



# Rules of Procedure of the UNOG Polling Board <sup>1</sup>

## Introduction

These Rules of Procedure governing the UNOG Polling Board and its elected polling officers serving in office have been defined and adopted in accordance with “Regulations on Representation of the Staff of the United Nations at Geneva” (hereafter: “Regulations”) and its Annexes.<sup>2 3</sup>

These Rules of Procedure and amendments thereto shall be published.

### *Rule 1 – Organization and Membership*

1.1. The Polling Board organizes its work independently and in accordance with the Regulations, Rules of Procedure, and with binding decisions of the Arbitration Commission.<sup>4</sup>

1.2. The Polling Board has a term of office of one year beginning on 1 April.<sup>5</sup>

1.3. The Polling Board is composed of at least six (6) and at most eleven (11) polling officers, elected annually by the Ordinary Assembly.<sup>6</sup> Polling officers serve a renewable<sup>7</sup> term of office of one year beginning on 1 April.

1.4. The Polling Board appoints a President and a Vice-President from among the polling officers serving in office.<sup>8</sup>

1.5. The President and Vice-President shall speak and respond in the name of the Polling Board.

### *Rule 2 – Quorum*

2. The quorum for Polling Board sessions is an absolute majority of the polling officers serving in office.<sup>9</sup>

### *Rule 3 – First Session*

3.1 The elected polling officers shall meet and convene the first regular session of the Polling Board within ten (10) working days of the start of their term of office. The first regular session is

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<sup>1</sup> Adopted by a majority of the Polling Board on 27/06/2024.

<sup>2</sup> The Regulations on Representation of the Staff of the United Nations at Geneva and its Annexes were adopted January 1983, amended March 2022.

<sup>3</sup> The Regulations (Ch. III Art. 3. P. 3) provide that the Polling Board “shall adopt their rules of procedure in accordance with the relevant provisions of the Regulations.”

<sup>4</sup> Regulations Ch. III Art. 3. P. 2

<sup>5</sup> Regulations Ch. III Art. 3. P. 1

<sup>6</sup> Regulations Ch. III Art. 3. P. 1

<sup>7</sup> Similar to the rule for members of the Arbitration Commission (Ch. IX Art 20. P. 3)

<sup>8</sup> Regulations Ch. III Art. 3. P. 3

<sup>9</sup> Regulations Ch. III Art. 3. P. 3



chaired by the polling officer whose surname is listed first alphabetically in the declaration of elected officers.

3.2. At its first session, the Polling Board shall appoint its President and Vice-President by an absolute majority vote of the polling officers in office.

3.3. The elected President will communicate to all relevant bodies and electors the names of the elected polling officers, the appointed President and Vice-President within five (5) working days following their election.

#### ***Rule 4 – Regularity and Conduct of Sessions***

4.1. The Polling Board convenes regular sessions at least every two (2) months during its term of office. The Polling Board will endeavour to hold monthly sessions.

4.2. Additional sessions of the Polling Board may be convened by the President or Vice-President, or by a majority vote of the serving polling officials, as required.

4.3. The President or Vice-President shall notify the members of the Polling Board of the date and place of session with notice of at least five (5) working days in advance of a regular session, and of at least two (2) working days in advance of an additional session, or less following approval by a majority of the polling officers.

4.4. Sessions shall be held in person at the Palais des Nations - Geneva, or via virtual or hybrid formats, as proposed by the President or Vice-President. Polling officers unable to attend an in-person session have the right to participate in the session virtually.

4.5. In case of a session lacking quorum, it will be reconvened within six (6) working days.

4.6. Polling Board sessions are chaired by the President. If the President is absent from a meeting or any part thereof, the Vice-President shall take their place, and shall have the same powers and duties as the President.

4.7. Polling Board sessions are generally held in private. The Polling Board may decide to invite non-officers to present information on relevant issues, but non-officers cannot be present during Polling Board deliberations or voting.

#### ***Rule 5 – Decision-making***

5.1. Each polling officer has one vote.

5.2. All decisions by the Polling Board shall be the outcome of internal and collegial discussions of the polling officers. Decisions will be proposed and seconded by polling officers via the President.

5.3. The polling officers shall endeavour to reach decisions unanimously. Where this is not possible, decisions require an absolute majority of the polling officers serving in office.



5.4. Voting on decisions is made during Polling Board sessions. Votes are valid when signaled in-person or through written or electronic format emanating directly from a polling officer. Votes may not be conveyed by proxy.

5.5. Outside of sessions, the President or Vice-President can request the Polling Board to approve by a majority vote a decision via written or electronic formats, providing a reasonable period for votes to be submitted.

5.6. Only in extraordinary and exceptional cases, where the President or Vice-President is called to make decisions without the ability to consult the Polling Board in advance, they shall inform the polling officers directly and without delay.

5.7. Decisions of the Polling Board will be recorded.

### ***Rule 6 – Duties and Functions***

6.1 In line with Regulations, the Polling Board has the following duties and functions:

- (i) To organize elections of the Staff Union and of other staff bodies.<sup>10</sup>
- (ii) To obtain updated lists of electors and ensure eligibility.<sup>11</sup>
- (iii) To receive and ensure eligibility of candidates standing for office.<sup>12</sup>
- (iv) To count votes and announce results.<sup>13</sup>
- (v) To convene the first meeting of the Staff Union Council after its election,<sup>14</sup> and to receive requests for convening extraordinary staff assemblies and staff sectoral assemblies.<sup>15</sup>
- (vi) To define criteria for receiving requests for holding staff referendums, deciding on the admissibility of referendum questions, and conducting the referendum vote.<sup>16</sup>
- (vii) To conduct other voting processes prescribed by Regulations.<sup>17</sup>

6.2. The Polling Board will prepare procedural guidelines and calendars for the implementation of its duties and functions including:

- (i) Establishing and maintaining appropriate physical and/or electronic means to ensure electors can vote by secret ballot.
- (ii) Announcing dates for elections, the processes and timeframes for nominating candidates and/or electoral lists.
- (iii) Communicating relevant information on electoral arrangements, including timeframes, procedures and results, to electors, candidates and relevant bodies.

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<sup>10</sup> Regulations Ch. III Art.3 P 4

<sup>11</sup> Regulations Ch. III Art.3 P 4

<sup>12</sup> Regulations Ch. III Art.3 P 4

<sup>13</sup> Regulations Ch. III Art.3 P 4

<sup>14</sup> Regulations Ch. IV Art.7 P 1

<sup>15</sup> Regulations Ch. III Art.3 P. 4; Ch. VII Art. 13 P. 5; Ch. VIII Art. 17 P. 1

<sup>16</sup> Regulations Ch. III Art.3 P 4; Ch. VII Art.15 P 3

<sup>17</sup> Regulations Ch. III Art.3 P 4; Ch. VII Art.16 P. 6



6.3. The Polling Board may assign at least two of the polling officers in office to administer relevant tasks for the implementation of its duties and functions.

### ***Rule 7 – Communications***

7.1. The President and Vice-President or their delegated polling officials shall be responsible for sending and receiving communications relating to the Polling Board. This includes the internal circulation of information, drafts, and documentation among the polling officers and external communication with the Staff Union, UNOG, electors and candidates.

7.2. Polling officers shall endeavour to provide responses and feedback to the communications circulated by the President and Vice-President within the shortest possible timeframe.

### ***Rule 8 – Standards of performance***

8.1. Polling officers shall always endeavour to ensure their words and actions reflect neutrality and impartiality in matters relating to UN staff elections, candidates and other relevant issues, including through bilateral and unofficial communications.

8.2. Polling officials shall not receive instructions from the Staff Union or any candidate in the performance of their duties and in their decision-making.

8.3. The Polling Board shall adhere to the principles of transparency and accountability.

### ***Rule 9 – Vacancies***

9.1. The position of a polling officer, President or Vice-President is considered vacant when its holder:<sup>18</sup>

- (i) is transferred to another duty station or to another body or unit whose staff is not represented by the Staff Union or
- (ii) ceases to be a staff member or
- (iii) resigns from their position during their term of office.

9.2. A President or Vice-President who resigns from their position continues as a member of the Polling Board if they otherwise remain eligible to serve as a polling official.

9.3. In case the position of President becomes vacant, their position will be assumed by the Vice-President. In case the position of Vice-President becomes vacant, or both positions of President and Vice-President become simultaneously vacant, a new appointment process will be held from among the serving polling officers.

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<sup>18</sup> Similar to the rule for vacant seats on the Staff Union Council (Annex 1, Ch. III Art 10. P. 2)



9.3. In case the number of serving polling officers falls below six (6), the Polling Board will request the Staff Council Union to convene an Extraordinary Staff Assembly to fill vacant positions.<sup>19</sup>

9.4. Other than to stand for re-election to the Polling Board, no polling official may stand for election to a staff body during the year following the end of their term of office.<sup>20</sup>

***Rule 10 – Amendment to the Rules of Procedure***

10. The rules of procedure may be amended by an absolute majority of the polling officers in office. Any amendment so adopted in accordance shall enter into force on the day following its adoption.

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<sup>19</sup> Regulations Annex 1, Art. 6 P. 1

<sup>20</sup> Similar to the rule for members of the Arbitration Commission (Ch. IX Art 20. P. 3)