



## **CISV INTERNATIONAL TERMS OF REFERENCE**

### **ELECTION COMMITTEE**

*To be read in conjunction with the Governing Board Election Procedure*

#### **Purpose and Authority**

The Election Committee is a standing committee responsible for coordinating and supervising the annual election of Trustees of the CISV International Governing Board.

#### **Accountability**

The Election Committee Chair will report at each Board meeting.

#### **Composition**

The Committee will be appointed within 90 days after each election and shall consist of three members, whose appointment must be approved by the Governing Board.

1. The Chair of the Board shall appoint one member from the Board, who will then serve as Election Committee Chair
2. The Secretary General will appoint one member from the International Office
3. The Chair of the Board shall appoint one member who is a President or Chair of a National Association.

No member of the Election Committee is eligible to be a candidate for election in the same election in which they are (or were) a member of the Election Committee. The Chair of the Board has the authority to fill any vacancies in the Election Committee. The Secretary General shall not be a member of the Committee.

#### **Meetings**

The Election Committee meetings are held virtually. The work of the Committee will result in varying time requirements depending on the stage of the elections process and the number of candidates, with the busiest time typically being mid-May through July. Meetings may be planned or be held on an ad hoc basis as and when required. Committee members are expected to attend all meetings and quorum is simple majority. The Chair of the Committee sets the agenda and works with other members to ensure agenda and appropriate materials are circulated one week in advance of a meeting.

#### **Responsibilities**

The Election Committee is accountable for supporting the elections process. Members are expected to contribute to and support functions, including:

- Managing the candidates' eligibility and submission processes
- Ensuring all nomination forms are fully completed
- Liaising with candidates
- Providing updates to the Members
- Facilitating opportunities for members to learn about and communicate with candidates
- Preparing and distributing ballots to voting Members
- Promoting a fair, open, informative and constructive election process
- Resolving disputes regarding election procedures and requirements
- Seeking information as required to make a recommendation or decision where no formal guidance or policy is provided
- Reporting to the CISV International Board, and
- Annually reporting on and reviewing the Committee's work and making recommendations for the following year.

