

The FIP Early Career Pharmaceutical Group

FIP ECPG Operating Guidelines

2023



FIP ECPG Operating Guidelines

Article 1 – Membership

1. The acquisition of membership within the Early Career Pharmaceutical Group (ECPG) begins with the purchase of FIP membership.
2. The ECPG network consists of both individual and honorary members of FIP who are, early career pharmacists, pharmaceutical scientists, pharmacy educators and pharmacy students. (i.e., graduates up to eight years after graduation from their first degree in the pharmacy field.

Article 2 – Discontinuation of Membership

1. Membership within ECPG will cease under one of the following circumstances:
 - i. When a person ceases to be an Individual Member of FIP.
 - ii. When a member has graduated from his/her first pharmacy degree more than 8 years ago, their membership in ECPG ends December 31st of the 8th year after degree conferral (i.e. - if the member graduated May of 2015, their membership ends December 31st, 2023).
2. When a member requests so, in written, to the ECPG Steering Committee or the FIP Secretariat. Notification of the discontinuation of membership shall come directly from the FIP Secretariat.
 - i. Renewal invoices are sent to members electronically and/or by post.
 - ii. If individuals do not renew their membership, they are discontinued after a period of non-payment determined by the FIP Secretariat.

Article 3 – General Assembly Standing Orders

1. The General Assembly is the supreme decision-making body of the ECPG. It is composed of all ECPG members with at least 90 consecutive days of FIP ECPG membership.
2. The General Assembly is responsible for:
 - a. The appointment of the Chair of the Assembly.
 - b. The appointment of the Secretary of the Assembly who takes the official minutes.
 - c. The appointment of the Parliamentarian and counting committee.
 - d. The election of the Steering Committee.
 - e. The approval and acceptance of the annual report of the Steering Committee and minutes of the previous General Assembly.
 - f. The audit and acceptance of the ECPG financial report.
 - g. The adoption of official documents and approval of any revisions to those documents.
 - h. The provision of feedback and guidance as relates to strategic planning,
 - i. Including but not limited to, the suggestion of new, practical initiatives and projects for the future.
 - j. The arbitration of any conflicts that may arise when individual members challenge decisions of the Steering Committee
3. General Assembly decisions will be determined by a simple majority of the eligible members present, unless otherwise specified. Voting will proceed by a show of hands unless a secret ballot is requested and approved by the Assembly.
 - a. In the case of a virtual meeting, an alternative voting procedure using electronic polling or electronic show of hands is acceptable. If a secret ballot is requested or required, the electronic vote shall not require any identifying information.
4. The General Assembly shall meet at least once a year. This meeting shall occur during the FIP World Congress of Pharmacy and Pharmaceutical Sciences unless the Congress is cancelled, or a virtual-only meeting is recommended by FIP. A virtual option shall be provided for members unable to attend Congress if the meeting is held during Congress. If the meeting does not occur during Congress, the Assembly shall convene alternatively in accordance

with the FIP Statutes, and the meeting should take place with adequate time to allow for handover of Steering Committee positions.

5. Conduct of the General Assembly

- a. The General Assembly will be conducted in the English language.
- b. The Chair of the General Assembly, appointed from among members of the current Steering Committee and approved by the Assembly, will preside over all proceedings.
- c. A Secretary of the General Assembly will be appointed at the beginning of the Assembly. It is the responsibility of the Secretary to take official minutes during the meeting. The minutes will be distributed by the Steering Committee to all ECPG members in the weeks following the close of the FIP Congress.
- d. Speaking Privileges
 - i. All Congress participants and members otherwise providing assistance to the General Assembly shall have speaking privileges during the session. Non-members in attendance shall have speaking privileges only if recognized by the Chair.
 - ii. Speaking privileges shall include the right to address the General Assembly, raise Points of Information, and Points of Order.
 - iii. The Chair has the right to remove the speaking privileges from any participant who is disrupting the General Assembly.
 - iv. Every speaker shall address themselves solely to the Chair. Every speaker must state their name before addressing the General Assembly.
 - v. The debate must be limited to the subject being discussed. The Chair should bring back to order any speaker failing to adhere to the subject under discussion.
 - vi. A Point of Order may be heard at any time during the General Assembly except during the act of voting. It must deal with the conduct of the Assembly, transgression of the FIP Bureau Rule of procedures on conducting ECPG activities or Operating Guidelines or calling attention to the introduction of matters not relevant to the motion under discussion. A Point of Order is debatable. When calling a Point of Order, an attendee may ask for a ruling from the Chair on any point of the Bureau Rules of procedures on conducting ECPG activities or Operating Guidelines, provided that the point is a relevant one.
 - vii. A Point of Information provides or requests information to or from the speaker. It may be heard at any time during the General Assembly except during the act of voting. A Point of Information must be relevant to the subject under discussion.

6. Voting Privileges

- a. All attendees that are members of ECPG with at least 90 consecutive days of FIP ECPG membership may vote during the meeting.
- b. Voting on Motions
 - i. Voting shall take place by a show of hands unless a secret ballot is requested (and approved by a simple majority of the General Assembly) or mandated.
 - ii. In the case of a secret ballot, the Chair shall specify the alternatives that can be written on the ballot paper.
 - iii. An individual ballot shall be considered spoilt if what is written on the ballot paper is different from the alternatives specified by the Chair.
 - iv. A revote may be requested by any voting member immediately following the original vote. Members must vote in the same way as they did in the original vote.
 - v. A recount of the votes may be requested by the Chair at any time or by any participating member when the margin of difference is within equal to or less than 5%.
 - vi. No interruptions are permitted during the vote or during the count.

7. Parliamentary Activity

- a. Motions
 - i. Any ECPG member may propose a motion during the General Assembly.

- ii. ECPG members who are unable to attend the ECPG General Assembly in person can send in proposals and motions to be considered or voted on via email up to 48 hours before the start of the General Assembly.
 - iii. All motions (except procedural motions) for presentation to the General Assembly must be submitted in writing to the Steering Committee and shall be prefaced by the words: “This xx General Assembly...”.
- b. **Withdrawing a Motion**
 - i. A motion will be withdrawn if the proposer is not present at that session of the General Assembly or with the consent of the proposer.
 - ii. Any motion that is withdrawn may be proposed by other members or the Steering Committee.
- c. **Motions Previously Voted Upon**
 - i. A motion previously voted upon during the current General Assembly may be reconsidered. A motion to reconsider the motion may only originate from a member who was present during voting on the motion in question or the Steering Committee.
- d. **Procedural Motions**
 - i. Procedural motions, unless otherwise stated below, must be moved, and discussed in accordance with the procedure for motions as outlined above. No abstentions are permitted when voting on procedural motions.
 - ii. A motion to close the subject under discussion is not amendable and not debatable.
 - iii. A motion to reconsider a motion is debatable but not amendable. If the motion to reconsider is passed, the original motion may be re-debated and re-voted upon.
 - iv. A motion for the adjournment of the meeting for a stated period is debatable but not amendable. If the motion is carried, the meeting shall be dissolved for the period so stated, and no vote shall be taken on any motion.
 - v. A motion to refer the subject under discussion to the Steering Committee for a decision is debatable but not amendable.
 - vi. A motion to bring a challenge to the Chair’s ruling is not amendable but debatable.
 - vii. A vote of “no confidence” in the Chair is not amendable but debatable.
 - viii. A motion to vote on the motion in parts is not amendable but debatable.
- e. **Amendments to Motions**
 - i. An amendment may be incorporated into a motion immediately with the approval of the proposer of that motion.
 - ii. If the amendment is not accepted by the proposer of the original motion, the amendment is discussed and voted upon before the vote on original motion.

Article 4 – ECPG Elections Procedures

1. Any person nominated for the Steering Committee should be an Individual Member of FIP for at least six (6) months prior to the Election Day. They should not be holding any Executive Committee position in another FIP constituency concurrent with their Steering Committee term. It is required for the Steering Committee to acquire an updated list of ECPG members before the start of the General Assembly to verify the membership status of all meeting attendees.
2. Together with the official application, candidates must submit copies of their CVs and nomination forms to the Steering Committee. These items must be received no later than 48 hours before the start of the General Assembly. Incomplete applications will not be accepted, nor will they be reviewed by the General Assembly.
3. In order for General Assembly members to be familiar with the candidates running for each Steering Committee position, each candidate is invited to attend, at their own cost, the General Assembly during which elections will be held.

- a. If a candidate is unable to be at the election in person, he/she must ensure his/her participation in the elections by any type of communication technology available during the time of the General Assembly and bear the costs for that himself.
 - b. Each candidate will be invited to give a short presentation, not exceeding three (3) minutes, explaining their reasons for nomination, together with the experiences and benefits that they would bring to ECPG and FIP. Alternatively, a three (3) minute presentation may be pre-recorded.
4. Candidates for committee positions should demonstrate in-depth knowledge of ECPG and FIP structures and projects. Prior leadership experience within FIP/ECPG or other local, national, and international pharmacy organisations is a desirable but not essential qualification for candidates.
5. Voting:
 - a. Voting shall occur by secret ballot and the Steering Committee shall prepare the official voting forms. For each vacancy, a separate voting form will be made.
 - b. When there is one candidate for office, the voting procedure will be as follows: the ECPG member voting will write the word 'YES', 'NO' or 'ABSTAIN'.
 - c. When there is more than one candidate for office, the voting procedures will be as follows: the ECPG member voting shall write either the name of the candidate they wish to elect, or "RE-OPEN NOMINATIONS" if they do not wish to vote for any of the candidates.
 - d. After an open discussion, the candidates must leave the General Assembly room.
 - i. Doors shall be locked.
 - ii. A closed discussion may be held.
 - iii. Secret ballot papers shall be distributed.
 - iv. Voting options shall be specified by the Chair.
 - v. No interruption shall be allowed until the results are announced.
 - vi. In case of a virtual General Assembly, closed discussion participants must remain at a breakout room until the floor will be opened back to discussion.
6. Each member has a maximum of one vote. Delegation of voting rights to other General
7. Assembly members are not allowed.
8. Votes will be counted by two persons (one from the Steering Committee and another from among the General Assembly) nominated by the Chair of the Assembly and approved by the General Assembly. These two persons shall duly certify the numbers of votes cast.
9. In the case of a single candidate for a vacancy: the candidate will be elected by a simple majority of 'YES' votes. If the candidate is not elected, then the vacancy will remain open.
10. In the case where there is more than one candidate for a vacancy: A candidate must receive more than 50% of the votes cast to be elected. If no candidate receives more than 50% of the votes cast in the first round, a runoff vote between the two candidates who have received the highest number of votes takes place and the winner must receive more than 50% of the votes cast. If more than two or more candidates have the same number of votes in the first round, a separate ballot will be conducted between them for a place in the second round. If none is elected, the position will remain open until further nominations are brought forward.
11. In the case where there are no candidates for a vacancy at the time of the election, or a position remains open after the elections: the Steering Committee will issue a call for nominations to all ECPG members within two (2) weeks after the General Assembly. Decision about the appointment to Steering Committee duties in these cases will be taken jointly by the elected members of the incoming and those of the outgoing Steering Committees.
12. The Chair of the Assembly shall read out the results of each election and these will be recorded in the minutes of the meeting. The Steering Committee will inform the FIP Secretariat of the results as soon as possible after the election meeting, but no later than two (2) weeks after. The Chair of the Assembly will inform the candidates who were not present at the election of the results.

Article 5 – Steering Committee

1. The Steering Committee shall consist of at least a President, President-Elect (elected bi-annually), Secretary, Chairperson of Public Relations, Chairperson of Projects, and Chairperson of Liaisons.
2. The Steering Committee is responsible for all aspects of ECPG operation that do not fall under the exclusive authority and control of the General Assembly. These include, but are not limited to:
 - a. The organisation of ECPG meetings and Congress programmes and the coordination of ECPG projects.
 - b. The approval and management of the annual ECPG budget, whose income shall consist of:
 - i. FIP subvention
 - ii. The net profit from conferences (organised in accordance with the FIP Rules of Procedures BU-D1: Guidelines for Congresses and Conferences) or other activities organised by ECPG.
 - c. The implementation of decisions of the General Assembly.
 - d. Support the organisation and presentation of awards as per FIP Rules of Procedure BU-C1: Granting Awards in Recognition of Excellence
 - i. The term award should be understood as any tangible symbol signifying approval or distinction, denoting an accomplishment based on achievements, skills, talents and/or abilities to recognise excellence in the pharmacy field.
 - e. Maintaining internal communication and providing support to ECPG members.
3. Steering Committee members shall be elected with the possibility of one-time re-election regardless of the position(s) held. No-one can serve on the ECPG Steering Committee for more than 3 terms.
4. All members of the Steering Committee shall have a vote on Steering Committee decisions.
5. Any upcoming or current vacancy for a position within the Steering Committee shall be made known at least one (1) month before the General Assembly where the election occurs.
6. The Steering Committee shall meet in-person at least once a year at the FIP Congress.
7. The responsibilities assigned to each position shall be reviewed, prepared, and publicised by the Steering Committee every year before the launch of the elections' announcement.
 - a. Responsibilities of the President shall include, but will not be limited to:
 - i. Chairing the committee and coordinating its actions.
 - ii. Representing the ECPG at all relevant levels, including FIP's Bureau and Boards.
 - iii. Organising the annual update of the work plan.
 - iv. Other tasks as they arise.
 - b. Responsibilities of the President-Elect shall include, but will not be limited to:
 - i. Collaborating with the President to learn the role of the President, to become familiar with the programs of ECPG and its governance, and to develop and facilitate officer transition.
 - c. Responsibilities of the Secretary shall include, but will not be limited to:
 - i. Maintaining the records of ECPG, prepares reports to the Secretariat as required, assists in other duties necessary for smooth functioning of ECPG, and maintains communication between all positions of the Steering Committee, Subcommittee, and ECPG members.
 - ii. Maintaining the financial accounts of the ECPG and presenting them to the General Assembly and to FIP for auditing purposes.
 - d. Responsibilities of the Chairperson of Projects shall include, but will not be limited to:
 - i. Managing the contacts with the FIP sections/working groups in coordination with the President.
 - ii. Organising the logistical support for projects initiated by early career FIP members.
 - iii. Organising the updates of the ECPG resources for early carer pharmacists and pharmaceutical scientists.
 - iv. Coordinating temporary projects of interest to early carer pharmacists and pharmaceutical scientists. as deemed appropriate.
 - v. Organising the ECPG activities and events for the FIP Congress.
 - vi. Other tasks as they arise.
 - e. Responsibilities of the Chairperson of Public Relations shall include, but will not be limited to:
 - i. Liaising with the FIP members (organisations and individuals) in coordination with the President

- ii. Promoting active participation in the FIP initiatives to early career FIP members
 - iii. Writing and recruiting articles, revising website content, and producing press releases, spotlights that promote the activities of the ECPG.
 - iv. Preparing electronic newsletters and regularly updating the ECPG website.
 - v. Offering articles to external journals.
 - vi. Other tasks as they arise.
- f. Responsibilities of the Chairperson of Liaisons shall include but will not be limited to:
- i. Manage the liaisons within the subcommittee. This includes both ECPG liaisons to FIP Sections and SIGs (as well as HUB and GHWN Youth Hub) and other positions that may arise.
 - 1. Prepare a “Monthly Updates” document with any news and information from the ECPG Steering Committee and subcommittee that allow liaisons to be aware of ECPG activities and projects as well as any upcoming events.
 - 2. Review feedback from their subcommittee members and provide advice and suggestions for any challenges that may arise.
 - 3. Help to compile and prepare the bi-monthly “Liaison’s Corner” publication.
 - 4. Prepare and lead quarterly liaisons meetings.
 - ii. Developing initiatives to increase and encourage collaboration between ECPG and FIP Sections and Special Interest Groups.
 - 1. Work with the liaisons to develop collaboration between ECPG and their respective Section or SIG, including but not limited to digital events, toolkits, publications, and other projects.
 - 2. Work with the ECPG Steering Committee members to ensure all collaborations fit within ECPG goals and objectives for the year.
 - 3. Support existing collaborations.
 - iii. Support and encourage alignment of ECPG activities with broader FIP activities.
 - 1. Ensure that all activities align with the ONE FIP initiative.
 - 2. Work with ECPG President and ECPG Account Holders as needed to accomplish this goal.
8. All Steering Committee members shall respect the general rules of FIP regarding officers’ activities and ethics.

Article 6 – Resignation or Removal from the Steering Committee

1. Any member of the Steering Committee who wishes to resign must officially inform the FIP Secretariat and the remaining Steering Committee members by way of a formal Resignation Letter. This can be in an electronic format such as email.
2. If a member of the Steering Committee resigns, the remaining Steering Committee members shall co-assume the vacated officer’s duties. A Call for Nominations must be released within two weeks after the resignation. The decision to fill the position will be made in accordance with Article 7, paragraph 6 in the ***FIP Rules of Procedure, BU-G1 Conducting ECPG Activities*** and must be done preferably in a maximum of one month time.
3. Any member of the Steering Committee who fails to adhere to the general rules of FIP or who violates the code of ethical conduct as laid out in the FIP Statutes will be subject to immediate dismissal from office by the Steering Committee Members on behalf of the ECPG membership.
4. Removal from the Steering Committee must be preceded by immediate notification to and approval by the FIP Secretariat.

Article 7 – Subcommittee and Working Groups

1. The ECPG Steering Committee shares and appoints a subcommittee for every calendar year.
2. The ECPG Steering Committee and/or the General Assembly may form and disband working groups at any time for specific purposes.
3. A proposal of establishing a Working Group should include details of the purpose for which the Working Group is to be formed, its goals and objectives, the means of measuring the achievement of these goals and objectives and an estimated time span for the work of the group.

4. The Working Groups chairs and members shall be created and appointed by the Steering Committee or the General Assembly, as appropriate and befitting of the circumstances.

Article 8 – FIP ECPG Alumni status

1. Alumni are past FIP ECPG Members who meet one of the following criteria:
 - a. Past FIP ECPG Steering Committee member.
 - b. Past FIP ECPG subcommittee member.
2. All Alumni must have active FIP membership, pay their annual FIP membership fees and be in good standing with FIP.
3. Alumni should have the following privileges:
 - a. Alumni affiliation after being approved by ECPG members at the FIP ECPG General Assembly with a 2/3 majority of the votes. The affiliation shall be terminated if the Alumni fails to pay their annual FIP membership fees and/or disrespect the FIP Code of Conduct.
 - b. Participation in all the events of ECPG with speaking rights at the ECPG General Assembly. Alumni do not have voting rights.
 - c. Participation in all Alumni specific projects and initiatives of ECPG with the exclusion of applying for the ECPG Steering Committee, ECPG subcommittee, FIP grants for ECPG members, ECPG Remote Volunteering opportunities, Leadership Development Workshops, and Leadership Development Programmes. However, Alumni are encouraged to take part in the FIP ECPG Mentorship Programme as mentors and might be invited as speakers for ECPG events.
 - d. Receive the Alumni newsletter that is coordinated by the FIP ECPG Member Relations Coordinator and Publications Coordinator, and that is published (at least) once a year.

Article 9 – Amendments to the Operating Guidelines

1. Any amendment of the ECPG Operating Guidelines will require a 2/3 majority vote of the members present at the General Assembly for passage.

International
Pharmaceutical
Federation

Fédération
Internationale
Pharmaceutique

Andries Bickerweg 5
2517 JP The Hague
The Netherlands

-
T +31 (0)70 302 19 70
F +31 (0)70 302 19 99
fip@fip.org

-
www.fip.org

FIP ECPG 2023