

ASSOCIATION OF SECRETARIES GENERAL OF PARLIAMENTS

NOTE FOR MEMBERS OF THE ASSOCIATION ON THE PROCEDURE FOR ELECTIONS

CANDIDACY

Who can stand for election?

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 current session, when the election takes place. The list of countries which are ineligible under this rule is as follows: Morocco, Uruguay, South Africa, Germany, Nepal, Netherlands, Botswana, Malawi, Senegal.
- 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 is as follows: Switzerland.
- 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.

Specific rules for the post of Vice-President of the Association

You may not stand for election to the post of Vice-President of the Association if another member from your country has occupied the role of President or Vice-President within the last 2 years. The countries which fall within this rule are; Switzerland, Morocco, Uruguay, Canada

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 other guidelines on who should stand for election?

Guidelines from the Executive Committee also state the following:

- a. Candidates should normally be experienced and active members of the Association. You will be asked to set out when standing for election what communications you have presented and what other work you have carried out within the Association.
- b. Candidates should ensure that their Assembly is up to date with its subscription payments to the Association.

- c. No member of the Association who is an elected Member of Parliament should stand for election 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** stating your formal acceptance of your nomination.

Both forms should be sent to the co-secretaries **before the deadline for applications listed on the agenda**, (garvieadamse@parliament.uk and ccapon@assemblee-nationale.fr). Nomination and candidate forms will be available from the secretariat and on the website of the Association.

Where an election is contested, the President may ask candidates to make a brief speech shortly after nominations close, setting out their qualifications for the role.

Please note that terms of office take effect from the day after the close of the session.

VOTING

Can I vote?

In order to vote, you must be either:

- (a) a member or honorary member of the Association, or
- (b) a substitute for one of the above, designated under Rule 6.

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

You or your substitute **must be present in Manama to vote**. There is no provision for a postal or proxy 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.

A provisional list of voters will be available for inspection from the first day of the session, it will be posted outside the Plenary Meeting Room. 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 Joint 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?

Before the opening of the meeting on the day on which the election is to take place, you must sign a letter in your name, addressed to the President of the Association and sent to one of the Joint Secretaries, nominating a named member of your parliamentary staff as your substitute. A *pro forma* letter is available from the Joint Secretaries and at the end of this document.

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 scanned copy of the signed letter to ccapon@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 relevant 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..

A member who is a candidate in a particular election 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.

When will the results be announced?

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

LETTER OF SUBSTITUTION

President, ASGP
c/o Joint Secretaries, ASGP

I hereby nominate, a
member of my parliamentary staff, as my substitute for

- the elections which will take place during the ASGP Pleanry Meeting in Manama in
March 2023

Signature of ASGP member:

Name (printed):

Nationality: