

1 **WG/Committee (Vice-) Chair Nomination Process**

2 Version 02

3 Closing Date consultation membership:

4 Date of adoption by the ccNSO Council:

5 **Introduction**

6 To avoid confusion when nominating a person either for the Chair and the
7 Vice-Chair position, (if the latter is foreseen in the Charter or Terms of
8 Reference) the procedure should start with the nomination of the Chair,
9 followed by the nomination of the Vice-Chair and in accordance with the
10 following the steps of the nomination procedure.

11 **Nomination procedure**

12 The nomination procedure includes the following steps:

- 13 1. **Call for nominations:** A designated Staff support staff person will send
14 out a call for nomination and secondings. The duration of the call for
15 nominations is one week, starting with the call for nominations and
16 secondings.
- 17 2. **Following the call for nominations and secondments, the**
18 **WG/Committee members will nominate** Nomination of candidates for
19 the chair (or vice-chair) position, in accordance with the relevant Charter
20 or Terms of Reference. The nominations should be sent to the group's
21 email list. A person may only self-nominate or nominate one other
22 person as candidate.
- 23 3. Seconding of candidates in accordance with the relevant Charter or
24 Terms of Reference. Duration of secondings period is one week, starting
25 at closure of the nomination period. The secondings should be sent to
26 the group's email list. A person may second multiple candidates;
27 however, may not self-second. **Self-nominations must be seconded by**
28 **two members**
- 29 4. Acceptance of the nomination by the candidate. The duration of the
30 acceptance period is 2 working days, starting at the closure of the
31 seconding period. The acceptance of the nomination should be sent to
32 the group's email list.

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

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Commented [KS3]: Unclear. Maybe we should clarify, that we mean "nominated, seconded and accepted the nomination"?

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

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4 Expression of preference procedure

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

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9 1. The call for expression of preference will be sent on the business day
10 following the closure of acceptance of candidacy. Each of the persons
11 who are eligible to express their preference is expected to compile a list
12 of the candidates in order of preference, with the most preferred
13 candidate placed as number one and the least preferred candidate as
14 last. If a candidate does not meet the criteria in the view of the person
15 who is eligible to vote, that person may refrain from listing this specific
16 candidate.

17 2. Within 3 business days after the call for expression of preference was
18 sent to the WG/Committee's email list, the list of preference should be
19 sent to the designated support staff person.

20 3. Upon receipt of the list of candidates, the designated staff person will
21 send an email acknowledging receipt and a ballot number.

22 4. The designated staff support person will assign a ranking number to the
23 candidates. The most preferred candidate will be assigned the highest
24 rank (= number based on the total number of candidates, e.g. if three
25 candidates, the highest rank is 3). A person that is not listed will be
26 assigned 0.

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

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32
33 The person with the highest ranking is the nominee for the position of Chair
34 or Vice-Chair. If the two most preferred candidates have the same total
35 rank, the expression of preference procedure will be run again.

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