

ELECTIONS TO THE BOARD OF THE AFFILIATE MEMBERS

General Assembly 2017



Procedural guidelines for the election of members to the Board of the Affiliate Members

The Secretariat, by virtue of its authority under article 9 (7) of the current Rules of Procedure of the Committee of the Affiliate Members, of February 2016, and in pursuance thereof, has undertaken to regulate the election of members to the Board of the Affiliate Members, and thereby promote greater participation and transparency in the process.

To that end, it has adopted the following guidelines:

I. Electoral roll

1. Elections to the 12 positions of Regional Vice-Chair and to the 8 positions of Vice-Chair of the Board of the Affiliate Members* shall be conducted through a secure web-based voting platform.
2. The Secretariat shall prepare the provisional electoral roll for the election of members to the Board; it shall enumerate the eligible voting members on two lists:
 - a. a general list, in alphabetical order; and
 - b. a breakdown by territory, grouping the Affiliate Members, in alphabetical order, according to the six regions mentioned in article 8 (4) of the current Regulations of the Committee of the Affiliate Members.
3. The electoral roll shall be transmitted to all of the Affiliate Members and published on a page to be explicitly dedicated to the "[Board Electoral Office](#)", herein also referred to as Virtual Electoral Office.
4. All of the Affiliate Members included on the provisional electoral roll, will receive an e-mail with a Voting Card, which will include their register information, as well as a password generated randomly, which will only be valid for the current electoral process.
5. The Affiliate Members may access to the platform with the credentials indicated on the Voting Card to review their voting register information and to correct possible errors in the electoral roll within the timeframe established for the electoral process, as attached to these guidelines.
6. At the expiration of said timeframe, and following analysis of the requests presented, the final electoral roll, no longer subject to change, shall be published.

II. Candidatures

7. The Affiliate Members included on the electoral roll may be eligible to both vote and run for office, and therefore to file with the Secretariat their candidatures for Regional Vice-Chair and/or Vice-Chair of the Board of the Affiliate Members, subject to the timeframe established under the electoral calendar and the use of required digital forms; their candidatures shall be transmitted through the Virtual Electoral Office, to all members on the electoral roll.
8. Following the deadline for the submission of candidatures, the Secretariat shall publish the following two lists, in alphabetical order:
 - a. candidates for Regional Vice-Chair; and
 - b. candidates for Vice-Chair.

9. This list of candidates shall be transmitted to all voters by e-mail and through the Virtual Electoral Office.

III. Voting through the secure web-based voting platform

10. All of the Affiliate Members included on the electoral roll may exercise the right to vote through the secure web-based voting platform, prior to the General Assembly, within the timeframe indicated for the election, in order to convene the new Board at its first meeting and proceed to elect the Chair* during the aforementioned General Assembly.
11. Within the timeframe provided under the calendar, the Secretariat shall transmit through the secure web-based voting platform the following required materials to all members on the electoral roll:
 - a. Lists with the names of the candidates for Regional Vice-Chair and Vice-Chair;
 - b. Instructions to facilitate the process; and

IV. Vote counting and election returns

12. Votes received through the secure web-based voting platform will be counted by a Notary at UNWTO headquarters on the date indicated in the electoral calendar. The Notary will subsequently prepare the corresponding Report with the results of the votes, which will be announced with enough time for the new Board to attend the General Assembly and elect the Chair*.
13. The Notary shall first count the votes cast for the Regional Vice-Chair positions, followed by the votes cast for the rest of the Vice-Chair positions.
14. In the event it is not possible to elect one or more of the Regional Vice-Chair, the positions concerned shall remain vacant.
15. Upon the completion of counting, the Notary shall proceed with the final tally of votes and determine which candidates have been elected.
16. The Notary shall sign the election returns, which shall be transmitted to all of the Affiliate Members and published through the Virtual Electoral Office within the timeframe established under the electoral calendar.
17. The Notary is authorized to resolve all doubts and incidents arising during the exercise of its functions, and its decisions shall not be subject to appeal.

Final provisions

The Secretariat shall perform the functions and provide the technical assistance for which it is responsible throughout the electoral process through the Programme of the Affiliate Members; it shall also be authorized to make adjustments to the electoral calendar as strictly necessary to ensure that the electoral process proceeds smoothly, duly reporting such adjustments through the Virtual Electoral Office.

* **Note:** Please note the following changes in the Rules of Procedure of the Committee of the Affiliate Members, which will be submitted by the Secretariat to the 39th Plenary Session of the Affiliate Members and to the 22nd session of the UNWTO General Assembly, and which shall be in effect upon approval by both bodies:

Article 7(2) The Board shall be composed of twenty-three **Members** who shall elect its **Chair and First and Second Vice-Chairs**. All Members of the Board shall be elected in accordance with Articles 8 and 9 of these Rules of Procedure and shall be bound by the Code of Conduct under paragraph 10 below.”

The proposed amendments to the Rules of Procedure of the Committee of the Affiliate Members will be available in the "Report of the Chair of the Affiliate Members" (CE/105/8(a)), which will be presented on the next session of the UNWTO Executive Council and will be published as 17 April 2017 on the following website: <http://imd.unwto.org/event/executive-council-105th-session-madrid-spain-0>