

*Approved by the 2019 Executive Bureau in Montevideo,
at the recommendation of the Committee on Statutory Affairs*

UCLG CONDUCT OF ELECTIONS

1. The *Conduct of Elections* recalls the main rules to be followed in the electoral process and the procedures of the elections themselves during the Congress.
2. The *UCLG Constitution and Electoral Procedure Rules* are the reference documents for the organization of elections, together with the recommendations of the Committee on Statutory Affairs.
3. Due to the great reach and diversity of its network, UCLG usually seeks broad consensus in the appointment of its representatives. However, its vocation of inclusivity and transparency also envisages the possibility of several candidatures for a single post or event. This document summarises how election are organised.

Electoral process: Who elects who?

4. The World Council is appointed by the General Assembly from a list previously agreed and recommended by the Committee on Statutory Affairs at the advice of the Sections.
5. The Executive Bureau is appointed by the World Council within its members according to the list agreed at the General Assembly.
6. The election of the Presidency takes place at the World Council.

Calls for candidatures

7. The call for candidatures is facilitated by the World Secretariat following the instructions of the Executive Bureau, at the recommendation of the Committee on Statutory Affairs. The calls for candidatures are attached to the Electoral Calendar defined by the Executive Bureau at the proposal of the Committee on Statutory Affairs.

Voting rights

8. **Only members officially appointed to the World Council** and up to date with their membership fees have the right to vote. Should the official member not be able to attend, his/her official substitute, duly appointed to the World Council, will have the right to vote.
9. **There are no proxies** and therefore only members in the actual representation lists, adopted by the General Assembly, are able to vote.

Conduct of elections in situ: Voting ballots

10. The voting ballots are designed and distributed by the World Secretariat.
11. They are distributed to the previously-appointed World Council members at the end of the General Assembly.
12. One voting ballot will be distributed to each member (principal or substitute) of the World Council upon presentation of their ID and his/her letter of acceptance of nomination.
13. There will be registration tables organized by continent in order to facilitate distribution.
14. Ballots are personal and cannot be transferred to other representatives.
15. There may be ballots of different colours to be used for different decisions or opportunities.

Casting the votes

16. Voting will take place during the relevant item of the Council.
17. Ballot boxes will be placed in the same room where the Council meeting is taking place.

Vote counting

18. The vote counting will take place during the meeting by a *sub-committee* of the Committee on Statutory Affairs (the Electoral Oversight Committee), which will include five representatives of at least three Sections and a member of staff of the World Secretariat (composition subject to agreement of the Committee on Statutory Affairs).
19. Candidates or representatives of candidates subject to election are able to participate as observers only.
20. The number of ballots cast and the registered votes will be announced and checked.
21. The results of the vote will be transmitted to the Chair of the Session and the UCLG Secretary General.
22. The Chair of the Session will announce the results to the World Council at a moment of their choice according to the agenda, and preferably by the end of the meeting.
23. It will be up to the chair to inform of the detail of the results.

Electoral governance and key rules

Rules

24. The *UCLG Constitution and Electoral Procedure Rules* as amended in Chicago in 2010 are the reference documents for the organization of elections, together with the recommendations of the Committee on Statutory Affairs.

Key actors of the electoral process

- **The World Secretariat;** as facilitator of the process.
- **The Committee on Statutory Affairs;** providing the recommendations to conduct the elections.
- **The UCLG Governing Bodies;** providing political oversight of the recommendations of the Committee on Statutory Affairs.
- **The political representation of the Sections;** providing oversight in each region and Section.
- **The Secretariats of Sections;** as facilitators of the implementation of decisions.
- **The Electoral Oversight Committee.**

Responsibilities of the Secretariat

- a) Providing all relevant documents for decision of the Committee on Statutory Affairs.
- b) Informing the Secretariats of the Sections of the decisions of the Committee on Statutory Affairs.
- c) Informing the membership of the Electoral Procedure Rules.
- d) Publishing the agreed calendar of elections.
- e) Facilitating the Conduct of Elections.

Responsibilities of the Committee on Statutory Affairs

- a) As per the Electoral Procedure Rules, the Committee on Statutory Affairs should guarantee that the principles and requirements set out in the framework of elections are complied with.
- b) The Committee should also encourage consensus and good practice within world regions throughout the process.
- c) The task of the Committee will be to:
 - Provide the framework for the elections, including the clarification of the boundaries of each defined world region and safeguarding the percentages relating to the different types of member represented as well as coordination among the different members in the respective Section;
 - Revise the candidatures and nominations according to the eligibility criteria;
 - Approve the proposals from regional Sections, based on a high degree of consensus of members within the defined world region;
 - Ensure the validity of the results of elections and resolve any significant disputes over the conduct of elections in a world region; in serious cases by requiring a new election to be held for that world region, if necessary.
- d) The Committee is further tasked with reporting to the General Assembly and World Council on the electoral process and its results.

Responsibilities of the Sections

- a) According to the requirements of the Electoral Process, the Sections are invited to provide the following information before the deadline, in order to enable the Committee on Statutory Affairs to prepare its report to the General Assembly.

The following materials are to be submitted according to an agreed calendar:

- A letter summarizing the arrangements made for the electoral process;

- The list of nominations for the Section;
 - One contact form duly filled in per nominee;
 - A letter by each nominee agreeing to be part of the UCLG Governing Bodies.
- b) Sections will need to actively follow up with members to ensure that eligible nominations are put through, by ensuring compliance with the following issues:
- Allocation of seats by Section and type of member;
 - Gender equality;
 - Eligibility.
- c) Sections should aim to present nominations built on consensus and to include all the members of UCLG in the region under their responsibility in the process.
- d) Where a Section exists within a defined world region, it shall have responsibility for coordinating the electoral process and for liaison with the Committee on Statutory Affairs. If there is more than one regional Section per region, they shall have the duty of co-operating to ensure that the electoral process is properly carried out.

Responsibilities of the Electoral Oversight Committee

- a) Supervising the practical arrangements of the placement of the ballot boxes.
- b) Supervising the casting of votes.
- c) Receiving reports on the distribution of ballots.
- d) Counting of votes.
- e) Comparing the casting of votes and the report of the distribution of ballots.
- f) Preparing a report to be presented to the Chair of the World Council containing the electoral results and accounting for any incidents undertaken.

Key electoral rules

25. According to Article 7 of the Constitution, UCLG membership is open to two types of local government members:
 - Cities and individual local governments.
 - National local government associations.
26. According to Rule 5 of the Procedures, each type of local government member shall be entitled to at least 30% of the seats in the World Council and Executive Bureau, even if its actual percentage is less.

Gender equality

27. According to Rule 5, no gender should represent less than 30% for 2019.
28. This rule should also be applied to the Presidency and Vice-Presidencies.

Eligibility

29. Only members up to date with the payment of membership fees will be eligible. The deadline for payment of membership fees was set as 30 June. The Secretaries General of the Sections received an eligibility reference with the launch of the Electoral Process, indicating the members that, according to the records of the World Secretariat, are able to be nominated as per up-to-date membership fee payments.

30. In virtue of the Constitution, representatives of the Governing Bodies must hold a political mandate from a local government.
31. According to Rule 5.6 of the Electoral Rules of Procedure, under the UCLG Constitution a political mandate is to be understood as: A mandate fulfilled by ***a political representative: a person holding a public office, being part of a deliberative body in charge of defining and implementing public local or regional policies.***