



STAFF UNION INTERNAL CIRCULAR

SU/CIRC/2(Rev.2)
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STAFF UNION ELECTIONS IN FIELD OFFICES INTERNAL RULES

Introduction

The purpose of the present circular is to establish the procedure for the election of trade union representatives in field offices in accordance with the principles set out in Article 24 of the Staff Union Rules, in Annex III on the *Rules for elections to the Staff Union Committee and in the Internal Circular on the Staff Union Representation in the different departments at headquarters and in field offices* (SU/CIRC/6(Rev.4) of May 2020) .

This circular does not apply to regional elections, which are instead called according to the rules followed at headquarters.

Eligibility criteria and number of local staff union representatives

Each of the 39 local constituencies is represented by a local committee composed of 3 (minimum), 5, or 7 (maximum) persons (odd number), in accordance with the provisions of Internal Circular No. 6 (SU/CIRC/6(Rev.4) of May 2020).

All officials who are duly members of the Staff Union and up to date in the payment of their dues shall be eligible to stand for election to the Staff Union.

Nominations must be supported and signed by at least three members of the Staff Union, and accompanied by an acceptance of nomination signed by each candidate, in which he or she indicates that he or she agrees to be nominated as a candidate and is willing to serve if elected.

Organization and procedure for elections in field offices

Union elections shall be governed by the principles guiding the representation and participation of staff in the field as set out in Article 24 of the Staff Union Rules and its Annex III on the *Rules for elections to the Staff Union Committee*, taking into account the variety of sizes of field offices.

Electoral procedure

The local Committee must call for elections in accordance with the Rules at least two months before the end of the current mandate.

Once the decision to hold elections has been taken, the outgoing Committee shall inform the Electoral Commission.

A period of ten working days shall be allowed for the submission of nominations and a minimum period of two weeks for the actual voting. A reminder will be distributed three days before the closing date for voting.

Electoral Commission and returning officers

In order to guarantee the independence of the electoral process, the union members in each constituency, meeting in General Assembly, shall appoint an ad hoc Electoral Commission composed of three (3) returning officers.

To become returning officers on the Electoral Commission, candidates must be members of the Union, be nominated by at least one member of the Union who has the right to vote, and undertake, if elected, to assume the responsibilities of members of the Commission as described below.

The Electoral Commission is fully independent of the elected Local Committee and has the following responsibilities:

- i. establish the electoral roll on the basis of officials who are members and up to date in the payment of their dues (of all categories of staff and including staff members assigned to technical cooperation projects under this office) who depend administratively on the duty station concerned;
- ii. send a notice of the election to each member of the Staff Union posted at the duty station

in question, and who is entitled to vote (this includes staff assigned to technical cooperation projects under that office) , along with a copy of the form for the nomination of candidates; it shall also draw up the electoral timetable;

- iii. receive nominations and verify their conformity;
- iv. ensure that electoral advertising of candidates, or groups of candidates, is adapted to the decisions adopted by the assembly of members and complies with the rules of ethics and good conduct to which all officials are subject;
- v. send to each member of the Union posted at the duty station, and who is entitled to vote :
 - a. a ballot paper showing the names of the candidates who have been duly nominated and who have made the declaration required under the previous paragraph;
 - b. a reply envelope specially designed for the dispatch of the ballot paper once completed; and
 - c. an appendix indicating the professional category and unit to which each candidate belongs and, if necessary, his or her previous participation, if any, in the work of the Union.
- vi. receive the ballot papers;
- vii. count the votes, make a report indicating the number of duly cast votes for each candidate and declare elected the candidates who have obtained the largest number of votes;
- viii. post a certified copy of the said report on the Staff Union's notice board. The original report shall be kept in the archive of the local Staff Union;
- ix. manage any possible election-related grievances and examine them and adopt the necessary measures, including the cancellation of the elections.

Electronic voting procedure

In some cases, it may be considered necessary or preferable to hold a vote by electronic means.

For example, it may be determined more appropriate to hold a vote by electronic means in the case of an office with only a very limited number of staff members in the Union, or where circumstances make it undesirable or impossible to hold a vote by normal procedure.

In the situation where an electronic vote is held, the vote shall be administered and managed from Headquarters, with the support of the Electoral Commission at Headquarters, based on information provided by the Local Electoral Commission.

In such cases, the Electoral Commission at Headquarters will have full responsibility for the process and will communicate the information and link to exercise the right to vote to the members.

Election of Chairpersons, Treasurers and Secretaries to the Local Committee

Concerning the functions of Chairperson, Treasurer and Secretary, the election takes place in two stages:

1. The members of the Union first elect the members who make up the local Committee.
2. Then, it is **the members of the local Committee, once elected, who, at their first meeting, elect the persons with the specific functions** (the Chairperson of the local Committee, the Treasurer and the Secretary) as well as any other function necessary for the smooth running of the local Committee. For local Committees with only three members, the functions of Chairperson, Treasurer and Secretary may be decided by consensus among these three members.

Power of Proxy

A member of the Staff Union, assigned to the office in question entitled to vote, who wishes to stand for election, nominate a candidate or vote, but who is unable to do so because of absence, may send a power of proxy to the Election Commission to be represented by another member entitled to vote.