

Standing Orders: Election Procedures

[2023 Revision]

I. Nomination process

- a. Individuals wishing to stand for the office of President must so indicate at the time of their nomination, or no later than the deadline for nominations to be received.
- b. Sectoral organisation representatives

The Election Committee invites each ICA Sectoral Organisation to nominate a representative who may be the president of the Sectoral Organisation or any other person nominated by the concerned Sectoral Organisation.

- c. Youth representative nominee
 - i. The Election Committee establishes criteria and terms of reference for the youth representative, per the Articles. This should be done no later than three months prior to the election.
 - ii. The Youth Network is asked to propose a process for the nomination of youth representatives. If the Committee is satisfied with the representativeness of the process, it may establish that the nomination of the youth representative comes solely through the Youth Network. Alternatively, the Election Committee may choose to allow nominations from youth co-operators to be sent directly to the Director-General. In any event, nominations must be received by the Director-General no later than 60 days before the date of election, per the Bylaws.
- d. Individuals may stand for election under multiple categories: President, Sectoral organization, Youth representative, or At large.
- e. A biographical statement and photograph (if provided) will be included with the announcement of the nominees. The statement will be drawn from the nomination form, although these will be edited by staff as needed for consistency in format and for coherency, and reviewed by the Election Committee. The statements generally will not exceed 100 words each.

II. Disputed eligibility

- a. Eligibility of any candidate may be challenged by any member or Board member by formal notice to the Election Committee, through the Director-General. Disputes must be signed, but the source of the dispute need not be disclosed to the candidate, at the discretion of the Election Committee.
- b. Eligibility may also be challenged independently by the Election Committee
- c. Upon receipt of a challenge to eligibility, the Election Committee will determine whether it is creditable and requires discussion with the candidate.

- d. If the Election Committee determines that the challenge is credible, it may raise the concern with the candidate and request a response in writing or through a meeting. Alternatively, it may choose to review the background of the matter on its own.
 - e. Before the Committee rules against eligibility of a candidate, it will notify the candidate in question and provide an opportunity for response. The Committee may also choose to advise the nominating member and provide an opportunity for member response, as well.
 - f. An attempt will be made to remove from the ballot the name of a candidate who withdraws or is declared ineligible, depending on the available time. If ballots have already been prepared, the Committee Chair will note the ineligibility of the candidate at the start of the voting procedure. Any vote for that candidate will be disregarded.
 - g. The timelines for conducting the review and the amount of time allowed a candidate for response will be determined in part on when the dispute is received. The Committee may choose not to consider disputes raised less than seven days prior to an election, depending on the severity of the charge, at its sole discretion.
 - h. Depriving the members of the right to vote for a candidate is a serious matter and should only be undertaken where the Committee is concerned that election of that individual to the Board would seriously discredit the organisation or expose it to serious risk or where the nomination is invalid on its face, due to submission by other than a member. Options available include:
 - i. Encouraging a candidate to withdraw his or her candidacy, with or without prejudice
 - ii. Allowing the candidacy to proceed, but with a full disclosure of facts to the General Assembly, with or without a Committee recommendation
 - iii. Declaring the candidate ineligible
 - i. The decision of the Election Committee on eligibility is final.
- III. Preparation of Ballots
- a. Resolutions

The Global Office staff will draft the questions for resolutions in English, French and Spanish. The questions will be drafted closer to the date of the Assembly, when all motions have been received. The Election Committee will be requested to agree on the questions, ensuring that they are clear and include all decisions to be made (motions).

All votes on resolutions will be by show of hand, except if there is a call for a paper vote. Should this be required, members will receive generic ballots which they can use to make their vote by checking either yes, no, or abstain.
 - b. Elections

Members will be given ballot papers which list each candidate and asks them to check those that they are voting on.

Should there be electronic voting, the “voting cards” will be electronic and the questions will be displayed to all delegates. In general, electronic voting should be encouraged, but the Election Committee should ensure that express instructions and adequate advance training and testing is provided. If electronic voting does not take place, special ballots that allow for electronic counting via scanning are encouraged.

IV. Distribution of Ballot Papers

- a. Members will receive separate ballots equal to the number of votes they are permitted to cast. Members holding more than one vote are permitted to split their votes among candidates.
- b. Representative(s) from each member organisation will be asked to pick up their voting cards prior to the start of the Assembly. Members will not be able to pick up their materials after voting has started. The representatives who have the right to vote and pick up ballot papers will need to be certified by an ICA member.
- c. The representative(s) will receive the number of voting cards based on the voting entitlement of each member organisation, calculated according to the ICA Bylaws. Some Representatives will also be picking up voting cards on behalf of other members, as long as the ICA has received a letter of proxy entitling the person or organisation to make votes on their behalf. Members who join the ICA after the allocation of votes has been made do not affect that allocation.
- d. When picking up the ballot papers, Representatives will be asked to:
 - i. Check that the number of ballot papers that they have been given is correct at the time of picking them up.
 - ii. Sign for the ballot papers certifying the number of voting cards they received. Once the Representative(s) have signed their name and left the table where the voting cards are distributed, there will be no possibility of adding or subtracting the number of voting cards received.
- e. Members are permitted to delegate another ICA member in good standing to exercise their votes by providing the Global Office with a completed proxy form five days in advance of the meeting. Late proxies may be accepted at the discretion of the Election Committee. Proxy holders (other than official ICA Proxy holders) are nonetheless subject to the rule prohibiting a representative from exercising more than twelve votes. In a contest election, the official ICA Proxy holders will not exercise votes that have not been directed for an ICA candidate.
- f. Once the distribution of ballot papers has closed, the final number of ballot papers which were distributed will be communicated to the Chairperson of the Election Committee and the ICA President.

V. Order of elections

- a. The election procedure is presented to the General Assembly, including appointment of the Election Committee as voting surveyors, for approval by show of hands.
- b. The election of the President is the first order of election.
 - i. If the current President is standing for re-election, he or she will yield the chair to the Chair of the Election Committee for the purpose of the election of the President.
 - ii. Candidates for President are permitted seven minutes each to address the General Assembly prior to the vote. This time is doubled where non simultaneous translation is required.
- c. The ratification of the Vice Presidents is the second order of election. The Election Committee will determine whether to allow time for remarks from the Vice Presidents, but generally they will not be required.
- d. The election of the at-large Board members is the third order of election. The Election Committee will determine whether to allow each candidate to speak on his or her candidacy. Generally, this is encouraged, limited to two minutes, with allowance for translation as necessary.
- e. The formal election of the Chair of the Gender Committee, sectoral organisation representatives and the youth representative are the fourth order of election. The Election Committee will determine whether remarks are permitted from these representatives. If so, remarks should generally be kept under two minutes each.

VI. Election procedures

- a. Organisations must be in good standing (including full payment of subscriptions due) 45 days prior to the date of the election in order to be eligible to vote.
- b. Where the country maximum of 25 votes is applicable, allocation of votes among members of that country will be made 45 days prior to the date of the vote. Members from that country that join the ICA after the allocation of votes has been made will not receive any votes for that election.
- c. A list of eligible organisations and their permitted votes will be included with the materials distributed to members one month before the Vote.
- d. If there is a single candidate for the office of President, the election of the President may be by acclamation or show of hands. In this case, the Chair will give the opportunity for members to express their vote in favour, against or to abstain.
- e. The ratification of the Vice Presidents and the election of the Chair of the Gender Committee, sectoral organization representatives and the youth representative may be conducted by show of hands, provided there is only one candidate per seat. In this case, the Chair will give the opportunity for members to express their vote in favour, against or to abstain.

- f. The election of the at-large candidates may be by show of hands if the number of candidates is equal to or less than the available seats. In this case, the Chair will give the opportunity for members to express their vote in favour, against or to abstain.
- g. When ballots are used, the Director-General will appoint staff to collect them, unless the Election Committee members choose to serve as Tellers. The ballots remain in the possession of the Tellers until counted.
- h. When ballots are counted, the Election Committee members who are at the meeting will be present during the counting to attest to its accuracy. If the General Assembly elects other voting surveyors, these will also be present.
- i. The Director-General will appoint a staff representative to conduct the counting and tally in the presence of the Election Committee and any voting surveyors. The Election Committee members may choose to assist with the counting to expedite the process.
- j. If counted by hand, each ballot will be counted twice, by different individuals. Scanning software may be used instead of a hand count in order to facilitate the count; in such case, the Election Committee will spot-check the accuracy.
- k. Results will be tallied on a summary sheet and signed by each of the individuals present at the count. The summary sheet will be preserved by the global office until the next election, in the event that vacancies occur. The ballots will be destroyed following the election.
- l. When counting ballots, an attempt will be made to preserve validity. If a member votes for a candidate no longer eligible, that specific vote will be disregarded, but the remainder of the votes on that ballot will remain otherwise eligible. Ballots cast for more than the available number of seats are destroyed thirty (30) days after the election.
- m. During the counting of votes, candidates and members are not entitled to be present nor to be advised of the number of votes cast for a specific candidate. The Election Committee may choose to allow observers in its sole discretion.
- n. The Election Committee Chair will report on the results of the at-large election, identifying first the candidates elected followed by the candidates not elected and identifying the number of votes each single candidate received. The candidates who received the most votes are declared elected until there are no more seats available.