary members who have no outstanding membership fees for more than TWO (2) years are eligible for candidature.

**4.0 Positions open for election**

- 4.1 FIFTEEN (15) Positions shall be open for election, according to the new constitution [effective 30<sup>th</sup> August 2022, refer to Constitution Clause 8(2), and 8(3)]. These include:
  - Vice President / President-elect
  - Honorary Secretary
  - TWO (2) Assistant Honorary Secretaries
  - Honorary Treasurer
  - Assistant Honorary Treasurer
  - Honorary Editor (Journal and Newsletter)
  - SIX (6) Executive members
  - TWO (2) Auditors
- 4.2 The current Vice President / President elect will serve as the in-coming President of the new Executive Committee.
- 4.3 Multiple nominations may be submitted using a different form for each nomination and emailed to [secretary@mavma.org.my](mailto:secretary@mavma.org.my). The closing date for nomination will be announced by the Honorary Secretary.

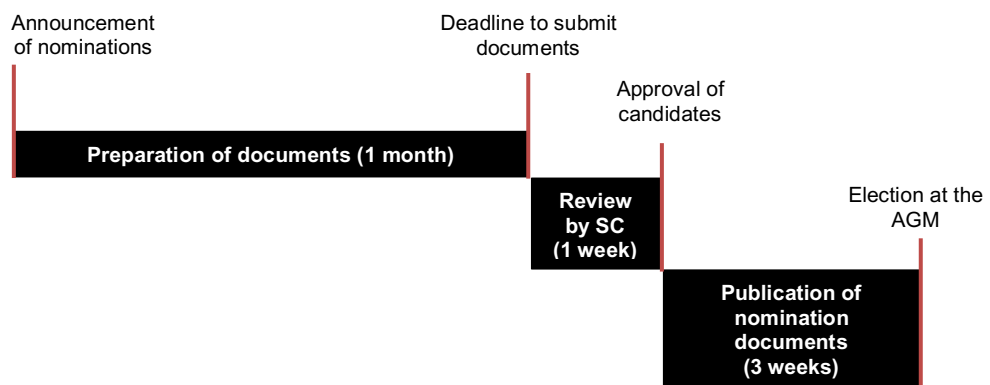
**5.0 Documentation required for the nomination**

- 5.1 Each nomination must be submitted using the forms in Appendix 1
- 5.2 Each nomination must include the following:

- a) Form 1 (Nomination Form) – Filled and signed by ONE (1) Nominator and the candidate.
  - b) Form 2 (Secunder Form) – Filled and signed by ONE (1) Secunder and the candidate.
  - c) Form 3a and 3b (Referees Form) – Filled and signed by minimum of TWO (2) Referees and the candidate.
  - d) Form 4 (Candidates Motivation Statement) – Filled and signed by the candidate.
  - e) Curriculum Vitae of the Candidate [Free Format not more than THREE (3) printed pages].
- 5.3 Life members and ordinary members who have no outstanding membership fees for more than TWO (2) years are eligible to be the Nominator, Secunder, and Referees.

#### 4.0 Nomination and election schedule and procedures

- 4.1 The date the nominations are open, the positions available, and the closing date for nomination will be announced by the Hon. Secretary not later than TWO (2) months before the Annual General Meeting.
- 4.2 Candidates will need to submit all the documentation listed in Article 5.0 on or before the closing date for nomination. Nominations received after the closing date will not be entertained.
- 4.3 The nomination sub-committee will then verify and approve the candidates.
- 4.4 Statements of the Nominator, Secunder, and Referees, as well as the Candidates Motivation Statement and Curriculum Vitae will be published and made available to the Association Members *via* the Association's website for THREE (3) weeks prior to the election date.
- 4.5 The elections will take place during the Annual General Meeting.
- 4.6 Should there be no nominations received for a particular position in the Executive Committee, the nominations will be opened during the AGM and members present shall have the right to nominate and vote.
- 4.7 Candidates who were nominated for a position prior to the AGM, but did not get elected, can be nominated for other positions during the election at the AGM.
- 4.8 The tabulation of results for the election will be conducted at the AGM and will be announced by the Chair of the Nomination Sub-Committee.
- 4.9 The simplified timeline is shown as below:







### FORM 3a (Referee's Form)

*Filled and signed by FIRST Referee and the Candidate*

## MALAYSIAN VETERINARY MEDICAL ASSOCIATION ELECTION NOMINATION FORM FOR MAVMA EXCO 2025/2027

|      |  |
|------|--|
| POST |  |
|------|--|

| Candidate's Details  |  |
|----------------------|--|
| Name (with title)    |  |
| MAVMA membership No. |  |
| Handphone No.        |  |
| Email address        |  |
| Signature            |  |

| Referee's Details    |  |
|----------------------|--|
| Name (with title)    |  |
| MAVMA membership No. |  |
| Handphone No.        |  |
| Email address        |  |
| Signature            |  |

## Referee's statement of support for the candidate





