

FORMER FAO AND OTHER UN STAFF ASSOCIATION

**** FFOA ****

ELECTION/2016-2018/01

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≈ ELECTION FOR THE EXECUTIVE COMMITTEE 2016 - 2018 ≈

DESCRIPTION OF THE ELECTION PROCESS

1. What is the composition of the Executive Committee and how is it elected?

The Executive Committee consists of eleven members of FFOA elected for a period of three years. Members of the Executive Committee may be elected for further consecutive terms of office. They should not yet have reached the age of seventy-two when first elected. Seats becoming vacant are filled until the end of the current mandate by FFOA members co-opted by the Executive Committee.

2. Purpose of the election process

The purpose of the election process is to:

- (i) identify members of the Association who meet the conditions for nomination and are willing to stand for election as a member of the Executive Committee that will hold office from 1 January 2016 until 31 December 2018;
- (ii) include the qualified candidates in a list of official candidates which will be submitted to the members together with a ballot paper to be used for casting their vote;
- (iii) process the votes cast immediately after the deadline for the receipt of ballot papers and rank the candidates in order of the number of votes each candidate has obtained;
- (iv) determine the composition of the new Executive Committee, consisting of the eleven candidates who obtained most of the votes cast, at the last meeting in 2015 of the 2013-2015 Executive Committee.

3. Tasks and responsibilities

- (i) the Executive Committee has nominated the Election Sub-Committee and given it the responsibility to make all necessary arrangements and prepare all documents required for the election;
- (ii) the Election Sub-Committee will review all nominations as soon as they arrive and inform the nominated candidate whether or not the nomination is valid. The closing date for the receipt of nominations at the FFOA office is **Tuesday 1 September 2015 at 12:00 hrs.**;
- (iii) the Election Sub-Committee will subsequently prepare the list of official candidates and the ballot paper which will be mailed electronically or by post to all members, on or around **15 September 2015**. Electronic Voting will be open from **1 to 30 November**; for electronic ballots an e-mail with a link to the voting site will be sent out on **30 October**. The closing date for the receipt of electronic and paper ballots at the FFOA office is **Monday 30 November 2015 at 12:00 hrs** and the Election Sub-Committee will open the envelopes containing the ballot papers and process them immediately afterwards.

4. Conditions Candidates have to meet

Members who are willing to stand for election should meet the following conditions:

Article III, paragraph 2 (b) of the Articles of Association stipulates:

“Any FFOA member may be a candidate for membership of the Executive Committee provided he or she: (i) lives in the Rome area; (ii) affirms his or her determination to dedicate sufficient time to attending meetings and to accomplishing assigned tasks; (iii) is supported by at least five members who have paid all their membership fees; (iv) has paid all his or her own membership fees.”

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5. How to stand for election

Members meeting the conditions mentioned in paragraph 4 above should complete the enclosed “**Nomination Form for Candidates**” and obtain the support of at least five other members who have paid all their membership fees. The completed form, should be mailed by post or hand-delivered in a **sealed envelope, addressed to the President of the Executive Committee**, to FFOA, Room E-005, FAO, where it should arrive not later than **Tuesday 1 September 2015 at 12:00 hrs.**;

Supporting members do not necessarily have to sign the form themselves; they can confirm their support for the candidate(s) of their choice by e-mail and/or by letter, **duly signed, directly to the President of the Executive Committee** as soon as possible but not later than **Tuesday 1 September 2015 at 12:00 hrs.**; In that case, however, the Nomination Form should, in any case, indicate the name(s) of the supporting member(s).

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