

## **WG/Committee (Vice-) Chair Nomination and Preference procedures**

### **Introduction**

To avoid confusion and to allow a person to be nominated for both the chair and the vice-chair position, the nomination for the Chair and Vice-Chair position (if the latter is foreseen in the Charter or Terms of Reference) should start with the nomination of the Chair nomination, following the steps of the nomination procedure.

### **Nomination procedure**

The nomination procedure includes the following steps:

1. A designated Staff support staff person will send out a call for nomination and secondments
2. Nomination of candidates for the chair (or vice-chair) position, in accordance with the relevant Charter or Terms of Reference. The nominations should be sent to the groups email list. The duration of the call for nominations is one week, starting with the call for nominations and secondments. A person may only self-nominate or nominate one other person as candidate.
3. Seconding of candidates in accordance with the relevant Charter or Terms of Reference. Duration of secondment period is one week, starting at closure of the nomination period. The secondment should be sent to the groups email list. A person may second multiple candidates however may not self-second.
4. Acceptance of the nomination by the candidate. The duration of the acceptance period is 2 working days, starting at the closure of the secondment period. The acceptance of the nomination should be sent to the groups email list.

If there is only one nomination for the position of (Vice-)Chair, that person will be considered the (Vice-)Chair nominee of the WG, sub-Working Group or Committee.

If two or more candidates are nominated [either as Chair or Vice-Chair], an expression of preference procedure by confidential ballot will be held to determine the nominee, using the Expression of preference procedure below.

### **Expression of preference procedure**

If two or more candidates are nominated for the position of (Vice-)Chair, the persons on the Working group, sub-Working Group or Committee who are eligible to do so, are expected to express their preference following the next steps:

1. The call for expression of preference will be sent on the business day following the closure of acceptance of candidacy. Each of the persons who are eligible to express their preference is expected to compile a list of the candidates in order of preference, with the most preferred candidate placed as number one and the least preferred candidate as last. If a candidate does not meet the criteria in the view of the person who is eligible to vote, that person may refrain listing this specific candidate.
2. Within 3 business days after the call for expression of preference was sent to the WG/Committee's email list, the list of preference should be sent to the designated support staff person.
3. Upon receipt of the list of candidates, the designated staff person will send an email acknowledging receipt and a ballot number.
4. The designated staff support person will assign a ranking number to the candidates. The most preferred will be assigned the highest **rank** (= number based on the total number of candidates, e.g. if three candidates, the highest rank is 3). A person that is not listed will be assigned 0 by the designated support staff person.

5. The designated staff person will prepare an overview of the overall ranking of the candidates and report the ranking one (1) business day after the expression of preference deadline. The overview includes the ballot numbers, ranking of a candidate per ballot, and overall ranking received per candidate.

The person with the highest ranking is the nominee for the position of Chair or Vice-Chair. If the two most preferred candidates have the same total rank, the expression of preference procedure will be run again.