ELECTIONS FOR THE BOARD OF THE AFFILIATE MEMBERS

that will begin its term in the 23rd General Assembly of UNWTO
(Saint Petersburg, Russian Federation, September 2019)

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

The Secretariat, by virtue of its authority under article 9 of the current Rules of Procedure of the Committee of the Affiliate Members, of September 2017, and in the fulfilment of the aforementioned responsibilities, has undertaken to regulate the election of members to the Board of the Affiliate Members, to ensure the necessary conditions for the greatest possible participation and the due transparency in this process.

To that end, it has adopted the following guidelines:

I. Electoral roll

1. Elections to fill the 20 elected positions of the Board of Affiliate Members (of which 12 members are selected by regional criteria – hereinafter Regional Members – and 8 members elected globally, by the Affiliate Members – hereinafter 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 active and eligible voting members, separated into the following two lists:
   
   a. General Electoral Census, in alphabetical order;

   and

   b. Territorial Census, grouping the Affiliate Members, in alphabetical order, according to the six regions mentioned in article 8 (3) 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 Member and/or Member 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 secure web-based voting platform, 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 Member; and
   b. candidates for Member.

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 for new Members of the Board through the secure web-based voting platform, within the timeframe indicated for the election.

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 Member and Member;
   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 23rd General Assembly and elect the Chair of the Board, First and Second Vice-Chairs.

13. The Notary shall first count the votes cast for the Regional Member positions, followed by the votes cast for the rest of the Member positions.

14. In the event it is not possible to elect one or more of the Regional Member, 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 Affiliate Members Department; 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 to the Affiliate Members.