

# Procedures for the conduct of the election

Report submitted to the Council  
by the Bureau



## **Procedures for the conduct of elections for the positions of President, Treasurer and members of the Control Commission 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 elections for the positions of President, Treasurer and members of the Control Commission of the Association to be held during the 38th Session of the ISSA Council in Brussels, Belgium. The Committee will submit these procedures to the Bureau for review and approval at its 118th Meeting from 24 to 25 June 2019.

Once adopted by the Bureau, these procedures will constitute the “rules governing the conduct of meetings of the Council” for the elections. 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 chair the Session of the Council in its entirety. However, the President will invite the Chairperson of the Nominations Committee to take the chair for the elections to the positions of President, Treasurer and members of the Control Commission.

### **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. When the meeting reaches the agenda item concerning election to the posts of President, Treasurer and members of the Control Commission, the ISSA President will request the Chairperson of the Nominations Committee to chair the meeting and 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 Chairperson 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 Chairperson of the Nominations Committee will describe in detail the election procedures as indicated below.

6. Following the presentation by the Chairperson of the Nominations Committee, the Chairperson 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 elections for the positions of President, Treasurer and members of the Control Commission:

- 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 17 April 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 two hours before the Council session begins, provided they meet the statutory requirements governing voting by proxy.

10. From 13 October until 2 hours before the Council Session on 18 October, the delegates entitled to vote should present themselves at the registration desk reserved for the Council in order to be provided with their voting card. Delegates entitled to vote who have not yet registered may also do so.

11. Before the opening of the Council session, delegates eligible to vote must **PERSONALLY** report to the elections desk to, upon presentation of the voting card, 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.

12. Numbered ballot papers of different colours will be prepared in order to distinguish between the different rounds of voting for election to each of the posts 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. If there is only one candidate for a given position as there will only be one round the ballot papers will not be numbered and will only indicate yes/no.

### ***Distribution of documents by candidates***

13. Candidates may distribute documents to delegates (written copies of speeches, additional material in support of their election) up until the opening of the Council session. 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 Secretary General will make available to the candidates an updated list of titular and substitute delegates to the Council.

### ***Candidates' speeches***

14. 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 for the position of President and Treasurer and to five (5) minutes for each candidate for the position of member of the Control Commission. 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 session.

15. Candidates will be invited to speak prior to each election, i.e. applicants for the position of Treasurer will be given the floor in alphabetical order of their surnames immediately before the election of the Treasurer, etc.

16. 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**

17. Voting will take place in the following order:

- Titular and Deputy auditors of the Control Commission;
- ISSA Treasurer;
- ISSA President.

### ***Voting and vote counting***

18. When all the candidates for a position 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.

19. 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. 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.

20. The Chairperson of the Nominations Committee will submit the names of the three (3) members of the Nominations Committee chosen as scrutineers for these elections to the ISSA Bureau at its 118th Meeting to be held in Geneva from 24 to 25 June 2019.

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

22. At the end of the time allowed for voting, the Chairperson of the Nominations Committee will suspend the session.

23. 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.

24. If necessary due to the number of candidates, the ISSA Secretary General will announce that the meeting is resumed and invite the candidates for the following election to speak while the votes are being counted.

25. For each election, 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***

26. After the counting of the votes and confirmation of the results, the Chairperson of the Nominations Committee will announce that the session is resumed. He 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.

27. 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)*.

28. 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.

29. 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.

30. For the election of the titular auditors of the Control Commission, if there are three or more candidates with more than half of the votes cast, then the three candidates with the most number of votes will be elected. If there are less than three candidates who received more than half of the valid votes cast in the first round of voting, then the candidate(s) who received more than half of the valid votes will be elected, and an additional round of voting should be carried out between the other candidates to elect the remaining post(s).

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.*

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

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