

## **DRAFT RULES OF PROCEDURE**

### **Election Procedure for Coordination Committee Chair and Vice Chair(s)**

#### **1. Statutory officers to be elected**

The Coalition Coordination Committee (CCC) shall elect one Chair and may elect up to two Vice Chairs as stipulated in the Charter Article 13(4).

The election of Chair and Vice Chair(s) shall be conducted through secret ballot at the latest two years after the previous election, either at an in-person meeting of the CCC or online. The same holds for the election of any other executive officers that the CCC decides to elect.

#### **2. Term**

The terms of Chair and Vice Chair and any other executive officers are a maximum of two years. The consecutive time in office served by a given Chair, Vice Chair or other executive officers may not exceed two two-year terms or a total of four years. The CCC may decide to elect the Chair and Vice Chair(s) for a period of less than two years.

#### **3. Call for nominations**

The Secretariat shall advise the CCC of the latest date when the call for nominations must be issued, based on the previously agreed terms of Chair, Vice Chair(s) and any other executive officers and will propose a date for issuing the call for approval by the CCC. The call must be made at least two weeks before the elections are held.

#### **4. Conduct of the election**

The Secretariat shall propose to the CCC an Election Rapporteur who will be responsible for conducting the election. This shall be a person who is not a CCC member.

Where possible, the election shall be conducted at the CCC's first in-person meeting following the annual elections to the CCC. If this is not possible, the election shall be held online through Election Buddy (or another similar tool). The Secretariat shall inform the CCC about the feasibility of conducting the election at the in-person meeting at least three weeks before the latest date when the call for nominations must be issued and the CCC will decide on the matter.

If the election is conducted at the in-person meeting, only those Coordination Committee members who are present at the meeting may vote in elections. This includes members who participate in the meeting remotely via electronic means such that they can hear all other members at the meeting, and be heard by all other members at the meeting.

#### **5. Nominations**

Nominations, including self-nominations, must be submitted by CCC members to the Election Rapporteur at the latest three days before the election. Members who nominate another CCC member should do so only after checking whether the nominee is in agreement and obtaining their written consent via email or other writing. Members of the CCC may self-nominate, but if so, require at least one additional supporting nomination in writing from another CCC member, which may be via email or other writing. Supporting nominations should be submitted with the self-nomination request. The Secretariat representative on the Coordination Committee is not eligible to be a candidate for Chair or Vice Chair.

A candidate can withdraw his/her nomination at any time before voting begins. A candidate may be nominated for both Chair and Vice Chair but can only hold one position.

## **6. Hustings**

If the CCC so decides, candidates may be invited to make a statement to the CCC members regarding their candidature, either during the in-person meeting or via skype or similar platform. The order of candidates' statements shall be determined by the Election Rapporteur. Alternatively, the CCC may decide to invite candidates to make a written statement to CCC members.

## **7. Voting**

The voting to elect the Chair shall be conducted and completed and the results announced before any voting for Vice Chair(s) begins. Once the announcement of the newly elected Chair has been made, the list of nominees for the position(s) of Vice Chair(s) may be amended as needed with names added (unsuccessful Chair candidates) or removed (successful Chair candidate) before commencement of the voting process for the election of Vice Chairs, unless the CCC decides otherwise.

At least two-thirds of the CCC must participate in the voting process, unless the CCC decides otherwise. Where there are more than two candidates for a position, voting is to take place by single transferable voting.

Voting will be by secret ballot. If the voting is at an in-person meeting, members who participate remotely can vote by privately conveying their vote to the Election Rapporteur. There will be no proxy voting.

Where there is only one candidate for a position, voting is to take place with the options of approve or not approve. If more than 50% of the members do not approve, the invitation will be made for a further round of nominations.

## **8. Breaking of a tie vote**

If two or more candidates for a single office tie for first place or if three or more candidates for two Vice Chair positions tie for first or second place, the Election Rapporteur will hold a rerun up to three (3) times to determine the winner. If there is still a tie, the Election Rapporteur will toss a coin to choose the winner. All voting members must have the opportunity to witness the toss of coin either through actual presence or through video conferencing.

## **9. Announcement of results**

The results of Chair and Vice Chair elections shall be announced immediately if the voting takes place at the in-person meeting or within 48 hours of the online voting deadline for each round in case of remote voting.

## **10. Casual vacancies**

If an office is vacated, the position may be filled via online voting using these election procedures.

## **11. Governing rule**

In case of any inconsistency between these procedures and the Charter of the Association of the UNCAC Coalition, provisions of the Charter will prevail.

## **12. Amendments**

In the event of any proposed amendment to the aforementioned rules the CCC will vote, and at least two-thirds of the CCC must participate in the voting process, unless the CCC decides otherwise.