

SECTION 3: STANDING COMMITTEES



3.1 The Elections Committee

1 INTRODUCTION

- 1.1 Virtus is a democratic organisation where its members choose the Governing Board through a regular General Assembly.
- 1.2 It is important that elections are delivered with absolute impartiality, integrity and transparency and therefore the process is managed and overseen by the Elections Committee.
- 1.3 This standing order sets out the rules, procedures and remit of the Elections Committee.

2 ROLE

- 2.1 The Elections Committee will oversee the nomination and election process for officers of the Governing Board at the General Assembly
- 2.2 Virtus Regions are encouraged to use the Elections Committee to oversee regional elections.

3 FUNCTION

- 3.1 The Elections Committee is accountable to the General Assembly.
- 3.2 The Elections Committee shall have no authority that does not come from the General Assembly and the General Assembly has the sole power to grant authority to the Elections Committee. The Elections Committee may, however, carry out such governance task or monitor performance on behalf of - and if specifically delegated by - the Governing Board.

4 COMPOSITION

- 4.1 The Elections Committee shall comprise three (3) officials including the Chairperson.
- 4.2 Where possible, no more than two people from any one Region may comprise the Committee and a background in legal training is expected.
- 4.3 The Elections Committee will be elected by the General Assembly.
- 4.4 Nominations to the Elections Committee will be requested approximately 6 months before the General Assembly.
- 4.5 Nominees will submit a CV outlining their suitability for the post together with a letter of support from the National Member Organisation.
- 4.6 The Secretariat will receive nominations and publish a list of the candidates ahead of the General Assembly.
- 4.7 During the General Assembly a vote will be held to appoint the Committee, the three nominees receiving the highest number of votes being duly appointed.
- 4.8 The elected Committee shall elect a Chair from within its number.

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4.9 The elected Committee will assume their duties at the close of the General Assembly at which point the existing standing Committee will have completed their term of office.

5 CONFLICT OF INTEREST

5.1 Members of the Elections Committee will act with absolute impartiality at all times.

5.2 As the Committee is responsible for overseeing a process (rather than taking decisions) any conflict of interest arising from the nominations (for example a nomination received from the same nation or region as the committee member) should not cause a conflict of interest.

5.3 In circumstances where a decision or judgement becomes necessary, the committee member will refrain from comment or voting on the matter. Such instances may include - but is not limited to - a decision on whether a nomination meets the requirements of the process.

6 STAFFING

6.1 The Executive Director will provide support to the Elections Committee but will have no vote or decision making powers.

7 REPORTING

7.1 The Executive Director shall ensure that any recommendations to the Governing Board resulting from Elections Committee meetings are included on the agenda of the Governing Board and that the subsequent decisions from the Governing Board are communicated to the members of the Elections Committee.

7.2 The Chairperson of the Elections Committee may be invited to attend the meetings of the Governing Board and/or may be invited to provide a written or verbal report to the meeting of the Governing Board on a specific topic.

8 RESPONSIBILITIES

8.1 It is the duty of the Elections Committee to:

8.1.1 To consider the seats available by Region based on the cycle of elections, any additional seats that may have become available (for example where a member of the Board has stepped down), and the number of seats per Region based on membership statistics. calculate the seats per Region based on the membership statistics. This is detailed in the 'Election of the Governing Board' standing order.

8.1.2 To invite Regions to nominate individuals to the Governing Board

8.1.3 To consider nominations received to ensure that they meet the role description and other requirements (for example the Region is in good standing).

8.1.4 Chair the relevant part of the General Assembly during which the election is held.

8.1.5 The Elections Committee shall then prepare a report listing all nominees presented and submit its report to the secretariat for distribution to the Members.

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- 8.1.6 At least one (1) member of the Elections Committee must attend the General Assembly to represent the committee in the proceedings and may not simultaneously represent a nation or carry a vote.

9 MEETINGS

- 9.1 The Elections Committee will meet by video conference as needed. Any additional meetings must be approved by the Governing Board.

10 TERMINATION OF MEMBERSHIP

- 10.1 Membership to the Elections Committee may be terminated by the General Assembly following the recommendation of a two-thirds (2/3) majority of the full Elections Committee, for reasons of not fulfilling his/her duties or any other serious breaches of rules and regulations.
- 10.2 Any individual member of the Committee may resign at any time for personal reasons, subject only to the requirement that he/she informs the Governing Board in writing of such decision.

11 FINANCES

- 11.1 The Chairperson of the Elections Committee will, in co-operation with the Executive Director, produce a budget for the Elections Committee. The Elections Committee budget will be included in the overall budget.

12 DISSOLUTION

- 12.1 The Elections Committee can only be dissolved by a decision of the General Assembly.

13 AMENDMENTS OF BYLAWS

- 13.1 Any amendment proposed to the bylaws of the Elections Committee shall be subject to approval by the General Assembly.