



CAR/SAM Regional Bird/Wildlife Hazard Prevention Committee
CARSAMPAF

**CALL FOR CANDIDATES, INSTRUCTIONS, REQUIREMENTS, AND
RECOMMENDATIONS FOR THE ELECTION OF THE BOARD OF DIRECTORS
(BoD) AND THE TECHNICAL SUPPORT GROUP (TSG)**

Ordinary General Assembly for the Election of Authorities

Held within the framework of the CARSAMPAF Annual Conference and Meeting
Republic of El Salvador — October 2026

*Document prepared in accordance with the Bylaws of the CAR/SAM Regional
Bird/Wildlife Hazard Prevention Committee – CARSAMPAF, 2016 Version.*

*This document consolidates and updates, into a single record, the documents
“Rules for the Election of the New BoD and TSG” and “Commitments and
Functions of the BoD and TSG.”*

Please read this document in its entirety before applying.



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www.comitecarsampaf.com



1. PURPOSE AND SCOPE

The purpose of this document is to provide **information, guidance, and establish the requirements** applicable to the election process for the Board of Directors (BD) and the Technical Support Group (TSG) of CARSAMPAF, which will take place during the Ordinary General Assembly for the Election of Authorities, concurrently with and in parallel to the Annual Conference and Meeting to be held in El Salvador.

This is intended for:

- Members wishing to **stand as candidates** for a seat on the Board of Directors or for inclusion in the Technical Support Group.
- Members duly qualified and accredited to **vote** at the Assembly.
- Civil Aviation Authorities and organizations **endorsing** their respective representatives.

The contents set forth herein **do not modify or supersede the Committee's Bylaws**; rather, they summarize, organize, and render them operative for purposes of this electoral process. In the event of any discrepancy between this document and the Bylaws, the **2016 Version of the Bylaws shall prevail**.

2. APPLICABLE REGULATORY FRAMEWORK

This process is governed by the Bylaws of the Regional Bird/Wildlife Hazard Prevention Committee – CARSAMPAF (2016 Version), in particular by the following provisions:

- **Article 4** — Composition of the Board of Directors and the Technical Support Group.
- **Article 5** — Requirements for standing as a candidate for the Board of Directors.
- **Article 9** — Frequency of elections and duration of terms of office.
- **Chapter VI, Articles 10 through 17** — Functions of each position within the Board of Directors (BoD) and the Technical Support Group (TSG).
- **Chapter IX, Articles 22 through 28** — Committee meetings and election mechanisms.

All interested parties are advised to **read the Bylaws in their entirety** in order to become fully acquainted with the functions and responsibilities associated with each area of the organization and to contribute ideas or suggestions to those responsible for the activities set forth therein.





3. POSITIONS TO BE FILLED

Article 4. In order to fulfill its objectives, the Regional Committee shall have:

- a) A **Board of Directors** composed of eight (8) members holding the following positions:
 - i. President.
 - ii. First Vice President.
 - iii. Second Vice President.
 - iv. Advisor to the Presidency.
 - v. Secretariat Coordinator.
 - vi. Statistics Coordinator.
 - vii. Research, Training, and Development Coordinator.
 - viii. Administrative and Financial Coordinator.
- b) A **Technical Support Group** composed of no more than ten (10) members, who shall be nominated and elected from among those present at the General Assembly, and who shall perform the functions set forth in Article 17 of Chapter VI of the Bylaws.

This provision reflects the amendment to the CARSAMPAF Bylaws adopted at the Ordinary Meeting held in 2023, which expanded participation in the Technical Support Group.

Note: The Advisor to the Presidency is not an elected office. In accordance with the Bylaws, the appointment is made by the outgoing President.

Term of Office. Elected members shall hold their positions for a **term of two (2) years** and may be re-elected (Articles 5 and 9).

4. REQUIREMENTS TO APPLY

4.1. Regulatory Requirements (Article 5)

The election of the members of the Board of Directors shall take place at the Ordinary General Assembly held every two (2) years, in accordance with the mechanisms and requirements established in Chapter IX of the Bylaws. Members shall be elected for a two-year term and may be re-elected, subject to the following requirements:



- a) Accredited persons who are interested and have the documented support of the authority or organization they represent may stand as candidates for membership on the Board of Directors.
- b) Candidates must have participated in the previous two (2) consecutive, annual Ordinary Meetings held by the Committee, or in three (3) non-consecutive meetings within the last five (5) years.
- c) Former members of the Board of Directors, as well as members of the Technical Support Group, may be nominated again for re-election without having participated in the Committee's last consecutive, annual Ordinary Meetings, provided that they accept their nomination. This acceptance may be done in writing if they are not present.

4.2. Regional Representation Requirements (Article 28)

Positions on the Board of Directors shall be held by delegates representing the Regions comprising the Committee, **and no more than one (1) position on the Board of Directors may be held by representatives of the same State or CAA.** This is to ensure broader representation of the member States of Central America, South America, and the Caribbean.

- a) This does not apply to representatives of other organizations, airport operators, or service providers in the sector.
- b) Appointments shall rotate among the Regions comprising the Committee in order to ensure the broadest possible representation of registered members.

Additionally, **Vice President I** shall, whenever possible, be elected from a different region from that of the President and Vice President II (Article 11, paragraph a).

4.3. Administrative Requirements

- a) **Current membership status.** Interested Committee members must be current on payment of the CARSAMPAF annual membership fee. This shall be remitted through the designated administrative channels and banking systems (Article 22, paragraph f). Members who are not in good standing may not be permitted to participate in the Ordinary General Assembly.
- b) **Documented endorsement.** Candidates must possess the written endorsement of the authority or organization represented. This shall be submitted prior to the Assembly through the communication mechanisms established in the Bylaws.





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- c) **Prior accreditation.** Individual, corporate, State, or organizational representation must be duly documented and accredited prior to the Assembly (Article 24, paragraph b).
- d) **Time availability.** Candidates must commit to dedicating **a minimum of four (4) hours weekly** to the duties of the position for which candidacy is sought.
- e) **Timely registration.** Candidates must submit the registration form (Section 9) no later than the deadline established herein.





5. WHO MAY VOTE

Article 23. Admitted and registered Committee members with voting rights shall participate in the Ordinary General Assembly for the Election of Authorities and in Extraordinary Assemblies, in accordance with Chapter V, Article 8, paragraphs a) and b).

To this end, members must be **current on payment of their annual contribution** for accreditation and shall be entitled to **one (1) vote for each registered membership category**.

Article 24. Admitted and registered Committee members shall be notified and entitled to participate in the Ordinary General Assembly for the Election of Authorities - or in Extraordinary Assemblies convened for urgent or exceptional matters - in an individual, corporate, State, or organizational capacity.

- a) Such representation must be documented and accredited prior to the meeting, using the communication mechanisms established in the Bylaws.
- b) The representative of a Member State or private organization participating in the Board of Directors election process must be accredited by their authority or organization to participate and shall be entitled to one vote.

6. CONDUCT OF THE GENERAL ASSEMBLY AND ELECTION PROCESS

6.1. Convening and Conduct of the General Assembly (Article 22)

The following provisions are established for the proper conduct and normal operation of the Committee's activities, the achievement of its objectives, and the implementation of an adequate organizational structure:

- c) The Ordinary General Assembly for the Election of Authorities shall be convened by the President of the Committee via the Agenda established for the Ordinary Meeting and Conference - irrespective of the host country, and shall include an Order of Business setting out the matters to be considered.
- d) At each Ordinary General Assembly for the election of officers, the incumbent President shall present an Accountability Report and Financial Statement corresponding to the term of the outgoing Board of Directors.
- e) The Ordinary General Assembly for the election of the members of the Board of Directors shall be held concurrently and simultaneously with the Annual Meeting and Conference corresponding to the same period.





- f) In order to participate in the Ordinary General Assembly, a member must be in good standing with respect to the payment of the annual CARSAMPAF membership fee, as verified through the designated administrative channels and banking systems.
- g) The Ordinary General Assembly for the election of the members of the Board of Directors shall commence with the members present, who shall record their participation on an attendance sheet in their own handwriting.
- h) A Chair and a Recording Secretary shall be proposed from among the members present to preside over and record the proceedings of the Assembly, together with two members who shall serve as witnesses and sign the final Minutes. The Minutes shall record all matters discussed and resolutions adopted.
- i) The list of Candidates for the Board of Directors and the Technical Support Group shall be presented to the General Assembly in accordance with the provisions established in Chapter II, Article 5, paragraphs (a), (b), and (c). At that time, the proposed candidates may accept or decline their nominations.
- j) A recess may be declared to allow for the consideration of additional nominations and to verify whether candidates for the Board of Directors and the Technical Support Group are eligible, based on an updated membership register.
- k) The final list of candidates for the Board of Directors and the Technical Support Group to be submitted to a vote of the members present shall comply with the requirements established in Articles 27, 28, 29, and 30.
- l) Once the voting results have been verified, the newly elected Board of Directors and the members of the Technical Support Group shall be formally proclaimed before those present at the Assembly.

6.2. Voting System (Article 25)

The voting and election processes for members of the Board of Directors may be conducted as follows:

- a) At the request of the representatives of the Committee's Member States, and provided that the majority of voters do not object, voting shall be conducted by secret ballot during the General Assembly, by depositing ballots at the place and in the manner determined by the Chair of the Assembly.
- b) Voting may be conducted by roll call, as deliberated and decided by the members present and participating in the Assembly.





6.3. Voting Procedure (Article 26)

The voting procedure shall be conducted for each vacant position, on the date and at the time determined by the President of the Committee, with the approval of the Board of Directors, during the Ordinary General Assembly held every two (2) years, for the purpose of nominating and electing the candidates proposed as members of the Board of Directors.





7. COMMITMENTS OF ELECTED MEMBERS

Considering the functions established in the internal Bylaws for each position on the Board of Directors (BoD) and Technical Support Group (TSG), candidates are encouraged to carefully review each of these duties and, if elected, to commit to fulfilling them.

7.1. Time Commitment

An elected member shall dedicate **a minimum of four (4) hours weekly** to the activities of the position to which they have been elected.

7.2. Work Plan

If elected, the member shall submit a work plan to the President encompassing all or most of the duties associated with their position. These duties shall be translated into initiatives, activities, or projects, and be submitted along with a schedule for their implementation. It is recommended that the work plan include indicators to facilitate measurement of the performance of the activities proposed.

The elected member should consult with their predecessor to obtain information and feedback regarding projects and initiatives that are already underway.

7.3. Periodic Reports

Each elected member shall be required to submit, within the **first five (5) days of each month**, an **executive report** on the progress of the duties or projects under their responsibility. This report must be sent in writing to presidencia@comitecarsampaf.com.

7.4. Accountability and Collaboration Among Members

Each elected member shall be **accountable** for the duties established in the Bylaws for their position. An elected member may assist other positions or coordinators with their work; however, responsibility for an assigned project or task shall remain with the person holding the position to which that duty is assigned. That person shall likewise be responsible for submitting the corresponding reports or partial documents.

Where a project or activity proposed by a given position or coordination unit is found to be **cross-cutting** across units, a joint project may be initiated; however, the position holding that function shall remain responsible for the entire process.





7.5. Co-authorship and Recognition

For group projects, **co-authorship** shall be taken into account and recognized at the discretion of the person responsible. Due recognition should be given to members who participate in the development or implementation of a project or initiative.

7.6. Support from the Technical Support Group (TSG)

An elected member may request the participation of such members of the **Technical Support Group** as they deem appropriate to assist in carrying out their activities.

7.7. Institutional Approval of Initiatives

Any project, initiative, programme, or other activity that an elected member wishes to undertake shall be submitted to the President for notification and consideration, or, at the member's discretion, to the Board of Directors as a whole.

The elected member may determine at what stage the proposal is submitted; however, no such project, initiative, programme, or activity may be implemented without the approval of the **President and/or the Board of Directors**.

This requirement is intended to preserve order and consistency in the decisions and actions of the Committee.





8. DUTIES AND FUNCTIONS OF EACH POSITION

The duties and functions of each available position are set out below, in accordance with Chapter VI of the Internal Bylaws, entitled “*Functions of the Board of Directors.*” Candidates are encouraged to carefully review the duties and functions of the position for which they are applying before registering their candidacy.

8.1. President of the Committee (Article 10)

- a) Serve as the General Attorney-in-Fact of the Committee and implement the decisions and recommendations of the Board of Directors, and fulfill the duties and obligations assigned under these Internal Bylaws.
- b) Collect and assess information on problems identified in the Member States of the ICAO NACC/SAM Regions resulting from the presence of wildlife at airports, and coordinate with the competent authorities and entities to assist in addressing and controlling these issues.
- c) Participate in, or designate a representative to participate in, meetings of the CARSAF Committee and other committees at the regional level or in other continents concerned with the prevention of bird and wildlife hazards to which the President may be invited.
- d) Delegate their responsibilities during periods of absence. In the event of force majeure or resignation, the First Vice President shall assume these responsibilities. If the First Vice President is unable to assume them, the Second Vice President shall do so.
- e) Encourage and support the establishment of National Airport Committees for the Prevention of Bird and Wildlife Hazards, as well as Bird and Wildlife Hazard Prevention Committees at each airport in the Member States.
- f) Maintain up-to-date information on States and international organizations concerned with wildlife strikes involving aircraft.
- g) Maintain regular contact with the members of the Committee.
- h) Review and propose to the Board of Directors any amendments to be incorporated into the CARSAF Committee’s Internal Bylaws and inform the Member States accordingly.
- i) Sign, on behalf of the Committee, all agreements and interinstitutional cooperation arrangements relating to research, training of competent personnel, advisory services, and consulting services for airport risk management that contribute to achieving safety in Civil Aviation.





- j) Oversee, together with the contracted Web Portal Administrator, the updating of the CARSAF website and the control of its content, with the purpose of maintaining the portal and the services provided to members, users, and the general public in the best possible condition and with appropriate security.
- k) Propose and coordinate with the CARSAF website administrator the collection and dissemination of information concerning methods used to reduce bird and wildlife hazards at airports.
- l) Promote activities related to the prevention of bird and wildlife hazards.
- m) Maintain contact and exchange information with higher technical institutes, universities, scientific institutions, laboratories, and organizations concerned with wildlife through the institutional Web Portal.
- n) Open current accounts, savings accounts, and other bank deposit accounts on behalf of the Committee at banks operating in the country of permanent headquarters, or at other banks deemed appropriate by the Board of Directors.
- o) Exercise, jointly with the Administrative and Financial Coordinator, control over the cash flow of the Committee's current and/or savings accounts maintained within the country of permanent headquarters or elsewhere, into which the Committee's revenues are deposited.
- p) Propose, verify, and authorize standard forms or control systems for recording revenues and authorizing disbursements, together with the supporting documentation, in coordination with the Administrative and Financial Coordinator.
- q) Administer the Committee's revenues and oversee the execution of its budget jointly with the Administrative and Financial Coordinator during the applicable term of office.
- r) Accept donations and undertake other lawful administrative actions intended to generate funds to fulfill the objectives of the Committee, whether from Civil Aviation Authorities (CAAs), private operators, or other organizations committed to enhancing safety in Civil Aviation, subject to prior review, analysis, and approval by the Board of Directors.
- s) Coordinate the establishment of expert working groups for the development of cooperation projects or consulting services, according to the needs of the Committee, and supervise such groups for the duration of their activities.
- t) Oversee the selection of operational and administrative personnel at the Committee's permanent headquarters, based on a merit- and competency-based selection process approved by the Board of Directors.





- u) Sign contracts formalizing the employment relationship with personnel selected through a competitive process, in accordance with the labor and social legislation of the country in which the Committee's permanent headquarters are located.
- v) Report to the Board of Directors on all actions undertaken during their term of office, in accordance with the Financial Statement to be submitted annually, and report to the Ordinary General Assembly at the conclusion of their term of office.

8.2. First and Second Vice Presidents (Article 11)

- a) The First Vice President shall, where possible, be elected from a region different from that represented by the President and the Second Vice President.
- b) The First and Second Vice Presidents shall be responsible, according to the Region they represent, for coordinating activities within their respective Regions.
- c) When the President is absent or unable to perform their duties, the First Vice President shall assume the functions of President for the duration of such absence. In the absence of both the President and the First Vice President, the Second Vice President shall assume the Presidency.
- d) Promote activities to disseminate information on bird and wildlife hazards within their respective Regions.
- e) Maintain close contact with the President of the Committee and the Secretariat Coordinator.
- f) Carry out dissemination activities, previously coordinated with the President of the Board of Directors, through the Web Portal.
- g) Propose and update policies aimed at providing information that strengthens and promotes the corporate image of the CARSAMPAF Association, both externally and internally, and submit such policies to the Board of Directors for consideration and approval.
- h) Coordinate, within the Region assigned to them or falling within their area of responsibility, through the working groups, the collection and updating of ecological reports concerning airports. Such reports shall serve as a basis for adopting specific actions to provide guidance to Member States regarding the hazards posed at airports by the presence of wildlife.





8.3. Secretariat Coordinator (Article 12)

- a) Coordinate and manage activities assigned by the President of the Board of Directors relating to the operation of the CARSAMPAF Association.
- b) Assist the President in maintaining updated records of Committee members, in accordance with the established Membership Register and Registration Forms.
- c) Process documentation received and generated by the Committee and establish a documentary database and reference archive.
- d) Assist with the drafting, receipt, and general processing of documents relating to meetings of the Board of Directors and documents arising from technical meetings of the CARSAMPAF Association.
- e) Exchange information periodically with the Member States comprising the CARSAMPAF Association, as well as handle matters relating to international relations with other international organizations concerned with the prevention of bird and wildlife hazards in Civil Aviation.
- f) Consolidate proposals submitted by the States of the Region represented on the Committee and report them to the Board of Directors.
- g) Monitor the extent to which the Committee's objectives, as well as its short-, medium-, and long-term goals, are being achieved, in accordance with the Annual Activities Plan established and approved by the Board of Directors.

8.4. Statistics Coordinator (Article 13)

- a) Develop procedures for processing information provided concerning impacts involving birds and other wildlife.
- b) Compile, analyze, and process available statistical data concerning wildlife strikes.
- c) Coordinate information provided by the Member States of the CARSAMPAF Committee concerning wildlife strikes involving aircraft, through the AGA Officers of the ICAO NACC and SAM Regional Offices.
- d) Publish on the Committee's website available statistical data concerning wildlife strikes.





- e) Submit annual executive reports to the Board of Directors on the incidence of wildlife strikes in the Regions comprising the CARSAF Committee.
- f) Promote awareness among persons involved in aviation through the dissemination of reports and publications on incidents and accidents caused by birds/wildlife, as well as special reports concerning flight safety.
- g) Compile statistical data and informational material concerning bird remains, structural damage caused to aircraft, and all available information regarding bird strikes involving aircraft at different altitudes.
- h) Collect and evaluate bird/wildlife strike reports in order to develop a better understanding of the risk involved.

8.5. Presidential Advisor (Article 14)

- a) Advise the incoming President and provide guidance to the new Board of Directors to ensure continuity in the work of the CARSAF Association.
- b) Provide advice on initiatives submitted to the CARSAF Committee by Member States, including applicable best practices.
- c) Advise the President of the Board of Directors on the planning of meetings and conferences and other activities coordinated by the CARSAF Association.

This position is not subject to election. In accordance with the Bylaws, it is assigned to the outgoing President.

8.6. Coordinator of Research, Training and Development (Article 15)

- a) Implement training and research programmes in coordination with the CAAs of the Member States, technical institutes, universities, and other organizations, with the approval of the Board of Directors and under the auspices and supervision of ICAO.
- b) Establish a list of experts in wildlife risk management at airports in the NACC/SAM Region who shall serve as instructors for the training programmes established by the Committee for competent personnel.
- c) Schedule training programmes to be delivered annually as part of a continuous updating process, in coordination with the AGA Officers of the ICAO NACC/SAM Regions.





- d) Observe, evaluate, and analyze mass movements of migratory birds; data concerning bird strikes according to the systematic groups of birds present and involved in such strikes; and all biological circumstances or phenomena that directly affect specific areas relevant to flight safety.
- e) Exchange information on techniques for preventing bird strikes, analysis of bird remains, remote detection of migratory birds in flight, and the feasibility of using methods and procedures for testing aircraft structures for resistance to bird strikes.
- f) Maintain contact and exchange information with instructors, scientific institutions, laboratories, and organizations concerned with bird migration and systematic bird collections.
- g) Develop procedures, maps, charts, and texts for the compilation, research, and provision of information concerning bird remains and areas susceptible to conflicts between bird migration routes and aircraft flight paths.
- h) Organize presentations on flight procedures and assist the Aeronautical Information Publication (AIP) and Air Traffic Services (ATS) of States that do not yet have a Bird and Wildlife Hazard Prevention Committee in providing timely notification to pilots concerning the presence of birds along aircraft routes.
- i) Encourage, support, and promote research on the remote detection of birds in flight, the design of automated bird-strike forecasting and alert systems, and methods for testing aircraft structures for resistance to bird strikes.
- j) Encourage the reassessment, development, and testing of wildlife dispersal and exclusion devices and methods, as well as habitat modification measures for wildlife hazard management at aerodromes.
- k) Organize and direct the development of wildlife risk management plans for CAAs, airport operators, and other interested organizations.

8.7. Administrative and Financial Coordinator (Article 16)

- a) With the assistance of the Fiscal Auditor, prepare the draft Financial Plan and Annual Budget of estimated revenues and expenditures by activity, based on a cost schedule covering membership fees, event registration, workshops, training programmes, and temporary and permanent sponsorships.
- b) Include in the Financial Plan and Annual Budget other revenue sources including donations, cooperation agreements, consulting services, and the development of





wildlife risk management plans carried out in collaboration with expert members of the CARSAMPAF Committee who are designated and contracted for such purposes.

c) Comply with and ensure compliance with these Internal Bylaws and with the provisions of the General Assembly and Board of Directors concerning the amounts of membership contributions for the established membership categories, as well as fees for activities, agreements, and consulting services carried out by the CARSAMPAF Association for the purpose of generating revenue.

d) Serve as Treasurer of the Committee and, jointly with the President and the Fiscal Auditor, control the cash flow of the Committee's current and/or savings accounts maintained within the country of permanent headquarters or elsewhere, into which the revenues of the CARSAMPAF Committee are deposited.

e) Process, verify, authorize, and archive revenue forms and fund disbursement orders, together with supporting documentation, in coordination with the President, in accordance with established procedures and available technological means.

f) Review and examine the minutes books, accounting records, and all administrative and financial documents of the Association with the assistance of the Fiscal Auditor.

g) Make budgetary provisions to facilitate the participation of members of the Board of Directors in the Annual Meetings and Conferences, as well as Ordinary Meetings held at the permanent headquarters, including travel, representation expenses, and/or per diem, subject to the availability of funds.

h) Submit reports to the Board of Directors, when requested, concerning assigned duties and tasks.

i) With the assistance of the Fiscal Auditor, prepare annual reports on the Association's accounting and financial position, the annual statement of revenues and expenditures, an inventory of the Association's assets; and prepare the same at the conclusion of each term of the Board of Directors, in coordination with the President.

8.8. Technical Support Group – TSG (Article 17)

The representatives of the Technical Support Group, consisting of **no more than ten (10) members**, may attend meetings of the Board of Directors and shall have **the right to speak, but not to vote**, in the decision-making of the Committee's Board of Directors. Their duties and functions shall be as follows:





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- a) Serve as permanent consultants and provide support for activities planned and carried out by the Committee to achieve its objectives.
- b) Develop workshops, training plans, consulting services, and wildlife risk management plans under cooperation agreements, and at the request of the Board of Directors.
- c) Form part of the roster of experts/instructors for consulting projects and training programmes implemented by the Committee, in order to support CAAs, airport operators, and other organizations requesting assistance in their efforts to enhance aviation safety.

Candidates for the TSG **shall be available to the Board of Directors** and shall remain attentive to requests that may be made for their participation in working groups established by the various functions of the Board of Directors. Likewise, candidates are encouraged to submit initiatives that they consider appropriate to share and develop through the Committee.





9. APPLICATION PROCEDURE

1. **Verify compliance with the requirements** set out in Section 4 of this document.
2. **Confirm membership status.** The annual CARSAMPAF membership fee must be paid and current. Questions regarding membership status should be directed to secretaria@comitecarsampaf.com prior to submission of the application.
3. **Select the position.** An application may be submitted for only one position on the Board of Directors or for membership in the Technical Support Group. The corresponding duties and functions should be reviewed before submitting an application (Section 8).
4. **Obtain written institutional approval from the relevant authority or organization.** Such approval must be documented in accordance with Article 5(a).
5. **Complete the application form** provided in Section 10 within the established application period.
6. **Submit the required supporting documents** specified in the application form, including a letter of institutional approval, a brief résumé, and a brief professional profile outlining the proposed contribution or motivation for seeking the position.
7. **Undergo verification of eligibility.** Once compliance with all applicable requirements has been verified, the applicant may be contacted for any additional information required. Such information shall be made available to all members eligible to vote.
8. **Confirm the nomination at the General Assembly.** The list of candidates shall be presented to the General Assembly. At that time, proposed candidates may accept or decline their nomination. Candidates who are unable to attend the General Assembly shall notify the Committee **in writing**.

Application deadline: October 16, 2026.

10. APPLICATION FORM

Candidates wishing to apply and meeting the established requirements shall complete the online application form available at the following link:

[LINK TO APPLICATION FORM](#)





<https://forms.gle/WFGKNb9HL6o4wJ687>

*If the link is not accessible, the application form may be requested by contacting
secretaria@comitecarsampaf.com.*

11. RECOMMENDATIONS

- **Review the complete Bylaws** before submitting an application. Familiarity with the duties and functions of the Committee's various areas will facilitate the contribution of ideas and coordinated work.
- **Assess availability realistically.** The position requires a sustained commitment of at least four hours per week throughout the two-year term, in addition to the preparation of monthly reports.
- **Consult with the current office holder.** This will provide an opportunity to become familiar with ongoing projects and facilitate continuity of work.
- **Prepare a preliminary work plan** setting out proposed initiatives, a schedule, and relevant indicators. In addition to being a requirement following election, a preliminary plan will provide a basis for the proposed work and contribution.
- **Obtain institutional approval in advance.** Internal procedures within authorities and organizations may require sufficient processing time.
- **Verify regional representation requirements.** No more than one representative from the same State or Civil Aviation Authority may serve on the Board of Directors.
- **Plan in advance for participation in El Salvador.** Any required travel authorizations, travel documentation, and immigration requirements should be arranged sufficiently in advance.
- **Notify the Presidency in writing of any inability to attend in person** prior to the General Assembly, in accordance with Article 5(c).
- **Maintain current membership status.** Current membership is a requirement for both eligibility to apply and the exercise of voting rights.

12. INQUIRIES AND FURTHER INFORMATION

Questions or requests for clarification regarding the application procedure may be directed to:

- Presidency: presidencia@comitecarsampaf.com
- Secretariat: secretaria@comitecarsampaf.com





CAR/SAM Regional Bird/Wildlife Hazard Prevention Committee
CARSAMPAF

- Website: www.comitecarsampaf.com

Sincerely,



Yeiner E. Molina Reyes
Presidente / President
Comité Regional / Regional Committee
CARSAMPAF
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“United for Aviation Safety”



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