**Electronic Voting and Elections at the Members’ Assembly of the IUCN World Conservation Congress**

**Guidelines for delegates attending the Members’ Assembly from 6 to 10 September 2016**

# Background:

The IUCN Members’ Assembly will use an electronic system both for voting and its elections.

For the Congress in Hawai‘i, the electronic elections system will be operated by Conference Rental, a company with long standing experience providing similar systems for international organizations, such as Council of Europe in Strasbourg, United Nations headquarters in New York and conferencing technology provider for high-profile events such as G20, International Monetary Fund and World Bank Group Annual Meetings, World Economic Forum and ITU Plenipotentiary.

The electronic elections system has been tested and found adequate by the designated Election Officer Michael Wilson. The electronic system provided by Conference Rental will be used for exercising speaking rights, voting on motions, and elections.

As provided by Rule 74 of the Rules of Procedure of the World Conservation Congress, the elections will be supervised and the accuracy and confidentiality of the electronic voting system verified by the Election Officer appointed by Council: Justice Michael Wilson (Hawai‘i, USA). The terms of reference as well as the curriculum vitae of the Elections Officer can be viewed on the [online](https://portals.iucn.org/congress/assembly/candidates/intro).

# The device:

**Image 1: The Speaking / Voting device – logging in**

The same device will be used to request the floor to speak, vote on motions and vote in elections.

tap your card here to log in

Members will have to log in to the device by tapping their card (see page 3) into the lower right corner. A screen appears welcoming the Member. Press any key to continue to the default screen.

**You need to log in at the beginning of each sitting and log out at the end of each sitting. Please also ensure you log out of the device whenever you leave the room, otherwise other Members could use your device to speak or vote on behalf of your organization.**

The devices are distributed throughout the Members’ Assembly hall and clear signage will be put so that Members know where they can sit, depending on the size of their delegation. In some areas, there is one device per seat (for Members with a one person delegation), in other areas there is one device per two seats (for Members with a two-person delegation). Please be aware that due to the high interest in the IUCN World Conservation Congress and limited space, a maximum of two delegates per Member may sit together at one voting device (one device + two seats). Additional members of bigger delegations are kindly requested to use the seats for observers in the back of the room.

**PLEASE DO NOT BLOCK THE DEVICES OF OTHER MEMBERS.**

# Speaking (requesting the floor):

**Image 2: Speaking/Voting device – standard screen**

Request: By clicking the number **1 key** you may request the floor to speak. This should be the main button.

LogOut: By clicking the number **3 key** in this view, you may log out of the voting device.

Response: The response functionality allows you to make a point of order. The number **5 key** activates this functionality. This shall only be used in cases of points of orders as governed by the Rules of Procedures.

# Voting on Motions:

**Image 3: Speaking/Voting device – voting standard**

Press **2 key** to vote **YES**

Press **3 key** to vote **NO**

Press **4 key** to vote **ABSTAIN**

In order to vote on a motion, you may select YES, NO or ABSTAIN. In general, votes are decided by a simple majority in both Categories (Category A and Category B).

In the time available for a vote (countdown displayed on the screen), you may change your vote simply by clicking on one of the three keys. **The last pressed key will be the vote that will be recorded.**

# Voting/speaking cards:

You need a Voting/speaking card to log on to your device, as explained above. Only accredited Members, recognized National/Regional Committees and observer delegations will be provided with a voting/speaking card, **which will be automatically configured according to the accreditation records**. Each “Head of Delegation” who will represent the organisation/institution/Committee will be provided with a voting/speaking card (Members on Categories A, B and C) or a recognition card for the right to speak (Committees/observers).

**The voting/speaking cards can be collected exclusively by the Head of Delegation (assigned through the online accreditation system), at the Accreditation area in the Members’ Lounge, located on the 3 floor of the Hawai‘i Convention Centre from 31 August.** Please refer to the opening hours of the Members’ Lounge available on the Congress website or on the [mobile app](http://iucnworldconservationcongress.org/take-part/congress-mobile-app). Please contact the Accreditation Staff in the Members’ Lounge (or the Members’ Assembly Hall) for any problems you may have with your card or in cases of Card loss and replacement. (For more information please refer to [the Guidelines on Accreditation to the IUCN members’ Assembly](https://www.iucn.org/sites/dev/files/en_accreditation_guidelines_final.pdf))

While observers will be seated in the back of the Members’ Assembly hall, without any microphone immediately in front of them, there are a few devices reserved in the row immediately behind Members for observers with the right to speak.

# Elections

# Candidates:

Delegates are invited to elect a total of 36 members of IUCN Council during Congress. Up to two additional Councillors including the representative of the Swiss Government will be appointed by the newly elected Council following Congress. Photos, personal messages, and biographical information on all the candidates are posted on the [online](https://portals.iucn.org/congress/assembly/candidates/intro) and will displayed onsite in the Members lounge of the Congress venue.

The candidates will be elected through 29 different rounds of voting in accordance with the following positions:

* One (1) ***President***
* One (1) ***Treasurer***
* Six (6) ***Commission Chairs*** – one (1) for each of the IUCN Commissions outlined here below subject to the prior approval by Congress of their respective mandates:
  + Commission on Ecosystem Management (CEM); Commission on Education and Communication (CEC); World Commission on Environmental Law (CEL); Commission on Environmental, Economic, and Social Policy (CEESP); Species Survival Commission (SSC); World Commission on Protected Areas (WCPA).
* Twenty-eight (28) ***Regional Councillors*** – representatives from each of the eight (8) statutory regions of IUCN outlined here below:
  + Africa (4); Meso and South America (4); North America and the Caribbean (3); South and East Asia (5); Oceania (3); East Europe, North and Central Asia (3); West Asia (3); and West Europe (3).

All candidates will be given the opportunity to present themselves to the Congress delegates during plenary sessions of the Members’ Assembly in its 5th and 7th Sitting. Candidates will be allocated the following speaking times:

* Presidential candidate: 8 minutes
* Candidate for Treasurer: 5 minutes
* Candidates for Commission Chairs: 6 minutes each
* Regional Councillor Candidates: 3 minutes each

# Schedule of elections:

The Elections Officer will briefly explain the elections procedure, answer questions, and facilitate a mock-test of the electronic system during the 1st sitting of the Assembly on September 6th.

In order to avoid having a single lengthy session in which all the candidates are presented and elected, the Elections Officer approved the decision to hold the candidate presentations and elections in two stages; 5th sitting presentation and election of Regional Councillors, 7th Sitting presentation and election of President, Treasurer and Commission Chairs.

In each round, the candidates for a given position will present themselves to the plenary by answering pre-selected questions. Once all presentations scheduled for the given sitting have been concluded, the voting will take place. The results for all the rounds of voting will be jointly communicated at the end of the end of the 7th Sitting, i.e. on 9 September 2016.

The different rounds of elections are scheduled as such:

* Fifth sitting of the Members’ Assembly, afternoon of September 7th: **Regional Councillors**
* Seventh sitting of the Members’ Assembly, afternoon of September 9th:
  + **Commission Chairs**
  + **Treasurer**
  + **President**

The ordering of the elections for regions is determined by the randomly selected alphabetical order beginning with the letter ‘S’ in accordance with Regulation 40. The same randomly selected alphabetical order will be used for scheduling the candidate presentations in a given election round and for displaying the names on the screens during the actual voting.

# Voting sessions:

All delegates at the World Conservation Congress vote for all candidates.

The elections will begin as soon as all the candidate presentations have been made. At that point, the plenary screen will display the ballot list containing the names of all the candidates per round, with their country of nationality and, in the case of Regional Councillors, with the number of valid nominations they have received, in alphabetical order beginning with the letter ‘S’ randomly selected as explained above.

Delegates will be able to elect candidates by using the same device which is used for requesting the floor and for voting on motions (see images below).

Because the elections will take place over several rounds and will involve different types of positions (e.g. some ballot lists will contain only 1 or 2 candidates, others will have 7), the voting sessions will not all run identically. There are 2 main voting scenarios for the elections:

1. In cases where the number of candidates is equal to the number of eligible positions, delegates will vote on each candidate separately. They will be invited to choose whether to vote YES, NO, or ABSTAIN for each candidate (Rule 80 of the Rules of Procedure).
   * **Example 1**: in an election round for Regional Councillor from a given region in which there are the exact amount of candidates, delegates will cast separate votes for each candidate to express their choice between YES, NO, and ABSTAIN. In the case of Meso and South American Region (4 candidates for 4 seats), the approximate voting time for the entire region is expected to be around 8 minutes (2 minutes per round). In Hawai‘i, this scenario is expected to occur for five Regional Councillor election rounds (**Meso and South America**; **North America and the Caribbean, South and East Asia**; **Oceania**; and **East Europe, North and Central Asia**) scheduled on September 7th.
   * **Example 2**: in an election round for Commission Chair (1 position) in which there is only 1 eligible candidate, delegates will cast 1 vote to express their choice between YES, NO, and ABSTAIN for the single candidate. In this example, the approximate voting time for the election round is expected to be between 1 and 2 minutes. In Hawai‘i, this scenario is expected to occur for two Commission Chair election rounds (**CEM** and **WCEL**) scheduled on September 9th.

**Image 4: Speaking/Voting device with YES/NO/ABSTAIN display:**

1. In cases where the number of candidates is larger than the number of eligible positions, delegates are invited to select one or several name(s) from a ballot list by selecting the number(s) corresponding to the candidate(s) they wish to vote for (see image 2, below). The display on the voting units will show the numbers corresponding to the candidates as they appear on the ballot list projected on the main screen of the plenary hall. This procedure corresponds with adding a ‘X’ behind the name of the preferred candidates on a ballot paper.

Delegates cast their votes by selecting the maximum number of candidates as there are seats. This is done by scrolling to the number of the relevant candidate and making a selection by pressing the 3 key. The number of a candidate will always be above the 3 key. By clicking the 1 or 5 key, the Member can navigate through the list of all candidates for the position concerned.

* 1. **Example 3**: in an election round for Regional Councillor from a given region in which there are more candidates than seats, delegates will select up to the maximum number of names from a numbered list (projected on the plenary screens and read out loud by the Chair) by scrolling to that number and making their selection on their voting devices. In this example, the approximate voting time for the entire election round is expected to be between 1 and 2 minutes. In Hawai‘i, this scenario is expected to occur for 3 Regional Councillor election rounds (**Africa; West Asia and West Europe)** and for 4 Commission Chair election rounds (**CEC; CEESP; SSC and WCPA**) scheduled on September 7th and 9th.

**Image 5: Speaking/Voting device with candidate selection display:**

**Key 5**: Scroll to next higher number (In this example number 2)

**Key 3**: Select candidate   
(In this example Candidate number 1)

**Key 1**: Scroll to next lower number

**Key 4**: **Confirm** your selection if you are voting for less candidates than there are seats



**Key 5**: allows you to redo your vote within the time available.

**Important notes**:

* In each step of voting during a given election round, delegates **will be able to correct their selections within the time allowed for voting**. The voting device will always record the vote as it is completed at the end of the time allowed for voting. For votes made on a YES, NO, ABSTAIN choice, corrections are done simply by pressing the button corresponding to the desired choice. The previous selection will be automatically cancelled. For votes made on a choice between several candidates, a selection can be changed by pressing the Redo button (key 5) at the end of the selection process.
* The voting devices are programmed so as not to allow for the selection of more candidates than there are eligible positions.

# Vote counting:

Where there are more candidates than positions to be filled, the number of votes cast for each candidate shall be totaled and the candidates ranked in order of the votes cast, this being done separately for Category A (government Members) and Category B (NGO Members) votes (Rule 81). The rankings so obtained for Category A shall then be added to those of Category B to produce a combined ranking.

In the event that the combined ranking is the same for two or more candidates the rankings shall be recalculated as follows: the Category A votes for each candidate required to fill the posts involved shall be multiplied by a constant factor being the number of Category B votes cast divided by the number of Category A votes cast for all candidates in that balloting; these adjusted Category A vote totals shall then be added to the Category B vote totals and the candidates ranked in order of the combined vote so obtained.

Where two or more candidates from the same State are nominated for a given Regional Councillor position, only the candidate with the greater number of votes may be elected (Rule 81c of RoP of World Conservation Congress).

(Rule 79bis, RoP of World Conservation Congress) Where three or more candidates from the same State, each nominated for a different Commission Chair post, receive the highest number of votes or the highest ranking for the respective posts for which they were nominated, only the two candidates who receive the highest percentage of the votes in the voting for their respective Commission Chair posts shall be elected. With regard to each of the remaining candidates who received the highest number of votes or the highest ranking for the posts for which they were nominated, the vote on each such candidate ipso facto shall be vacated by the election of the two candidates who received the highest percentage of votes, and the vacant post of Commission Chair for such candidate’s Commission shall be filled as follows:

* If there was a runner-up candidate from a different State who received at least eighty percent (80%) of the votes received by the candidate for whom the vote was vacated, then such runner-up shall be elected to the vacant post of Commission Chair.
* If there was no runner-up from a different State who received at least eighty percent (80%) of the votes received by the candidate for whom the vote had been vacated, then the post of Commission Chair for that Commission shall be filled by the new Council.

(Rule 80, RoP of World Conservation Congress) Where the number of candidates for Regional Councillors is the same or less than the number of vacancies in the Region for which they are nominated, each candidate shall be voted on individually. Should a candidate not receive a simple majority of votes cast by each Category of Members eligible to vote, the position of the Regional Councillor shall be filled by the new Council.

# **Elections Results:**

All the results of the 29 different rounds of elections will be published jointly at the end of the 7th Sitting on September 9th. The results will be briefly presented to the plenary by the Elections Officer. In addition, the results will be published on the IUCN World Conservation Congress website.

# Proxies:

Several Members will be voting and/or speaking on behalf of other Members who have transferred their voting/speaking rights to them through a written expression of permission in accordance with Rule 66.

Delegates can only give or receive proxy votes through [the online accreditation system](https://portals.iucn.org/congress/accredhome). In regards to the proxy vote allocation, Members must first get accredited In order to give or receive a proxy or more. The total voting rights of proxy holders will be programmed and updated daily in accordance with the accreditation database and voting cards will be configured accordingly. Members that received a proxy (Proxy holder) from other eligible Member(s) through the online accreditation system will be using their own voting/speaking card, which will be automatically configured so that it contains the total amount of votes corresponding to the voting power of the Member + the proxy givers.

Proxy holders will be given two options for casting the proxy votes that they hold:

1. If all the votes cast by a proxy holder are identical to all the votes to be cast by proxy, a single electronic card programmed for the proxy holder and the proxies received, will be used and the total votes (including the proxies) will be automatically counted.
2. If a Member has provided specific voting instructions to the proxy holder which differs from the votes to be cast by the proxy holder, one or more additional electronic proxy card(s) (‘correction cards’) will be produced for each of the proxy givers which have given such a voting instruction. These ‘correction cards’ will only be distributed per sitting for the proxy votes that are different from the vote cast by the proxy holder in their own behalf. If one of your proxy givers will continuously vote different from your delegation, you may request a correction card for this Member for the entire duration of the Members’ Assembly.

For Members holding more than 3 proxies with specific voting instructions, a specific area has been reserved in the Plenary Hall. In order to ensure that these ‘big proxy holders’ receive sufficient assistance, these delegations will have a specified seating allocation in the plenary hall. Big proxy holders are encouraged to solicit the support of the Accreditation desk for any queries they might have.

**Image 6: Speaking/Voting device – voting for proxy holders with correction cards**

(refer to instructions below and on next page)



**2**

**1**



**4**

**3**

Proxy holder to cast its vote first Press the CRCTN key if proxy vote is different

Cast the proxy vote Tap the correction card on the right corner of the device

**Important notes:**

* There is a security element built into proxy voting which requires that Members using the same unit to cast all their and the proxy votes, cast the vote for their own organization first in order for the system to recognize them as a proxy vote holder. The Member can then ‘correct’, if necessary, the proxy votes it is holding for each Member that has given specific voting instructions.
* The proxy holders are invited to attend a briefing session to familiarize themselves with the electronic voting system and learn how to cast all the proxies they hold in a minimum of time, on **5 September 2016 from 4:45 to 5:15pm in the Plenary room**.

# Contingency plan:

In the highly unlikely event of a failure of the electronic voting system, a contingency plan will be implemented in order to ensure that any votes on motions and the elections take place during Congress. If the electronic elections system were to fail, paper ballots will be distributed to delegates and the votes will be manually counted by Secretariat staff. In such a scenario, the paper ballots will be distributed and Members will be invited to submit their completed ballots by placing them in the two collection boxes (one for Government Members, one for NGO Members) provided in the plenary hall. The specific timings for submission of paper ballots will be announced by the Chair during the plenary meetings. The votes will be counted during the excursion day on 8 September and the results will be communicated on the morning of September 10th.

Proxy holders will be given separate paper ballots for voting on behalf of each Member organization that has given them their voting rights.