

37th Session of the Council

Geneva, 7 December 2018

ISSA/C/37/2b

Procedures for the conduct of the election for the position of the Secretary General of the ISSA

Report submitted to the Council by the Bureau

Procedures for the conduct of election for the position of the Secretary General of the ISSA

In accordance with *Article 43.(3)* of the Constitution of the International Social Security Association (ISSA), the Nominations Committee has established the following Rules of Procedure for the conduct of the election for the position of the Secretary General of the Association to be held during the 37th Session of the ISSA Council on 7 December 2018 in Geneva, Switzerland. The Committee submitted these procedures to the Bureau for review and approval during the 116th meeting of the Bureau.

Once adopted by the Bureau, these procedures will constitute the “rules governing the conduct of meetings of the Council” for the election. The Council may amend them on presentation of a motion supported by at least ten persons present and eligible to vote.

CHAIRING OF THE COUNCIL MEETING

1. In accordance with *Article 19.(1)* of the ISSA Constitution, the President of the Association will preside the meeting of the Council in its entirety. However, the President will invite the Chairperson of the Nominations Committee to oversee the voting process during the election of the new Secretary General.

VOTING METHOD

2. In accordance with *Article 20.(4)* of the ISSA Constitution, the President will inform the Council of his decision to use ballot papers for the vote.

REPORT OF THE NOMINATIONS COMMITTEE

3. The ISSA President will request the Chairperson of the Nominations Committee to present the report of the Committee concerning the candidates along with the remarks and recommendations of the Bureau, if any. The Chairperson of the Nominations Committee will confirm that the candidates meet the eligibility requirements laid down in the ISSA Constitution.

4. Following the presentation of the report by the Chairperson of the Nominations Committee, the ISSA President will invite delegates to raise any questions or requests for clarification that they may have concerning the report. Only those eligible to vote may take the floor. Interventions should be brief and should consist of questions addressed to the Chairperson of the Nominations Committee or requests for clarification concerning the report of the Committee.

THE ELECTION PROCEDURES IN DETAIL

5. The ISSA President will request the Chairperson of the Nominations Committee to describe in detail the election procedures as indicated below.

6. Following the presentation by the Chairperson of the Nominations Committee, the ISSA President will invite the delegates to raise any questions or requests for clarification that they may have concerning the election procedures. Only those eligible to vote may take the floor. Interventions should be kept short and should consist only of questions or requests for clarification concerning these procedures.

Eligibility to vote

7. In accordance with *Articles 20.(1), 20.(2) and 46* of the Constitution, the following are eligible to vote in the election for the position of the Secretary General:

- a) titular delegates to the Council;
- b) in the absence of a titular delegate from a country, the substitute delegate of that country;
- c) in the absence of both the titular delegate and the substitute delegate of a country, any serving official of an ISSA affiliate member to whom the titular delegate or the substitute delegate has assigned his/her vote and has so informed the Secretary General in writing, in accordance with the second sentence of *Article 20.(2)*.

Quorum

8. In accordance with *Article 20.(3)* of the Constitution, the election can take place if, at the time of the vote, "... there are sufficient persons who are present and entitled to vote in accordance with paragraph (1) or (2) of this Article that, in aggregate, the votes allotted to them amount to more than half of the total number of positions of titular delegates to the Council". The Chairperson of the Nominations Committee will check that the quorum has been attained and inform the Council before the voting begins of the total number of voters present and represented.

Distribution of ballot papers

9. From 31 August 2018 onwards, titular and substitute delegates to the Council will be invited either to register with the ISSA General Secretariat or to designate the person entitled to vote on their behalf. **One sole** member of the ISSA General Secretariat will be responsible for the register listing those eligible to vote or voting by proxy, in order to avoid any risk of confusion or error. Changes may be made to the list of delegates entitled to vote up to one hour before the Council meeting begins, provided they meet the statutory requirements governing voting by proxy.

10. Before the opening of the Council meeting, delegates eligible to vote must **PERSONALLY** report to the registration desk to collect their ballot papers and sign the register. Ballot papers will be given to those acting as proxy in the same way; they must also **PERSONALLY** sign the register for each country having assigned them a vote. The ISSA staff member responsible for the register will also be responsible for distributing the ballot papers, under the supervision of a delegation made up of three members of the Nominations Committee.

11. Numbered and differently coloured ballot papers will be prepared in order to distinguish between the different rounds of voting and to facilitate the voting procedure. Ballot papers will be numbered "1" for the first round of voting, "2" for the second round (if required), etc.

Distribution of documents by candidates

12. Candidates may distribute documents to delegates (written copies of speeches, additional material in support of their election) up until the opening of the Council meeting. They alone are responsible for this. No assistance will be provided by the Nominations Committee or the ISSA General Secretariat in the preparation, translation, reproduction or distribution of any such documents. The ISSA General Secretariat will inform candidates that they may request to receive an updated list of titular and substitute delegates to the Council.

Candidates' speeches

13. The Chairperson of the ISSA Nominations Committee will invite each of the candidates to address the Council. The speaking time will be strictly limited to ten (10) minutes for each candidate. The time allotted to each candidate may need to be changed once the total number of candidates is known. If necessary, this modification will be introduced during the Council meeting.

14. Candidates will be invited to speak immediately prior to the election and will be given the floor according to the alphabetical order of their surnames.

15. Candidates may address the Council in any of the Council's seven languages (English, French, Spanish, German, Russian, Chinese and Arabic). Questions and interventions from the floor will not be permitted.

ORGANIZATION OF THE ELECTION ITSELF

Voting and vote counting

16. When all the candidates have spoken, the Chairperson of the Nominations Committee will announce the time allowed for voting (10 minutes, unless the Chairperson feels that more time is required). The Chairperson of the Nominations Committee will remind participants which ballot paper must be used for the vote to be valid.

17. The three scrutineers from the Nominations Committee (1 per ballot box) and the six scrutineers from the ISSA General Secretariat (2 per ballot box) will be stationed next to the ballot boxes during voting. There will be a list for signature of all those eligible to vote for each ballot box. The countries will be split into three groups of equal size, one group per ballot box, in alphabetical order of the countries voting. Countries voting by proxy will be grouped with their representatives.

18. The Chairperson of the Nominations Committee submitted the names of the three members of the Nominations Committee chosen as scrutineers for these elections to the ISSA Bureau at its 116th Meeting held in Geneva in August 2018.

19. Two minutes before the end of the time allowed for vote casting, the Chairperson of the Nominations Committee will announce the time remaining.

20. At the end of the time allowed for voting the scrutineers will take the ballot boxes from the meeting room to the room where the votes are to be counted. The results of the ballot will be noted and certified to be correct by the scrutineers under the supervision of the Chairperson of the Nominations Committee, who will confirm the results in writing.

21. Any votes cast using a ballot paper *other than* the one prescribed for the round of voting in question (i.e. the ballot paper numbered “1” for the first round of voting, “2” for the second round, etc.) will be considered invalid. Any ballot paper in favour of a person who is not or is no longer a candidate for the round of voting in question or which does not show the name of a candidate will also be considered invalid. In voting terms and in accordance with *Article 46.(1)* of the Constitution, invalid ballot papers will be considered as abstentions.

Announcement of the results

22. After the counting of the votes and confirmation of the results, the Chairperson of the Nominations Committee will announce the number of votes for each of the candidates in alphabetical order of their surnames, followed by the number of invalid ballot papers and abstentions, if any.

23. If no candidate obtains more than half the votes cast, as required under *Article 46.(1)* of the Constitution, the Chairperson of the Nominations Committee will announce the name(s) of the person(s) whose candidature(s) is (are) withdrawn, in accordance with the first sentence of *Article 46.(2)*.

24. If there are more than three candidates left and the two candidates with the lowest number of votes have an equal number of votes, these two candidates will be withdrawn. If there are only three candidates left and the two candidates with the lowest number of votes have an equal number of votes, an additional round of voting should be carried out between these two candidates only to determine who is withdrawn.

25. If there are two candidates left and they have the same number of votes, the voting will be repeated until one candidate obtains more than half of the votes cast.

Article 46. Procedures for Elections

(1) In order for a candidate to be elected to the position of President, Treasurer, member of the Control Commission or Secretary General, that person must receive more than half of the valid votes cast by those who are present and entitled to vote in accordance with paragraphs (1) or (2) of *Article 20*.

(2) If, for any election, the names of more than two candidates are in nomination and no candidate obtains the number of votes specified in the previous paragraph, the candidature of the person who has received the least number of votes shall be withdrawn, and a new vote shall take place. This procedure shall be repeated until one candidate obtains the required number of votes.

26. The process of balloting will be repeated as many times as required for a candidate to receive more than half of the votes cast.