

**ICH NGO FORUM ELECTORAL RULES**

Each year elections will be held to renew the Executive Board. Each member serves a period of two years and can only be elected for a further period of two years. To ensure continuity and take advantage of the experience of the incumbent members, only half of the Executive Board will be elected each year. Members representing the six electoral groups will be elected in alternate years, with the representatives from three electoral groups elected in one year and representatives from the other three electoral groups elected in the following year. Elections will be conducted as follows:

Group 1 consists of: **Western Europe and North America; Asia and the Pacific, and Africa.** To be elected in 2022, 2024, 2026 and so on.

Group 2 consists of: **Eastern Europe; Latin America and the Caribbean, and Arab States.** To be elected in 2023, 2025, 2027 and so on.

Elections are a recurring annual task that is made up of the following steps and deadlines:

1. Call for Candidates to serve as Electoral Officers:
  - a. The Call must be made four months prior to the General Assembly.
  - b. Candidates must not belong to the regions subject to election.
  - c. Candidates must be proposed by an Accredited NGO member of the ICH NGO Forum
  - d. There must be three Electoral Officers selected, one from each of the three regions that are not being elected.
2. The Executive Board will select the Electoral Officers based on the following criteria:
  - a. Candidates are members of an Accredited NGO affiliated to the ICH NGO Forum and have its endorsement.
  - b. Candidates should not be from regions subject to election.
  - c. Applicants from the same region must be selected on a “first come, first served” basis.
  - d. If there is no candidate from any given region, candidates from a region that has a candidate for election can be appointed to serve as the Electoral Officers.
3. Once selected, the Electoral Officers must launch a Call for Candidates to renew three seats of the Executive Board. The Call shall be made three months prior to the General Assembly
4. Candidates must meet the following requirements:
  - a. Submit a letter of endorsement by the Accredited NGO member of the ICH NGO Forum to which they belong;
  - b. Submit their CV demonstrating their experience in the Intangible Cultural Heritage field;
  - c. Have attended at least one General Assembly of the ICH NGO Forum;
  - d. Be fluent in English and/or French, both oral and written;
  - e. Have read the bylaws of the ICH NGO Forum and be willing to undertake the tasks and responsibilities of the Executive Board members;
  - f. Have access to a good internet connection;

- g. Be available to participate regularly at virtual meetings and to fulfill other tasks of the Executive Board;
5. The Call must be closed one month prior to the General Assembly
  - a. Candidates must submit their application to the Electoral Officers.
  - b. The Electoral Officers must ensure that Candidates meet all the requirements.
  - c. If there are no Candidates for a region, The Electoral Officers must launch a second Call only for that region.
  - d. The Electoral Officers can only accept up to three Candidates for each region, on a “first come, first served” basis.
6. The Electoral Officers must announce the name of the Candidates and their respective organization at least two weeks before the meeting for the presentation of the Candidates. (Maximum of nine Candidates for the three seats of the Executive Board)
  - a. An Accredited NGO member to the ICH NGO Forum that wishes to question the eligibility of a given Candidate, must write a letter to the Electoral Officers stating their reasons.
  - b. The Electoral Officers must acknowledge and investigate the statement before making a decision.
  - c. The decision by the Electoral Officers will be notified to the Accredited NGO and the Candidate.
7. On the Monday prior to the General Assembly of the ICH NGO Forum, the Electoral Officers will moderate a meeting for the presentation of the Candidates.
  - a. Each Candidate will have eight minutes to present themselves.
  - b. No questions are allowed during their presentation.
8. Following the presentation of the candidates, one representative from each Accredited NGO member of the ICH NGO Forum attending virtually or in person to the ICH NGO Forum General Assembly shall have a 24-hour period to cast their vote through the online voting system.
9. One representative from each Accredited NGO member of the ICH NGO Forum attending virtually or in person to the ICH NGO Forum General Assembly shall be entitled to vote for the election of one Candidate for each region.
10. The Electoral Officers will ensure that the election process is duly respected.
11. Results of the election will be announced by the Electoral Officers at the General Assembly of the ICH NGO Forum.