2019 Elections—Steering Committee
Electoral Rules [1]

The Electoral Board was designated to organize the election to the Steering Committee in 2019, according to the underlined decisions adopted by the General Meeting of the ICH NGO Forum in Addis Abeba on November 28, 2016, and the amendments adopted at the General Meeting of the ICH NGO Forum in in Jeju (Republic of Korea) on December 6th 2017. The 2019 Electoral Board is made up of (in alphabetical order) : Ms. Ananya BHATTACHARYA (Contact Base, India, Asia-Pacific), Ms. Hanhee HAHM (Centre for Intangible Cultural Studies, Asia-Pacific) and Mr. Laurier TURGEON (Folklore Studies Association of Canada, Western Europe and North America).
(ananya@banglanatak.com; hanheeh@jbnu.ac.kr; hanheeh@chonbuk.ac.kr; laurier.turgeon@hst.ulaval.ca)

Candidates are invited **to submit their application no later than November 4th 2019 (midnight, Eastern Daylight Time, EDT)** according to the following rules.

1. The ICH NGO Forum will elect four members of the Steering Committee, one for each of the four following UNESCO electoral regions: Africa (one-year term), Arab States, Eastern Europe, and Latin America-Caribbean[2].

2. **Election will take place on Wednesday December 11th 2019, between 6:00 pm and 8:00 pm** (room to be confirmed) in Bogota (Columbia) during the ICH NGO Forum General Meeting. The polling will be carried out by members of the Electoral Board.

3. Only individuals who are present at the Forum General Meeting of December 2019 can be elected to the Steering Committee.

4. Candidates must represent an accredited NGO with its headquarters in the region.

5. If no accredited NGO with its headquarters in one of the four regions to be represented proposes an acceptable candidate by the 4th of November, individuals representing either an NGO whose main activity is situated in one of these regions, or an international NGO working in one of these regions can also be candidate and shall **submit their application no later than November 18th 2019 (midnight, EDT)**. Those candidates will only be elected in the absence of a representative of an NGO with its headquarters in the region.

6. NGOs presenting a candidate can also propose an alternate candidate together with the statutory member, to enable the alternate member to replace the statutory member in case of necessity. The alternate candidate does not need to be present at the Forum General Meeting of December 2019. In case of absence of the statutory candidate at that meeting, the alternate candidate will be the candidate for his NGO to be elected as a member of the Committee, if he is present at the meeting.

7. All Steering Committee members are elected for a two-year period and can be re-elected only once. The mandate of a Steering Committee member shall start at the end of the IGC session during which he was elected and shall end two years later at the end of the IGC session.

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[1] The purpose of using masculine in this text is only to lighten its form and facilitate its reading.

[2] Please note that the members elected in 2017 from each of the following electoral regions were: Mr. Jorge Gustavo CAICEDO (Latin America and Caribbean), Ms. Reme SAKR (Arab States), and Mr. Michal BUCHOWSKI (Eastern Europe), who, after resigning in 2018, was replaced by election in 2018 by Kaloyan Nikolov for a one year term. According to the rules and procedures of the Steering Committee adopted in Addis Abeba in November 2016, newly elected members of the Steering Committe may apply and be elected for a second term. The participants of the NGO Forum will also elect a new member from an NGO in Africa to replace Mr. Seraphin BOUTE (who recently passed away) until the end of his term in 2020.

8. If an NGO informs the Steering Committee either that his representative elected member of the Steering Committee has, during his mandate, lost contact with the NGO, or that he no longer represents the NGO, this Steering Committee member will immediately lose his status of member of the Steering Committee, and be substituted by the alternate member elected by his NGO or, in the absence of an alternate member, be replaced by the election of the member of another NGO from the region at the next General Assembly for the remainder of the mandate.

9. The desirable profile for candidates is the following:
   a) Be member of an accredited NGO under the 2003 Convention;
   b) Have participated at a minimum of two sessions of the Governing bodies of the 2003 Convention;
   c) Have a good working knowledge of English and/or French, both oral and written,
   d) Have access to a good internet connection;
   e) Have reasonable knowledge and be connected to ICH NGOs, accredited or not, in his region;
   f) Be willing to draft and review documents related to the communication tasks of the Committee;
   g) Be willing to moderate sessions at the Forum;
   h) Be willing to undertake activities of representation for the Committee and for the Forum;
   i) Be available to participate regularly at virtual meetings;
   j) Have received the approval of his NGO to become a member of the Steering Committee.

10. Applications must be sent to all members of the Electoral Board, at the following emails: (**ananya@banglanatak.com;** **hanheeh@jbnu.ac.kr;** hanheeh@chonbuk.ac.kr; **laurier.turgeon@hst.ulaval.ca)** no later than **November 4ᵗʰ 2019 (midnight, EDT)**, using the application form and attaching a one to two page curriculum vitae pointing out ICH related experiences.

11. The Electoral Board will review the applications to make sure that they formally satisfy these rules, will inform the approved applicants no later than **November 8 2019** and shall provide the motifs for rejection to the applicants not selected.

12. The Electoral Board will announce the list of candidates selected no later than **November 11ᵗʰ 2019**.

13. If there is no eligible candidate for one region, a second call for applications open to NGOs from all regions will be launched **November 11ᵗʰ 2019** and will close by **November 18ᵗʰ 2019 (midnight EDT)**. The Electoral Board will announce the candidates' list no later than **November 25th 2019 (midnight EDT).**

14. Each NGO can vote for only one candidate per electoral region. Only the officially designated representative of the NGO is allowed to vote. The NGO representatives must be present at the meeting on Wednesday December 11ᵗʰ 2019 to vote and arrive at the meeting before 6:00 pm for registration on the electoral list. If there is more than one vote per NGO, the ballots will be cancelled and the vote considered void. The election will take place by secret ballot.

15. Candidates receiving most votes will be elected to the Steering Committee. If two or more candidates for the same region receive the same number of votes, a second round of voting will be organized. If two or more candidates receive an equal number of votes after this second round, they will be drawn.

16. If an NGO's accreditation is not renewed during the mandate of a member of the Steering Committee, other NGO's from the same region will be eligible for election and be invited to present their application at the following elections.