

**NOTE FOR MEMBERS OF THE ASSOCIATION
ON THE PROCEDURE FOR ELECTIONS**

CANDIDACY

Who can stand for election?

Under the Rules of the Association, 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 conditions apply:

- a. another member from the same national Parliament is a member of the Executive Committee at the present session: Angola, Algeria, Bahrain, Germany, Netherlands, South Africa, Thailand, United Arab Emirates, United Kingdom, Uruguay and Vietnam.
- b. you are a member from a country that has 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 this rule: Morocco.
- c. you wish to stand for election to an office which you have occupied at anytime during the preceding two years.
- d. you are a member of a parliamentary assembly who is in arrears with their membership fees for an amount equal to, or greater than, the amount due for the last two full years of membership.

Associate members and observers may not stand for election.

Article 14 of the Association rules states that “the Executive Committee is composed of men and women, if possible, gender balanced” and that “regard shall be given, as much as is possible, to different official languages and geopolitical groups.”

Are there recommendations from the Executive Committee regarding candidates?

The Executive Committee has set out the following guidelines:

- a. Candidates should normally be experienced and active members of the Association. Candidates are asked to set out the communications they have presented and any other work they have carried out within the Association.
- b. Candidates should ensure that their assembly is up to date with paying its membership fees to the Association. The nomination form must also be signed by a member who is up-to-date with their payments.
- c. No member of the Association who is also an elected Member of their Assembly should stand as candidate 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 out in the agenda, using the attached **nomination form**. You must also fill in a **candidate form** accepting your nomination.

Both forms are available on the website and should be sent via email to the co-secretaries, or placed into their hands, **before the deadline listed on the agenda**, (garvieadamse@parliament.uk and alala@assemblee-nationale.fr).

When there are more candidates than vacant posts, the President may ask candidates to make a brief speech shortly after nominations close, setting out their suitability for the role. Please note that terms of office take effect from the day after the close of the session at which the election took place.

VOTING

Can I vote?

In order to vote, you must be either:

- (a) a member or honorary member of the Association, or
- (b) be voting by proxy on behalf of a member or honorary member, under the conditions designated in Rule 6 of the Association.

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

You or your substitute **must be present in Istanbul to vote**. There is no provision for a postal or remote vote. The Executive Committee reserves the right to suspend the right to vote of any member whose parliamentary assembly is in arrears with their membership fees for an amount equal to, or greater than, the amount due for the last two full years of membership.

The secretariat will draw up a provisional list of persons authorised to vote, which will be available on request from the morning of election day. If you believe that you have the right to vote, and your name does not feature on the list, please speak to one of the Co-Secretaries immediately.

How do I designate a substitute?

Your substitute will only be able to vote if he or she is properly designated. The following conditions apply:

- Your substitute must be designated before the opening of the meeting on the day on which the election is to take place.
- Your substitute must be designated by you by signed letter.
- 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?

The letter designating a named member of your parliamentary staff as your substitute must be signed and addressed to the President of the ASGP and **sent to the co-secretaries before the opening of the meeting on the day on which the election is to take place**. For example, if the election is scheduled to take place on Friday at 11.00, and the morning meeting on Friday starts at 10.00, the substitution letter must be sent/given to the co-secretaries before 10.00 on Friday). An example letter is available from the Joint Secretaries.

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 copy of the signed letter to alala@assemblee-nationale.fr and garvieadamse@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 substitution letters will not be accepted.** This is so that an accurate list of voters can be compiled before the start of the meeting on the day when the election will be held.

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 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-Presidents and the two Joint Secretaries..

If a member of the Bureau is a candidate in a particular election they 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. 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, typically in the office of the President of the Association.

When will the results be announced?

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