



ICTCT election procedure

Discussed and approved by the GA of 19 Oct 2024

This document describes the procedure to be used for elections in ICTCT. This procedure can in no case overrule the Statutes of ICTCT (www.ictct.net/statutes/).

The following principles apply for elections within ICTCT:

General

- 1) Elections in ICTCT generally apply to the election of the members of the Steering Committee, positions within the Steering Committee and auditors.
- 2) Every three years, an election for members of the Steering Committee is held. In between, extraordinary elections may be held. The election procedure is initiated and supported by the Steering Committee.

Election Committee

- 3) At least 4 months before the General Assembly at which the elections are held, the Steering Committee invites at least three ICTCT members to form an Election Committee.
- 4) Members of the Election Committee must explicitly accept their role and cannot be a candidate for any of the positions to be elected.
- 5) The members of the Election Committee elect a chairperson among themselves.
- 6) The Election Committee is responsible for the practical organisation of the election. The Election Committee may require assistance from the current Steering Committee.

Candidatures -procedure

- 7) The Election Committee sends an invitation to all ICTCT members to collect names of candidates for the various positions to be elected.
- 8) Candidatures must be submitted no later than 1 week before the General Assembly.

The actual election

- 9) As a basic rule, all future elections will be held entirely electronically via an on-line platform or application. This will explicitly enable all members, also those who are not taking part to the meeting in person, to cast their votes. The Election Committee will organise this practically and may decide to organise an early vote. This means

that the election can partly or entirely held before the meeting of the GA. In such case, the results of the election are notified to the GA during its next meeting.

- 10) All elections are done by secret voting.
- 11) The Election Committee checks the eligibility of all candidates and informs the General Assembly of the result before the voting starts.
- 12) The triennial elections are organized as follows:
 - a. In a first round, the General Assembly elects the Steering Committee members. Every voter has as many votes as there are open positions (normally 7 votes for steering committee members). The candidates with the highest number of votes are elected.
 - b. In a second round, the president is elected directly by the General Assembly among the elected members of the Steering Committee. If no candidate president is elected as a Steering Committee member in the first round, the General Assembly elects a president among the just-elected members of the Steering Committee.
 - c. In a third round, the General Assembly elects 2 auditors. Every voter has as many votes as there are open positions (e.g. 2 votes for 2 auditors).
- 13) All the other positions within the steering committee (secretary, cashier, communication responsible etc.) are appointed by the Steering committee at its next meeting and notified afterwards to the General Assembly. Until the new appointments are done, the old positions in the Steering Committee remain in place.
- 14) The Steering Committee has the possibility to coopt additional members.
- 15) In the event of an equal number of votes, gender is considered first and then the age of the candidates. This means that the least represented gender takes precedence and - in the case of equal genders or perfect parity - the youngest candidate is elected.