



# ELECTION OFFICER AND DEPUTY ELECTION OFFICER OF THE 2020 WORLD CONSERVATION CONGRESS

## TERMS OF REFERENCE

*Approved by the Bureau (B/75/1), endorsed by the IUCN Council (C/95/2) in October 2018 and revised by the IUCN Council (C/XIX) in February 2021 on the recommendation of the Bureau (B90/2)*

### Election Officer

1. The Election Officer is appointed by the IUCN Council to supervise the elections at the World Congress and the counting of the votes in accordance with Rule 74 of the Rules of Procedure of the World Conservation Congress.

### Terms of Reference of the Election Officer

2. The Terms of Reference of the Election Officer shall be as follows:

*In advance of the World Conservation Congress:*

- a) review the procedures for balloting and vote counting at the Members' Assembly and recommend improvements to the Secretariat on the basis of experience. If an electronic voting system is available for elections, adjust the procedures as required and verify the accuracy of the system prior to Members' Assembly;
- b) receive from the Secretariat, the completed dossiers for all election candidates, approve for publication in the Union Portal the nominations for election as Regional Councillors that meet the requirements established in the Statutes and the Regulations, transmit to Council's Nominations Committee the nominations for President, Treasurer and Commission Chair that meet the requirements, and adjudicate on any issues which may arise during the nomination process;
- c) advise Council in advance of the closing of the nominations period if the nominations received are unlikely to fill the positions available for any of the statutory regions, or to meet the criteria established by Council, and necessitate an extension of the deadline;
- d) following the closing date for nominations, prepare the Report of the Election Officer to the World Conservation Congress including the names of candidates for Regional Councillors and their biographical information, listed in alphabetical order from a point in the alphabet chosen at random, with an indication of the number of nominations received per candidate as per Regulation 40;

*At the Congress:*

- e) Explain the voting procedures during a plenary session, as required;
- f) Report to the Congress Steering Committee on all matters related to elections;
- g) Participate ex-officio in the meetings of the Credentials Committee;
- h) Supervise the handing out of ballot forms at the Members' Assembly based on the report of the Credentials Committee. If elections are held electronically, verify the accuracy of the election process taking into account the report of the Credentials Committee;
- i) Report immediately to the Congress Steering Committee any activities that he/she might detect regarding elections and voting that might be contradictory to the Statutes, Rules or Regulations;
- j) Oversee the arrangements for presenting candidates to the Members' Assembly and meet with candidates

ahead of the elections to explain the procedures;

- k) Coordinate and be accountable to the Members' Assembly for the counting of votes, and oversee a team of vote counters from the Secretariat (if voting is done electronically verify the accuracy of the electronic system), and ensure that election results are not known in advance by anyone other than him/herself;
- l) Announce the election results and prepare the report of the Election Officer;
- m) Responsible for supervising the electronic voting on motions in the Members' Assembly which includes verifying the accuracy of the electronic voting system (Regulation 40bis) and that, in case of a secret ballot, the system can guarantee the anonymity of all votes (RoP 70);
- n) Make recommendations to the next Council for improving the role and functioning of the Election Officer based on her/his own evaluation taking into account Council's guidance for self-evaluation.

### **Deputy Election Officer**

3. The Deputy Election Officer is appointed by the IUCN Council to act in the place of the Election Officer whenever the latter is unable to act as Election Officer, in case of a conflict of interest, or if the Election Officer has the same nationality as any of the presidential candidates, and to provide support to the Election officer to ensure the integrity of the elections.

4. When acting in the place of the Election Officer, the Deputy Election Officer will have the same obligations and responsibilities of the Election Officer specified in the Terms of Reference of the Election Officer and will be accountable to the Congress or, prior to the session of the Congress, to the IUCN Council.

5. The Deputy Election Officer shall have full access to all information and documents pertaining to the election, be copied on all correspondence, and be invited to attend all meetings that the Election Officer is part of, so that such officer is able to start working immediately as Election Officer, in the event that the Election Officer is unable to act.

### **Provisions applicable to the positions of both the Election Officer and Deputy Election Officer**

6. S/he should have a legal background, experience with governance, ability to maintain independence and, preferably, knowledge of International Organizations with a global membership, in particular their election and other relevant procedures.

7. S/he must not be a member of the Secretariat nor a candidate for election as per Regulation 28 (b). S/he must neither have any family ties nor working relationships with any of the nominated candidates and should disclose any potential conflict of interest in that regard once s/he has received the nominations. In the event that s/he has the same nationality as any of the presidential candidates, s/he shall recuse himself/herself from the presidential election process.

### **Process for the appointment of the Election Officer and Deputy Election Officer**

8. The Steering Committee of the IUCN World Commission on Environmental Law (WCEL) will nominate to the Bureau of the IUCN Council four (4) candidates for the purpose of the Bureau nominating one of them to the IUCN Council as candidate Election Officer and another one as candidate Deputy Election Officer. Members of the IUCN Council may make suggestions of candidates for Election Officer and Deputy Election Officer to the Chair of WCEL in order to be taken into consideration by WCEL's steering committee. Members of WCEL's steering committee who are close relatives of, or have any working relationships (employer/employee) or engage in any business transaction with any of the proposed candidates, shall recuse themselves from the steering committee's decision.

9. When appointing the Election Officer and the Deputy Election Officer, the IUCN Council shall seek to reflect gender, geographical and other diversity of IUCN. The incumbents shall have neither the same nationality nor that of any already known presidential candidate.