

March 10, 2021

Japan Epidemiological Association (General Incorporated Association)

Dear Members,

Japan Epidemiological Association
Election Administration Committee
Chair Yoshiharu Fukuda

**Regarding the 2021 Election of delegates
(Review of affiliated regions and registration of candidates)**

Based on the “Bylaws on the election of delegates and board members” (Page 3 to 8) and the “Rules regarding the Election of Delegates” (Page 9 to 10), an election of the delegates will be held by affiliated regional divisions. Elected delegates will, at the end of the election, immediately become representatives of the General Incorporated Association.

As the election for delegates will be done by affiliated regions, please check table 1 in the “Bylaws on the election of delegates and board members” and **notify the secretariat by April 30 (Fri) if your place of business (or your home address if you are not working) is incorrect in the notification mail (dated March 10)**. Ballots will be cast online. You will not be able to login and cast a ballot in a region other than your affiliated region. Detailed steps for casting ballots will be notified mid-May.

Below are the Criteria for voters and candidates.

- Voters : Those who have continuously been ordinary members since 2020, and who have made full payment of their membership fees up to 2020 by April 30, 2021. (Students whose membership fee for the year 2020 was waived are excluded.)
※If you do not notify us of your change in region by April 30, please cast a ballot in the region designated in the mail sent on March 10.
- Candidates: Those who will have been ordinary members for the past consecutive four years by April 30, 2020 and who have paid their full membership fees by April 30, 2021. (If your membership fee was waived for the first year, you must have paid full membership since the second year.) However, those who will become 61 or older by December 31, 2021 (who were born on or before

December 31, 1960) are excluded.

※To check the status of your membership fee payment, please log into the members-only site and click on the 支払状況 Billing Status in the “Edit my details” table.

<https://jeaweb.jp/files/kaihikakunin.pdf>

(Login ID is your registered E-mail address. If you have forgotten your password, please reset your password in the login page.)

In order to run as a candidate, please follow the instructions below.

1. Number of delegates required

For each region, approximately one delegate per 10 ordinary members with right to vote (as of April 30, 2021) are allotted. Fractions are rounded up.

2. Term of office of the delegates

Term starts from the end of the 2021 election and ends at the end of the 2023 election of delegates.

3. Steps to become a candidate

1) Term of registration: March 10, 2021 to April 30, 2021

2) Log into the members-only website with your login ID(E-mail address) and password. At the bottom of the menu bar on the left hand side, click on the 代議員立候補受付 “delegates candidacy registration” button (under Contacts), and fill out the necessary information in the form. 【E-mail, membership ID number, name, place of business, affiliated region, and admission date (as written in the mail dated March 10.) Please send the form when you finish entering the information.

Important dates (schedule subject to change):

March 10: Begin registration for candidacy of delegates

April 30: Due date for registration of above

Mid-May: Announcement of the candidates

Early-June: Begin online ballot casting

Mid-June: Due date for ballot casting and election of delegates

If you have any question, please contact the secretariat (jea@jeaweb.jp).

Bylaws on the Election of Delegates and Board Members

(Purpose)

Article 1 This Bylaw is based on Article 5, clause 4 and 21 of the Articles of Association, and lays out matters necessary for the appropriate election of Delegates and Executive Board Members.

(Regionalization)

Article 2 Delegates and Executive Board Members will be elected from the regional divisions described in Table 1.

Article 3 The regional division of a Voter and Eligible Candidate is decided based on the place of business on the specified date provided in the Rules regarding the Election of Delegates. If a member is not employed, the region will be decided by place of living.

(Number of Delegates and Executive Board Members)

Article 4 (1) The number of Delegates and Executive Boards elected from each regional division will be suggested by the Election Administration Committee and decided by the Executive Board prior to each election.

(2) The number of Delegates from each regional division will be calculated to be appropriately one in ten ordinary members in the region.

(3) The Executive Board Members will consist of 20 members, including 15 elected members and five members nominated by the President (hereafter called Nomination Executive Board Member). At least one member will be allotted to each region. The rest of the elected members will be allotted by highest average method to represent the number of ordinary members eligible for voting and election.

(4) If the number of Delegates from each regional division cannot be decided by the method specified in article 4 clause 3, the chairperson will draw lots in the Election Administration for a decision.

(Election Administration Committee)

- Article 5
- (1) The administration of matters relating to elections laid out in this Bylaw will be administered by the Election Administration Committee.
 - (2) Five members will be chosen from ordinary members by the Executive Board, and delegated by the President.
 - (3) The chair of the committee will be elected among the committee members.
 - (4) Term of office is two years, but reappointment is not prohibited.
 - (5) If a position becomes vacant, a replacement will be elected and delegated as per article 5 clause 2. The replacing member will serve the remaining term of the outgoing member.
 - (6) Office work for the committee will be handled by the Secretariat of Japan Epidemiological Association.
 - (7) Any other matters necessary for the administration of the committee, other than those laid out above, will be decided by the committee.

(Eligibility for Voting and Election)

Article 6 Those eligible for voting (hereafter called Voters) are those who are ordinary members since the year before the end of term of the current Delegates, and those who have made full payment of their membership fees of the previous year by the deadline decided by the Election Administration Committee.

Article 7 Those eligible for election (hereafter called Eligible Candidates) are those who have been ordinary members over the past 4 consecutive years or more, and those who have made full payment of their membership fees of the previous year by the deadline decided by the Election Administration Committee. Those who were exempted from the membership fee in the first year, need to make full payment of their membership fees from the following year. However, those who become 61 by December 31st of the year of election will lose eligibility for election.

(Election of Delegates)

Article 8 The Election Administration Committee shall announce the election for Delegates by June 1st of the last year of term of the Delegates.

Article 9 Those who wish to run for Delegate shall submit a written notice to the Election Administration Committee by the designated date.

Article 10 Chairperson of the Election Administration Committee must prepare a list of candidates by regional division and notify the ordinary members within the relevant regional division, stating the address and contact information of the Election Administration Committee, the number of Delegates to be elected, and the due date for submission of votes.

Article 11 Delegates will be elected among the candidates within a given regional division by secret vote of the Voters in the relevant regional division. However, there will be no voting if the numbers of candidates are equal to the numbers of Delegates to be elected as laid out in Article ~~4~~10.

Article 12 The method of electing Delegates is provided in the “Rules regarding the Election of Delegates.” Vote counting will be handled by the Election Administration Committee.

Article 13 (1) Candidates with most votes will be elected by descending order until the number of Delegates required in each regional division is filled. Those who come next in order will be back up candidates for Delegates. Should there be a tie, the elected candidate and the back up candidate will be decided by measures predetermined by the Election Administration Committee.

(2) If a position for Delegate representing a regional division becomes vacant, the Election Administration Committee may assign the back up candidate of the relevant regional division. In such cases, the Delegate will serve the remaining term of office of the outgoing Delegate.

(3) If a Delegate is no longer qualified as an ordinary member, the person will be no longer qualified as a Delegate.

Article 14 If a Delegate changes their regional division, the Delegate will represent the new regional division for their term of office.

Article 15 If any question arises regarding the assignment of Delegates, the Election Administration Committee shall be in charge of its disposition.

(Election of Executive Board Members)

Article 16 The Executive Board Members shall be elected among the Delegates of each regional division by secret vote with single entry.

Article 17 Those who wish to run for Executive Board Members shall submit a written notice to the Election Administration Committee by the designated due date.

Article 18 Chairperson of the Election Administration Committee must prepare a list of candidates by regional division and notify the Delegates within the relevant regional division, stating the address and contact information of the Election Administration Committee, the number of Executive Board Members to be elected, and the due date for submission of votes.

Article 19 Vote counting will be handled by the Election Administration Committee.

Article 20 (1) Candidates with most votes will be elected by descending order until the number of Executive Board Members required in each regional division is filled. Those who come next in order will be back up candidates for Executive Board Member. Should there be a tie, the elected candidate and the back up candidate will be decided by measures predetermined by the Election Administration Committee.

(2) If a position for Executive Board Member becomes vacant, the Election Administration Committee may assign the back up candidate. In such cases, the Executive Board Member will serve the remaining term of office of the out going Executive Board Member.

(3) Executive Board Members who changed their regional division will no

longer be qualified for Executive Board Member.

(4) Nomination Executive Board Members will be selected and nominated by the President from the Delegates.

(5) If a position of Nomination Executive Board becomes vacant, the President may choose a replacement from the list of Delegates.

(6) Executive Board Members who no longer qualifies as ordinary member shall no longer qualify as Executive Board Member.

Article 21 If any question arises regarding the assignment of Executive Board Members, the Election Administration Committee shall be in charge of its disposition.

(Election of President)

Article 22 The method of selecting a candidate of the President is provided in the "Rules regarding the Election of the President."

(Election of Auditors)

Article 23 (1) Candidacy of an Auditor requires recommendations of three Delegates and consent of the said person. Election will be held among all Delegates by secret vote with single entry.

(2) The Election Administration Committee shall notify all Delegates of the names, personal history, and convictions or reasons for recommendation of the candidates for Auditors and administer the election. The two candidates with most votes will be elected, and the person next in order will be a backup Auditor. Should there be a tie, the candidate and back up will be decided by measures predetermined by the Election Administration Committee.

(3) If a position of Auditor becomes vacant, the Election Administration Committee may replace the position by assigning the back up Auditor. In such cases, the Auditor will serve the remaining term of the out going Auditor.

Supplementary Provisions

1. Amendments to this Bylaw will be decided by the Executive Board
2. The Bylaw will be enforced from the first election of Delegates after the founding of General Incorporated Japan Epidemiological Association.
3. This Bylaw will take effect as of February 8th, 2017.
4. This Bylaw will take effect as of January 31st, 2019.

Table 1

Regional Divisions (Blocks) constitute Hokkaido/Tohoku, Kantokoshinetsu (excluding Tokyo), Tokyo, Chubu, Kinki, Chugoku/Shikoku, and Kyushu/Okinawa. Each Regional Divisions include the following prefectures.

Hokkaido/Tohoku: Hokkaido, Aomori, Iwate, Miyagi, Akita, Yamagata, Fukushima

Kantokoshinetsu (excluding Tokyo): Ibaraki, Tochigi, Gunma, Saitama, Chiba, Kanagawa, Niigata, Nagano, Yamanashi

Tokyo: Tokyo

Chubu: Toyama, Ishikawa, Fukui, Gifu, Shizuoka, Aichi, Mie

Kinki: Shiga, Kyoto, Osaka, Hyogo, Nara, Wakayama

Chugoku/Shikoku: Tottori, Shimane, Okayama, Hiroshima, Yamaguchi, Tokushima, Kagawa, Ehime, Kochi

Kyushu/Okinawa: Fukuoka, Saga, Nagasaki, Kumamoto, Oita, Miyazaki, Kagoshima, Okinawa

Members living outside of Japan will be allotted to the regional division in the order of: the place of their affiliated institution, absent address in Japan, the region they belonged to prior to moving abroad. If none of the above applies, they will be allotted to the most populated regional division.

Rules regarding the Election of Delegates

(Purpose)

Article 1 These rules are laid out for the fair and effective execution of the election of Delegates as stated in Article 5 of the Articles of Association of the General Incorporated Japan Epidemiological Association.

(Number of Delegates)

Article 2 The number of delegates to be elected by regional division shall be one in ten (decimals will be rounded up) among the ordinary members of the region as of April 30th of the year the election is announced.

(Method of Election)

Article 3 (1) Election will be held through an online election system via the internet.

(2) The Election Administration Committee will confirm the qualification of the candidates, create a list of the candidates' (a)name, (b)affiliated institution, (c)whether the person holds office in the Association, (d)whether the person was previously a Councilor, and (e)year the person became a member, and notify the information through the web page or by other means, more than 14 days prior to the first day of election.

(Method of Voting)

Article 4 A member may vote for up to the number of designated Delegates within the relevant regional division by secret vote.

(Observer)

Article 5 (1) The votes will be counted in witness of an observer(s).

(2) The observer(s) shall confirm the results of the vote count provided by the online voting system.

(Invalid Vote)

Article 6 The validity of a vote will be judged by the Election Administration Committee.

(Decision of Elected Delegates)

Article 7 (1) Candidates of Delegates will be elected by order of most votes.

(2) If two or more candidates receive the same number of votes, the Election Administration Committee will decide on the order by drawing.

Supplementary Provisions

1. Amendments to these Rules will be decided on by the Executive Board.
2. These Rules will be effective as of the first election of Delegates after the founding of the General Incorporation Japan Epidemiological Association.