**CID HUMANITARIAN NETWORK**

**PROCEDURE FOR THE ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

The following procedures will apply when the CID Humanitarian Network[[1]](#footnote-1) positions of Chairperson or Deputy Chairperson become vacant.[[2]](#footnote-2) They are based on the procedures followed for the nomination and election of persons to the CID Board at an AGM.

1. **ELIGIBILITY FOR ELECTION**

The only persons eligible for election are current staff members of CID members who are also members of the CID Humanitarian Network. Previous engagement with the CID Humanitarian Network is obviously desirable, but is not a pre-condition for standing for election. A person can be nominated to both positions if both are vacant at the time.

1. **CALL FOR NOMINATIONS**

The CID Humanitarian Coordinator, working with the current Chairperson of the CID Humanitarian Network, will advise all CID Humanitarian Network members of the vacant position(s) and call for nominations at a reasonable time (at least two weeks) prior to the next meeting of CID Humanitarian Network members.

1. **NOMINATIONS**

A candidate can be nominated by any member organisation of CID Humanitarian Network, including by the organisation the candidate currently works for. A seconder is required from a different CID Humanitarian Network member. These details need to be provided on the nomination form that will be sent concurrently with the call for nominations. Candidates should provide adequate bio note details that summarise their specific credentials for the position they have been nominated for. These can be on a separate form if the candidate wishes to do so.

Nominations will close one week prior to the CID Humanitarian Network meeting. Nominees’ bios will be circulated to all CID Humanitarian Network members for their information and consideration ahead of the meeting.

1. **VOTING**

Voting will take place at the meeting after all candidates have made a short presentation to the CID Humanitarian Network on why they are standing and their credentials for the position. If a candidate is not present for voting then s/he should have provided sufficient candidate information (in their bio) at the time for putting forward their nomination.

Each CID Humanitarian Network member organisation is allowed one vote for each vacant position. Voting shall be secret. Scrutiny of votes shall be by the Humanitarian Coordinator and one other independent person, such as another CID staff person, non-voting observer or MFAT staff person if present. The outgoing Chair may also act as a scrutineer if required.

If a member is not able to attend they can either email their vote to CID in advance of the meeting or submit a proxy vote through another member. A form stating that it is giving its proxy vote to that member needs to be signed and tabled at the meeting (this form will be emailed on request).

In the event of a tie there will be another vote taken between the two tied candidates.

If both a Chair and Deputy Chair positions are up for election, then the Chair will be elected first and then any candidates for the Deputy Chair from the same organisation will be remove, as the Chair and Deputy Chair cannot come from the same organisation[[3]](#footnote-3).

1. **RESIGNATION BETWEEN MEETINGS**

If the position of Chairperson becomes vacant between meetings then the Deputy Chairperson automatically becomes Acting Chairperson and an election is held for the position at the next meeting of the CID Humanitarian Network. If the Acting Chairperson does not wish to continue in the role until the next meeting of the CID Humanitarian Network than a postal/email ballot of members will be held. If the Acting Chairperson wishes to stand for Chairperson then s/he needs to signal this in advance so that both positions can be contested at the same time.

If the position of Deputy Chairperson becomes vacant between meetings the Chairperson, following discussion with the CID Director, will propose to the CID Humanitarian Network whether it is appropriate or not (depending on circumstances such as the time to the next meeting) to call for a postal or email ballot between CID Humanitarian Network members to fill the position. If it is decided the Deputy position can remain vacant until the next meeting then the usual procedures for filling the position will be followed.

A postal/email ballot will be organised by the CID Humanitarian Coordinator and requires candidates to follow the above procedures with respect to submitting a nomination to CID. Voting will be on the same basis as above, except votes will be submitted electronically to CID for counting.

**END**

*5 February 2018 (updated 6 September 2019).*

1. Updated to reflect name change and revised CID Humanitarian Network ToR finalised in June 2019. [↑](#footnote-ref-1)
2. Note: The CID Constitution, clause 15.8, states: “The term of the Chairperson and Deputy Chairperson shall be for a period of two years and either office-holder may be re-elected for one further consecutive term before his or her organisation must stand down from that position for at least two years.” [↑](#footnote-ref-2)
3. According to CID Humanitarian Network ToR (revised June 2019), operating principle number 5, states: “The elected Chairperson and Deputy Chairperson must be from different organisations. If a situation arises where they are working for the same organisation, one must stand down.” [↑](#footnote-ref-3)