

## TERMS OF REFERENCE

### Election Officer for the 2012 World Conservation Congress

(Approved by the 76<sup>th</sup> meeting of the IUCN Council, May 2011)

The Election Officer is appointed by the IUCN Council to supervise the elections at the World Congress and the counting of the votes in accordance with Rule 74 of the Rules of Procedure of the World Conservation Congress. He must not be a member of the Secretariat nor a candidate for election as per paragraph 28(b) IUCN Regulations. He must neither have any family ties nor working relationships with any of the nominated candidates and should disclose any potential conflict of interest in that regard once he has received the nominations.

In the event that the Election Officer chosen has the same nationality as any of the presidential candidates, Council may reconsider his/her appointment in order to avoid possible accusations of conflict of interest and may appoint a substitute.

The Terms of Reference of the Election Officer shall be as follows:

#### *In advance of the World Conservation Congress:*

- review the procedures for balloting and vote counting at the Congress and recommend improvements to the Secretariat on the basis of experience. If an electronic voting system is available for elections, adjust the procedures as required and verify the accuracy of the system prior to Congress;
- receive from the Secretariat, the completed dossiers for the candidates for Regional Councilors and adjudicate on any issues which may arise during the nomination process;
- advise Council in advance of the closing of the nominations period if the nominations received are unlikely to fill the positions available for any of the statutory regions, or to meet the criteria established by Council and necessitate an extension of the deadline;
- following the closing date for nominations, prepare the Report of the Election Officer to the World Conservation Congress including the names of candidates and their biographical information, listed in alphabetical order from a point in the alphabet chosen at random, with an indication of the number of nominations received per candidate as per Regulations,40;

#### *At the Congress:*

- Explain the voting procedures during a plenary session, as required;
- Report to the Congress Steering Committee on all matters related to elections;
- Participate ex-officio in the meetings of the Credentials Committee;
- Supervise the handing out of ballot forms at the Congress based on the report of the Credentials Committee. If elections are held electronically, verify the accuracy of the election process taking into account the report of the Credentials Committee
- Report immediately to the Congress Steering Committee any activities that he/she might detect regarding elections and voting that might be contradictory to the Statutes, Rules or Regulations;
- Oversee the arrangements for presenting candidates to the Congress and meet with candidates ahead of the elections to explain the procedures;
- Coordinate and be accountable to Congress for the counting of votes, and oversee a team of vote counters from the Secretariat (if voting is done electronically verify the accuracy of the electronic system), and ensure that election results are not known in advance by anyone other than him/herself;
- Announce the election results and preparing the report of the Election Officer;
- Responsible for supervising the electronic voting on motions in the Members' Assembly which includes verifying the accuracy of the electronic voting system (Regulation 40bis) and that the system is programmed to guarantee the anonymity of all votes (RoP 70).