

**2022 Elections—Steering Committee
Electoral Rules**

The Electoral Board was designated to organize the election to the Steering Committee in 2022, according to the ICH NGO Forum bylaws adopted by the General Meeting of the ICH NGO Forum in Bogota in December, 2019. The 2021 Electoral Board is made up of:

Adel Moussa, Nubian Heritage Society (Arab States)

Diana Teresa Gutiérrez, Embodying Reconciliation (Latin America and Caribbean)

Sandrine Moughola, ADACO (Africa)

adelmosa73@gmail.com

diana.embodying@gmail.com

pouatydav@yahoo.fr; sandrine.sanda@yahoo.com

Candidates are invited to **submit their application no later than October 25, 2022 (midnight, Western European Time, WET)(UTH +1)** according to the following rules.

The ICH NGO Forum will elect three members of the Steering Committee for two-year terms, one for two UNESCO electoral regions, Western Europe and North America and Asia-Pacific as well as an International NGO.

1. Election will take place online between **Monday November 28, 2022 to Tuesday November 29, 2021** using an online voting application form.
2. Election results will be announced on **Wednesday November 30, 2022** at the General Assembly of ICH NGO Forum.
3. Candidates must represent an accredited NGO with its headquarters in the region or an International NGO for those presenting themselves for the seat of the International NGO.
4. 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.
5. 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 Intergovernmental Committee (IGC) session during which he was elected and shall end two years later at the end of the IGC session. If an NGO informs the Steering Committee either that its representative elected member of the Steering Committee has, during her/his mandate, lost contact with the NGO, or that the designated person no longer represents the NGO, this Steering Committee member will immediately lose her/his status of member of the Steering Committee, and be substituted by the alternate member elected by the concerned 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.
6. 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.

Applications must be sent to all members of the Electoral Board before the 25th of October 2022 (midnight, Western European Time, WET, UTC +1) at the following emails: (adelmosa73@gmail.com; diana.embodiment@gmail.com; pouatydav@yahoo.fr; sandrine.sanda@yahoo.com), using the application form and attaching a one to two page curriculum vitae pointing out ICH related experiences.

7. 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 1st, 2022** and shall provide the motifs for rejection to the applicants not selected. If there is no application from a region a second call will be issued **on the 8th of November** and will end on the **15th of November**. The list of selected candidates will also be announced no later than **16 November, 2022**.
8. If there is no eligible candidate for one region, a third call for applications open to NGOs from all regions will be launched **November 17, 2022** and will close by **November 20, 2022 (midnight WET, UTC+1)**.
The Electoral Board will announce the list of candidates selected no later than **November 21, 2022**.
9. Each NGO can vote for only one candidate per electoral region. Only the officially designated representative of the NGO is allowed to vote. A voting link will be sent to the designated official email id of the NGOs. 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 online secret ballot.
10. 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, and as voting will be online this year, a second round will not be organized and the candidate will be selected through a draw of lots by a person designated by the Election Board.
11. If an NGO's accreditation is not renewed during the mandate of a member of the Steering Committee, other NGOs from the same region will be eligible for election and be invited to present their application at the following elections.
12. If a member of the Steering Committee becomes a member of official delegation of a State Party in the course of her or his service in the Steering Committee, membership in the Steering Committee will be terminated.
13. All candidates and voters are expected to behave in a respectful and courteous manner and abide to the ethical principals of the ICH NGO Forum.