

INTERNAL REGULATION AS RATIFIED BY THE 2013 GENERAL CONFERENCE

ELECTION OF OFFICERS IN ICA

The election of officers of ICA is dealt with in Article 10 of the Constitution which also authorises the Executive Board to approve Internal Regulations for the conduction of elections by correspondence, based on proposals from the Secretariat. Weighting of votes of members in different categories is dealt with in a separate Internal Regulation, as specified in Article 4 section 2 of the Constitution

Elections Officer

1. The Elections Officer will be appointed by the Executive Board no later than the General Assembly in the year immediately preceding the elections and an announcement of the appointment will be made at the General Assembly. The Elections Officer cannot be a candidate for any of the elected posts.

Timetable

2. At the General Assembly immediately preceding the elections the Elections Officer shall outline the timetable for the conduct of the elections, prepared by the Secretary General and approved by the Executive Board

Nominations

3. The Secretary General shall publicize the call for nominations, through an e-message to all voting members, and by publishing the profiles of each office on the ICA website, at least eight weeks before the ballot opens. Nominations shall be made in writing by the candidate, specifying the post for which (s)he is a candidate. They should include a brief curriculum vitae (two pages of A4) and a personal statement by the candidate would do in the post if elected (maximum 500 words). These documents shall be supplied by the candidate in at least English or French.
4. Nominations must be supported by three letters of support from other voting members.
5. All documents from the nominee, including letters of support, must be received in the ICA Secretariat by midnight Paris time of the specified deadline. These documents and letters may be sent either by e-mail to the specific elections address in the ICA Secretariat, or by post to the Elections Officer, at the ICA Secretariat

One Nomination

6. In the event of only one eligible nomination being received by the specified deadline, the Elections Officer shall declare that candidate to have been elected.

No nomination

7. Where there are no eligible nominations for a post by the specified deadline, this will be reported without delay to the Executive Board by the Elections Officer. The Executive Board will determine whether to make another call for nominations, on advice from the Elections Officer. The Executive Board also has the power to nominate to the post, subject to the approval of the General Assembly.

Electoral Register

8. Before ballot forms are sent to voting members, the Secretariat will publish on the ICA website a complete list of voting members in each category eligible to vote.

Candidate Information

9. Before ballot forms are sent to voting members, the Secretariat will publish on the ICA website the CV and statements of all candidates, and the names of their three supporters. This information will also be sent by post to all voting members, together with the ballot paper.

Conduct of the Ballot

10. Ballot papers shall be sent by post to all voting members at least six weeks before the deadline. The ballot paper will clearly indicate how many votes the member has in accordance with the weighting system. Votes for each office shall be cast by marking the box beside the name of the preferred candidate. Marking a preference for more than one candidate for an office shall invalidate the vote for that office only.
11. Votes may be returned to the ICA Secretariat by post, fax or by an e-mail (quoting the ballot form number) with the completed ballot form scanned and attached in portable document format.
12. All completed ballot papers must be returned to the ICA Secretariat by midnight on the specified deadline.

Counting the Votes

13. The Secretariat will make arrangements to count the votes within one week of the closure of the ballot. Two independent scrutineers, who have not supported any of the candidates for any of the posts, will check the count. The scrutineers will report the results to the Elections Officer, on the basis of paperwork prepared by the Secretariat.

Announcing the Results

14. The Elections Officer will inform the Executive Board and the candidates of the results within one week of the count, either directly or through the Secretary General.
15. The Secretary General will publish the results on the website at least two months before the next General Assembly, so that appropriate transitional arrangements can be made between the incoming and outgoing office holders.