

ASSOCIATION OF SECRETARIES GENERAL OF PARLIAMENTS

NOTE FOR MEMBERS OF THE ASSOCIATION ON THE PROCEDURE FOR ELECTIONS (April 2019)

CANDIDACY

Who can stand for election?

If you are a member of the Association who is a Secretary General or Deputy Secretary General of a national parliamentary assembly, you may stand for election, unless any of the following apply:

- a. another member from the same national Parliament will be a member of the Executive Committee after the close of the session,
- b. you are a member from certain countries that have been represented on the Executive Committee consistently over a period of time (6 years during the last 8 years). The list of countries which are ineligible under the rules is as follows:
 - Netherlands (for the post of ordinary member)
- c. you wish to stand for election to an office which you have occupied at anytime during the preceding two years.

Associate members and observers may not stand for election.

Are there other guidelines on who should stand for election?

Guidelines from the Executive Committee also state the following:

- a. Candidates should normally be experienced and active members of the Association. You will be asked to set out when standing for election what communications you have presented and what other work you have carried out within the Association.
- b. Candidates should ensure that their Chamber is up to date with its subscription payments to the Association.
- c. No member of the Association who is an elected Member of Parliament should stand for election to the Executive Committee.
- d. No member from a host nation should stand for election during that session.

How do I become a candidate?

If you wish to stand for election, you must be nominated in writing by another member of the Association by the deadline set on the agenda, using a form available from the Joint Secretaries. Your nomination must be accompanied by your formal acceptance of it (form also available from the Joint Secretaries).

Where an election is contested, the President may ask candidates to make a brief speech shortly after nominations close, setting out their qualifications for the role.

Please note that terms of office take effect from the day after the close of the session.

VOTING

Can I vote?

In order to vote, you must be either:

- (a) a member or honorary member of the Association, or
- (b) a substitute for one of the above, designated under Rule 6.

Associate members and observers do not have the right the vote.

You or your substitute must be present in person to vote. There is no provision for a postal or proxy vote.

A provisional list of voters will be available for inspection from the first day of the session outside the Plenary Meeting Room. If you believe you have the right to vote and your name does not feature on the list, please speak to one of the Joint Secretaries immediately.

How do I designate a substitute?

Your substitute will only be able to vote if he or she is properly designated:

- Your substitute must be designated in time (before the opening of the meeting at which the election is to take place).
- Your substitute must be designated by you (as a member of the Association) by signed letter, and
- Your substitute must be a named member of your parliamentary staff.
- Your substitute must not already be voting in another capacity (as a member or as a substitute for another member). Each person can vote only once.

What form should a substitution letter take?

Before the opening of the meeting at which the election is to take place, you must sign a letter in your name, addressed to the President of the Association, but sent to one of the Joint Secretaries, nominating a named member of your parliamentary staff as your substitute. A *pro forma* letter is available from the Joint Secretaries (and is attached).

It is your responsibility to ensure that your letter has been received. You should either arrange for the letter to be delivered by hand to one of the Joint Secretaries, or e-mail a scanned copy of the signed letter to hollisr@parliament.uk.

If you are in any doubt about the validity of your substitution letter, please send it in good time so that it can be checked by the Joint Secretaries, and then amended by you if necessary and re-sent before the opening of the relevant meeting. Late-arriving substitution letters will not be accepted. This is so that an accurate list of voters can be compiled before each vote.

What form will the ballot take?

There will be a single ballot by majority vote, with the number of candidates with the most votes being elected equal to the number of vacancies. If there is a tie between the relevant candidates then the longest serving member of the Association will be declared elected. In the event of equality in length of service, the oldest candidate will be declared elected.

Voting Procedure

Who will organise and supervise the election?

The election will be supervised and organised by the Bureau of the Association, that is, the President, the Vice-President, and the two Joint Secretaries.

A member who is a candidate in a particular election will not take part in the supervision or organisation of that election. In such circumstances, or where a member of the Bureau is not present, the President may nominate another member of the Association to take part in the supervision and organisation of an election.

When and where will the election take place?

The election will take place in the Plenary Meeting Room of the Association at the date and time laid down in the Agenda for the session. No vote can be cast after the close of the ballot, which will be fifteen minutes after it opens.

How do I get a ballot paper?

Each eligible voter must be present in person to obtain a ballot paper. No one will be given more than one ballot paper. The tellers (normally members of the Bureau) will maintain a list of those who have been given a ballot paper.

What will the ballot paper look like?

The ballot papers will list only the names of the candidates, their country, and their post within their Assembly. These will be written in the two official languages of the Association. The candidates will be listed in alphabetical order. A space will be provided to allow a clear indication of an abstention. Any ballot paper which does not indicate a clear choice will be considered spoiled.

How should I mark the ballot paper?

You should mark by a cross the candidate or candidates of your choice, up to a maximum of the number of vacancies for which elections are being held, or give a clear indication of an abstention. When you have marked your ballot paper, you should place it in the ballot box.

When will the count take place?

The count will take place immediately after the ballot has finished.

When will the results be announced?

The results will be announced by the President, in plenary session, immediately following the count.

LETTER OF SUBSTITUTION

Mr Philippe SCHWAB
President, ASGP
c/o Joint Secretaries, ASGP

I hereby nominate,
a member of my parliamentary staff, as my substitute for

[either]
the session in Doha in April 2019.

[or]
the meeting(s) in Doha on Monday/Tuesday/Wednesday

[delete as appropriate].

Signature of ASGP member:

Name (printed):

Nationality: