

## ANNUAL ELECTION PROCEDURES - CISV INTERNATIONAL GOVERNING BOARD

### OBJECTIVE

This procedure describes the process to be used to elect Trustees of the Governing Board (other than the Secretary General).

### ELECTION COMMITTEE

An Election Committee shall be responsible for coordinating and supervising the annual election of Trustees of the Governing Board. The Committee shall consist of the three members, whose appointment must be approved by the Governing Board. The Secretary General will appoint one member from the International Office. The Chair of the Governing Board shall appoint one member from among those members of the Governing Board whose terms are not expiring in that year. The Chair of the Governing Board shall appoint a President or Chair of a National Association. The Election Committee will be appointed at a meeting of the Governing Board which should take place within 90 days after each election. No member of the Election Committee is eligible to be a candidate for election in the same election in which they are (or were) a member of the Election Committee. The Chair of the Governing Board has the authority to fill any vacancies in the Election Committee.

### QUALIFICATIONS FOR OFFICE

- Candidates must be 18 years of age or older as of 1 August of the election year.
- Candidates must be a current member in good standing of an official CISV Chapter and must obtain a satisfactory background check consistent with current requirements for leaders in programmes of CISV International. (This will include a criminal record check)
- Candidates must be otherwise eligible to serve according to the Constitution, any applicable governmental law or regulation and any CISV policy and/or standard.

### BECOMING A CANDIDATE

On or before 15 January each year, the Election Committee shall issue a Call for Candidates. The Call for Candidates shall be sent to all National Associations, posted on appropriate internet pages, and circulated widely throughout CISV.

Any individual qualified to serve on the Governing Board can become a candidate for election to the Governing Board by submitting a properly completed Governing Board Candidate Information package in a timely manner. A Governing Board Candidate Information package consists of the following:

1. Candidate Information Form (This form must be signed and submitted by the candidate directly to the Election Committee.)
2. Two Candidate Endorsement Forms. (These forms must be sent directly to the Election Committee by the person serving as endorser of the candidate.)

3. Confirmation of Membership & Background Check. (This form must be sent directly from the candidate's National Association to the Election Committee.)

The Election Committee will be responsible for preparing these forms and for preparing questions to be answered by all candidates. Instructions will be included on each of the above forms.

The Election Committee will review each potential candidate's submission to ensure that it is properly completed and the candidate is eligible for election. The Election Committee should alert potential candidates of any errors, omissions or problems which it identifies, but each candidate is solely responsible for ensuring compliance with this procedure.

The Election Committee shall make periodic reports of the names of each person who has qualified as an official candidate. Those reports shall be made on or about the following dates:

First Report:	15 March
Second Report:	15 April

**The deadline for submission of all required forms and information is 15 May (23.59 UTC) each year.**

## **GUIDELINES FOR CANDIDATES**

Each year on 1 June, the Election Committee will report the final list of all official candidates. At the same time, the Committee will make available the Candidate Information Form and Endorsements for all candidates.

The Election Committee will be responsible for facilitating opportunities for all voting Members and other interested CISV members to learn about and communicate with all official candidates.

The Election Committee may provide additional guidelines for candidates and Members to promote a fair, open informative and constructive election process.

## **TERMS OF OFFICE**

Three Trustees will be elected each year. The term of office will be for three years. All terms of office begin on 1 September and end on 31 August.

## **ELECTIONS**

Voting shall be by electronic ballot. The Election Committee will be responsible for preparing and distributing ballots to voting Members. In years in which the Junior Branch will be electing a Trustee, the election shall be conducted in two rounds.

Round 1: One Trustee shall be elected from among all qualified candidates by ballots cast by the National Junior Representative.

Round 2: Two Trustees shall be elected from among all qualified candidates, (after removing the name of the candidate elected in Round 1), by ballots cast by the Members of CISV International.

All other election shall consist of a single round in which three Trustees shall be elected from among all qualified candidates by ballots cast by the Members of CISV International. A majority of the valid votes actually cast shall be required for election as a Trustee of the Governing Board. The election will be conducted using a “Ranked Choice” voting method.

### **VOTING PERIOD**

The Election Committee shall deliver ballots to all voting Members during the Voting Period. The voting period begins with the delivery of ballots and will be open for one full week within 15 July and 1 August of each year. In order to be considered valid, ballots must be returned before the deadline stated by the Election Committee.

### **RANKED CHOICE VOTING**

Voters will rank candidates in numerical order from the most preferred to the least preferred. [A voter’s top choice should be ranked as “1”] In the event that no candidate receives the required majority, the candidate with the fewest number of number 1 votes shall be eliminated. All ballots shall then be recounted with the eliminated candidate removed and the remaining rankings renumbered to preserve the priority ranking expressed by the voter. This process shall be continued until one candidate receives the required majority.

It is highly recommended that every voter rank every candidate in numerical order from most preferred to least preferred. While members have the right to not rank one or more candidates, this right should be exercised with caution since it may result in a “blank” vote which will not be considered a valid vote for determining the required majority

### **AMENDMENTS TO THIS PROCEDURE**

Any proposed amendment to this procedure must be submitted to the Members for final approval.