

Draft Minutes
Meeting of the Vienna NGO Committee on Drugs
Thursday, 22nd June 2017
15:00 – 17:00, Room E1053 (E building, 10th floor), VIC

1. Adoption of the draft agenda
Approved

2. Approval of the minutes of the last meeting

The draft minutes of the meeting held on 17 March 2017 have been circulated. The Committee **approved** the draft as a correct record of the meeting

3. Attendance and apologies for absence

14 Member Organizations attended in person

- African Action on Aids (AAA)
- Associacao de Reabilitacao de Toxicodependentes de Macau (ARTM)
- FORUT – Campaign for Development and Solidarity
- Foundation for a Drug-Free Europe
- International Association for Applied Psychology (IAAP)
- International Drug Policy Consortium (IDPC)
- International Federation of Non-Governmental Organisations for the Prevention of Drug and Substance Abuse (IFNGO)
- International Federation of Social Workers
- IOGT International
- Organizacao das Familias da Asia e do Pacifico (OFAP)
- Students for Sensible Drug Policy (SSDP)
- Verein zur Förderung der Volkerverständigung
- Women's Federation for World Peace International
- ZONTA International

15 Member Organisations attended via online conference

- Dianova International
- Drug Policy Australia
- Drug Reform Coordination Network
- European Cities Against Drugs (ECAD)
- International Association for Hospice and Palliative Care
- International Centre for Science in Drug Policy (ICSDP)
- Karim Khan Afridi Welfare Foundation
- Kikandwa Rural Communities Development Organization - KIRUCODO,

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Chairperson	Vice-Chairperson	Treasurer	Deputy Treasurer	Secretary	Deputy Secretary	Project Officer
Björn Hörnberg	Katherine Pettus	Jamie Bridge	Zoran Jelic	Luciana Pol	Wilson Box	Sarah Pirker
GT International Sweden	Int. Association for Hospice and Palliative Care United States of America	Int. Drug Policy Consortium United Kingdom	Celebrate Recovery Bosnia & Herzegovina	Centro Des Estudios Legales Y Sociales Argentina	Zimbabwe Civil Liberties Union Zimbabwe	Austria

- National Association for a Drug-free Society (RNS)
- Nigeria YouthRise
- San Patrignano
- TASC (Treatment Alternatives for Safe Communities)
- Transform Drug Policy Foundation
- World Federation Against Drugs (WFAD)
- Zamani Foundation

Board members

- Esbjörn Hörnberg, Chair
- Katherine Pettus, Vice Chair (online)
- Jamie Bridge, Treasurer

Also present:

- Billy Batware, UNODC Civil Society Team (CST)

Apologies received by Secretary prior to the meeting:

- Elternkreis Wien
- International Police Association
- Women's Organization Committee on Alcohol and Drugs on Alcohol and Drugs
- Graduate Women International
- Shola Mese Foundation
- Dalgarno Institute
- Association Proyecto Hombre

Apologies received from Board members

- Zoran Jelic, Vice Treasurer
- Luciana Pol, Secretary
- Wilson Box, Vice Secretary

4. Membership

The Committee was informed about the latest applications for membership.

6 new members were accepted:

- ECHO (France)
www.echocitoyen.org
- Help not Handcuffs, Inc. (United States of America)
www.HelpNotHandcuffs.org
- Harm Reduction Australia (Australia)
www.harmreductionaustralia.org.au

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- EQUIS: Justicia par alas Mujeres, AC (Mexico)
www.equis.org
- NoBox Transitions Foundation, Inc. (Philippines)
<https://nobox.ph>
- Youth Initiative for Drug Research Information Support and Education in Nigeria (Nigeria)
www.youthriseng.org

The Committee discussed the criteria of a “member in good standing”, as is included in the statutes. To be a “member in good standing” (and therefore be eligible to vote in the forthcoming elections), a member organization has to have paid its fees for at least the last two years (2017 and 2016) – as quite a few member organization only pay during election years. Members are requested to pay any outstanding membership fees for 2017 and 2016 at least one month prior to the General Meeting. Members who do not pay for four years in a row will have their membership terminated.

Approved.

5. Financial Report

The financial report for January to May 2017 was presented, as well as the budget for 2017 (see Annex 1 for details).

Grants have not yet been factored into the budget as we don't have any confirmations yet.

6. Feed-back on VNGOC Activities

The members present wished to discuss the reconvening of the Civil Society Task Force (CSTF) and raised several questions:

- How much are CSTF and VNGOC going to overlap and what is CSTF's mandate?
- Is there a danger of VNGOC and CSTF competing (e.g. for funds)?
- Wouldn't it make sense to merge the two committees (VNGOC and NYNGOC) instead of continuing the joint Task Force?
- If CSTF continues up to 2019 and beyond, is there a danger of it becoming the committee and the solution becoming the problem?

The treasurer, Jamie Bridge, explained that while 2019 will to a large extent take place in Vienna, New York still has an important role to play and therefore a joint task-force to bundle efforts makes sense. Especially since the membership of NYNGOC and VNGOC only partly overlap. VNGOC will not only be part of the CSTF, but also form half of the steering group, hence there won't be any competition between the two bodies. Rather, the additional projects and activities of CSTF will likely mean more funds for VNGOC.

A proposal was also made to merge the VNGOC and NYNGOC, as some of the members present perceived that it would make more sense to have one global committee with several

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branches in different regions. However, Jamie emphasised that NYNGOC is an independent organisation, and any merger would require the agreement of both organisations' boards and membership. In this context it was also proposed by some of the members present to think about renaming VNGOC to the Global NGO Committee on Drugs.

The chair, Esbjörn Hörnberg, gave a brief explanation on why and how the CSTF originally formed. He explained that the CSTF enabled the VNGOC to ask the member organisations, the UN and the member states for funding for the preparations of UNGASS 2016. The CSTF was all in all a success and had a great impact on the UNGASS outcome document and we had a large range of very different policies included in the meetings. The year after UNGASS nothing much happened as the member states needed to read through the outcome document and decide on the way forward, they then appointed the Portuguese ambassador to facilitate the Post-UNGASS phase.

Esbjörn expressed his personal reservations about continuing the CSTF in exactly the same way, as not all members of the Task Force put in the same amount of work. It was also a large administrative effort on the part of VNGOC, as nearly everything was done via Vienna.

To a large extent we are dependent on the member states as they decide how the process 2019 is going to look. We know while there will be some discussions in New York, but everything will be run from Vienna. Currently, VNGOC is discussing a possible Memorandum of Understanding (MoU) with NYNGOC to clarify their respective roles and partnerships. Before the MoU is signed, the membership will have an opportunity to review it and make a decision on whether to proceed. Parallel to that, there is a small group of the former CSTF working on evaluating what the CSTF should do in this next phase and how it should do it. Should it just select speakers or should it strive to do something independent of the UN System? In any case, a lot will depend on the plans for 2019. The CND will put out a roadmap for 2019 before the summer break.

Esbjörn reiterated while he would indeed like to see one organisation with regional hubs, but it is paramount to have everyone on board and funding at hand. It is important to remember that the VNGOC is not an organisation for one voice or one policy but an umbrella for many.

The vice chair, Katherine Pettus, noted that we need to look at why the CSTF is important and different from the two Committees. The CSTF is divided into working groups to directly represent specific geographical areas, affected population and issues, and is comprised of different experts. There is of course some overlap and some mistakes were made, but we should learn from these and build a more user-friendly Task Force that would work for 2019.

Apart from the discussion surrounding the CSTF, Katherine Pettus also reminded the membership the UNGASS outcome document had quite a lot of instruction to include civil society in the process of implementation. It also said that all drug policy is supposed to be

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aligned with the Sustainable Development Goals (SDGs). She and Billy Batware (UNODC CST) have been working on a document about how civil society can participate in the process of implementation while aligning its work with the SDGs. We would really like the memberships input on that and possibly also form a bigger working group to move the project forward. (The draft can be found [here](#).)

Billy Batware (UNODC CST) commented that the discussion was very interesting for him to participate in. The Chair of the CND made the point earlier today, during the launch of the World Drug Report, that civil Society have so much in common with the member states: they have many diverse points of view and there is the need to cooperate even more. From the UNODC perspective, CSTF was helpful in bringing together the civil society voices to New York, and preparing for a successful UNGASS which led to significantly improved approaches on how civil society is involved by Member States in subsequent CND meetings. That was a positive outcome of UNGASS and some of the success is attributed to the CSTF. An organisation of VNGOC size and scope with many diverse groups probably needs a smaller group to articulate its points of view.

In light of the discussions, there will be an agenda item at the next VNGOC meeting to discuss the draft MoU with NYNGOC, the proposed structure and mandate of the CSTF, and a possible restructuring of the VNGOC and a name change.

Approved.

7. Preparations for Board elections in September 2017

The election committee presented the two reports (majority report and minority report) that were submitted to the committee prior to the meeting. (See *Annex 2 and 3*)

Nazlee Maghsoudi presented the majority report which had been agreed by five of the six committee members, and added that the majority of the election committee had the opinion that it was not in their scope to propose a slate of candidates but that they tried to make sure that the language of the nominations call reflected a range of skills. She also noted that they did not discuss proxy voting much as the issue was avoided with their proposal for electronic and postal vote in advance.

Dag Endal then presented the minority report which he alone had agreed, and added that in his opinion majority voting is not ideal for an umbrella organisation whose mandate it is to represent very diverse opinions on policy. He tried to produce an election procedure that takes care of a balance within the board. The VNGOC should not speak for the members but only promote the range of different voices.

The chair, Esbjörn Hörnberg, presented the boards proposal that due to the two different reports the committee should vote on the different issues separately. In line with the [statues](#) proxy voting was allowed.

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1. Voting procedure.
 - a. Online and postal only (in advance of the General Assembly in September)
 - b. In person and per proxy at the General Assembly plus real time online voting (15 votes)
 - c. 48h online in advance of the General Assembly and in person at the GA (7 Votes)

Option B adopted.

2. Positions up for election
 - a. The membership votes for a chair person and then 5 board members (not for specific positions on the board) (7 Votes)
 - b. The membership votes for each of the specific positions on the board (15 Votes)

Option B adopted.

3. Only members that are of “good standing” (i.e. having paid their membership fees for the previous two years), one month prior to the election are eligible to vote.

Adopted.

4. Candidates are allowed to be nominated for no more than two positions on the board.

Adopted.

5. The election committee recommends a slate of candidates to ensure a balanced board

Withdrawn – no such recommendations will be provided.

6. The membership trusts the board to come up with dates, a timeline, an electronic voting system (real time) and a call for nominations.

Adopted.

Prior to voting on the six issues above, they were debated at length by the members present:

An issue regarding the reading of the statutes and Austrian NGO legislation was raised by some of the Austrian members. The statutes set up a General Assembly as the voting body. In Austrian law a General Assembly is an in person assembly of members, therefore a vote that is not conducted in person but e.g. electronic could be legally challenged. For the future a change in the statutes to specifically allow for electronic voting in advance should be considered.

For future elections, the Single Transferable Vote system was suggested, especially if a candidate is up for election for more than one position.

The board suggested that instead of a month of online voting as recommended by the election committee we restrict the voting to 48 hours. Both Esbjörn Hörnberg and Jamie Bridge commented that every member should be able to vote within this window. The information

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regarding the nominees would be send beforehand so that each organisation has time to internally decide.

Dag Endal explained his reasoning behind his proposal for in person voting only: he sees us in a transformation period where there is an influx of new members and new opinions and we need to find a balanced way of working together to ensure unity. In Dag's opinion, online voting before the meeting, and without any discussion among the members, would make it harder for members to vote for a balanced board.

As the discussion drew to an end, some members voiced their concerns about the process being followed at this meeting, and how it was problematic to allow proxy voting in this way.

The board recommended that the incoming board, after the September elections, looks in to the Austrian NGO legislation and other proposals and proposes changes to the statutes and rules of procedure, as required – including to consider staggering board terms to ensure continuity.

Approved.

8. Civil Society Task Force

The agenda point regarding the CSTF was already discussed (see 6). The chair, Esbjörn Hörnberg, stated again that the board will come back with a concrete proposal and the MoU before any decisions are made.

9. Thematic CND Intersessionals (September, October, November)

The board presented the decisions by the CND. At the three thematic intersessionals there will be at least 2 panels for each thematic discussion and a civil society representative will be invited to each panel. They want practical, grass root information and not policy declarations from civil society. There will also be the possibility to do video messages and maybe skype in. The decision in what order the thematic discussions will be on is still outstanding, and the board will contact members with more details shortly.

10. Dates of next meetings

The General Assembly will be held 27 September 2017 at the VIC in Vienna.

Approved.

The issues 4, 6 and 7 in the above minutes of the members meeting on June 22nd 2017 will be discussed again at the 27 September 2017 Extraordinary General Assembly and the decisions thaken there will replace the decisions taken in June 2017.

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ANNEX 1 Financial Report

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björn Hörnberg	Katherine Pettus	Jamie Bridge	Zoran Jelic	Luciana Pol	Wilson Box	Sarah Pirker
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Vienna NGO Committee (VNGOC) Accounts 2017

Description	2017 Budget (EUR)	EURO Actual Expenditure by end-May 2017	US\$ Actual Expenditure by end-May 2017
Opening Balance, Jan 17		€ 16,205.90	\$ 15,069.28
Income			
Membership Fees	€ 11,000.00	€ 4,559.22	\$ 1,397.85
Grants	€ -	€ -	\$ -
Other	€ -	€ 2,287.84	\$ -
Total Income	€ 11,000.00	€ 6,847.06	\$ 1,397.85
Expenditure			
Salary costs	€ 6,500.00	€ 4,515.02	\$ -
Travel and expenses	€ 2,000.00	€ 655.00	
Bank Fees and Charges	€ 1,500.00	€ 375.08	\$ 215.26
Communications and Postage	€ 1,000.00	€ 506.35	
Other	€ -	€ 2,287.84	
Total Expenditure	€ 11,000.00	€ 8,339.29	\$ 215.26
Surplus/(Deficit)	€ -	-€ 1,492.23	\$ 1,182.59
Balance, end-May		€ 14,713.67	\$ 16,251.87

ANNEX 2 Majority Report of the Election Committee

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Björn Hörnberg	Katherine Pettus	Jamie Bridge	Zoran Jelic	Luciana Pol	Wilson Box	Sarah Pirker
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Report from the Nominations Sub-committee

Summary

The nominations sub-committee has considered a range of matters and for the 2017 VNGOC Board election we propose the following (please note we could not find consensus on these, so this is a majority report; a minority report has also been tabled):

- No longer elect people to the Board to specific Office positions, except the Chairperson. Instead VNGOC members elect 5 people to the Board and the Board then appoints people to those various Office positions.
- The Nominations Sub-committee does not propose to put forward a list of approved candidates. Instead, as part of the Call for Nominations, we encourage a range of people for nomination who can bring key skills to the Board (governance experience, knowledge of UN system, relationship/networking skills, consensus building, represent most affected populations, committed to put in time, has support of their own organisation, etc). Our intention is to attract a good range of skilled people, leaving it to the judgement of Members to elect as they see fit.

Specific recommendations:

- Online and postal voting will be allowed (*Survey Monkey* seems to work well for receiving nominations and conducting online elections)
- Members will vote for the Chairperson, and then for 5 other nominees, casting 6 votes in total
- People running for Chairperson can also be a candidate for normal Board member
- It's a simple plurality election:
 - Chairperson: whoever gets the most votes is elected
 - Board members: the 5 people with the highest number of votes are elected; members cast their votes one per person, i.e. they can't give their 5 votes to a single candidate
- Members "in good standing" as at 31 August are eligible to vote.

Proxy voting

There is discrepancy between the Statutes and Rules regarding proxy voting (the Statutes allow it; the Rules don't). For the 2017 election we should **not allow** proxy voting, primarily because the election will be done online prior to the September meeting, removing the need for proxy votes.

- No proxy voting for the 2017 election
- Amend the Statutes and Rules for consistency. We recommend that the Rule 9.5 be amended to ensure consistency with the Statutes, i.e. to allow proxy voting in future elections if necessary.

Term limits

Currently the Rules allow terms of 2 years, with people able to hold the same elected post for no more than three consecutive terms. Technically this allows someone to stay on the Board for 36 years (holding each of the 6 office positions for the maximum 3 consecutive terms of 2 years each!)

To ensure we refresh the skills on the Board, and in light of our recommendation to end elections to specific offices (except the Chair), I propose we recommend a maximum term limit. I'm not wedded to any specific maximum, but would suggest 10 years being a good total tenure.

We propose the Board and the Membership amend the Statutes and Rules relating to tenure on the Board – we recommend retaining terms of 2 years, but increasing the numbers of consecutive terms to no more than 5 (regardless of what office they hold).

Continuity

We didn't spend much time on the issue of continuity of the Board, for the main reason that the vast majority of current Board members are very new.

It may be that in future years the elections can be staggered to ensure experienced Board members are retained.

We do recommend that the Board and the wider Membership address the issue of continuity either as part of a review of the Statutes/Rules or by a future Nominations Sub-committee.

Appointment of Returning Officers

We recommend the following people be appointed as Returning Officers:

- VNGOC staff member (currently Sarah Pirker)
- VNGOC Auditor (name?)

Call for nominations, and the election process

See the attached notice for the Call for Nominations, which details the process.

This is a majority report from: Ross Bell, Evelyn Day, Martin Diaz, Nazlee Maghsoudi, and Steve Rolles.

Notice – Call for nominations

To All Members of the VNGOC

Dear Colleagues,

We are pleased to call for nominations for election to the Board of the Vienna NGO Committee on Drugs (VNGOC).

The Nominations Sub-Committee has amended the way the elections will be conducted this year. The main changes are:

- There will be an election for the Chairperson
- There will also be an election of 5 people to the Board, but not based on specific Office positions (instead, once elected, the Board will appoint people to the Vice Chair, Treasurer, Vice Treasurer, Secretary and Vice Secretary positions).
- The election will be conducted online prior to the 27 September meeting, where the results from the election will be announced.

The election process will proceed as follows:

- Nominations will be opened for a period of three weeks from Monday 3 July to Friday 28 July (nominations must be received by 7pm Central European Time).
- Voting (online and postal) will begin on Monday 14 August, and will close at 7pm Central European Time on Friday 15th September.
- Members will be asked to cast 1 (one) vote for Chairperson, and 5 votes for general Board members.
- The results will be announced at the end of the VNGOC meeting on the 27 September 2017. A simple majority of those voting will be required to elect the Board.

Members of the Board of the VNGOC are elected to serve for a period of two years. The existing members of the Board are eligible for re-election.

In accordance with the statutes of the VNGOC, a Nominations and Elections Sub-Committee was appointed at the VNGOC meeting on 16th March 2017 with the following tasks:

- Invite nominations from members of the VNGOC for candidates to serve as Board members
- Scrutinise nominations to ensure that candidates are eligible to serve
- Report on nominations to VNGOC members in good standing and request votes
- Monitor and compile votes received by the 15th September deadline
- Announce results of the election to the VNGOC members at the 27 September meeting.

We are now writing to you to invite nominations for the Board post of Chairperson and Board members. An individual can be nominated for both the Chairperson and general Board member vacancies.

Please see the attached Terms of Reference for the Board and for each post. It is important to note Board members are expected to travel to Vienna at least twice a year to attend Board meetings, at the expense of their own organisation. It is likely the Chairperson is required to travel more often, again, at the expense of their own organisation.

We would welcome nominations from candidates who bring a range of skills to the Board. Specifically for this election we would value nominations for candidates who have proven governance experience; knowledge of the UN system, especially UNODC and CND; strong networking and relationship building skills; experience at finding consensus; relationships with the broad range of members of the VNGOC; strengthen the representation of currently under-represented groups (including key affected populations, and people from the Global South) and commitment to put in the required time and effort to the Board.

Only individuals from VNGOC member organisations in good standing i.e. that have paid the 2015 membership fee (unless exempt) are eligible to vote. VNGOC members should get in touch with Sarah Pirker (spirker@vngoc.org) in case they have not paid their fee/submitted a membership commitment form.

Please submit your nomination online: I suggest we use Survey Monkey also to accept nominations. It is 2017 after all 😊 -

Please note that if the candidate is not the Chairperson/President or Chief Executive Officer/Executive Director of the organisation, they should have the approval of the relevant senior officer for their nomination and every nomination should be supported by another VNGOC member organisation in good standing.

Please ensure that you complete the nominations form correctly as incomplete forms will not be considered.

We have appointed Sarah Pirker and [name of auditor] as Returning Officers for this election.

We look forward to receiving nominations and thank you in advance for your co-operation.

Best regards

Ross Bell

Evelyn Day

Martin Diaz

Dag Endal

Nazlee Maghsoudi

Steve Rolles

VNGOC Board Nomination Form 2015

I wish to be considered as a candidate to serve on the Board of the VNGOC in the following post(s). Please place a cross in the relevant box(es):

Chairperson

Board member

Sign off from head of nominating organisation:

If I am not the most senior person in my organization (e.g. Chairperson/President or Chief Executive Officer/Executive Director) I have provided the details of this person below and will copy them into my nomination email to prove they have approved.

Name:

Organisation:

Email:

Sign off from supporting organisation:

The following most senior representative of a VNGOC member in good standing has supported this nomination and will be copied into my nomination email:

Name:

Organisation:

Email:

Sign off from candidate:

Attached is a short statement of no more than 500 words on my rationale for seeking election and the contribution I can offer to the work of the VNGOC. I agree that this can be shared with the VNGOC membership for consideration of my candidacy.

Name:

Organisation:

Email:

VNGOC Board Nomination Personal Statement 2017

VNGOC Board Terms of Reference

1.0 Board Member

The members of the Board of the Vienna NGO Committee have both general and specific duties and responsibilities. Generally, they involve:

- Setting and maintaining the vision, mission and values
- Developing and implementing the VNGOC strategic plan (under the principles of impartiality, neutrality and independence within the rules and procedures of the UN system)
- Ensuring all VNGOC activities meet the VNGOC mission to enable non-governmental organisations (NGOs) to contribute to UN drug policy decision-making
- Establishing and monitoring procedures and policies
- Ensuring compliance with the governing document
- Ensuring accountability and compliance with the law
- Maintaining proper fiscal oversight
- Manage and support the Project Officer
- Maintaining effective board performance
- Promoting the organisation

Board members are expected to travel to Vienna at least twice a year to attend Board meetings at the expense of their own organization.

Specific duties and responsibilities for each post include:

2.0 Chairperson

The duties and responsibilities of the Chairperson can be summarised under four areas:

2.1 To ensure the Board functions properly

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all his/her Board members and 'lead the team'.

2.2 To ensure the organisation is managed effectively

The Chairperson must co-ordinate the Board to ensure that appropriate policies and procedures are in place for the effective management of the organisation.

2.3 To provide support and supervision to the Project Officer

The Chairperson will be the equivalent of the direct line manager for the part time Project Officer

2.4 To represent the organisation as its figurehead

The Chairperson may from time to time be called upon to represent the organisation and sometimes be its spokesperson at, for example, functions, events or meetings.

3.0 Vice Chairperson

The duties and responsibilities of the Chairperson involve supporting the Chairperson, stepping in when the Chairperson cannot perform his/her duties and responsibilities and fulfilling the duties and responsibilities of a Board member (above)

4.0 Treasurer

The duties and responsibilities of the Treasurer include:

- *Oversee and present accounts, financial statements or reports on the organisation's financial position to the Board and VNGOC members as and when required.*
- *Prepare basic accounts for audit and liaise with the auditor, as required*
- *Present the accounts at the AGM*
- *Manage the bank account*
- *Develop and maintain appropriate systems for book-keeping, receipts and payments (including updating the database and producing invoices and receipts)*

5.0 Secretary

The duties and responsibilities of the Secretary include:

- Respond to all membership queries and membership applications
- Review all membership applications and communicate outcome to applicant organization
- Update database with applicant organization details
- Introduce the Treasurer to the applicant organization
- Report membership application developments to the Board and VNGOC members as and when required

6.0 Vice Treasurer

The duties and responsibilities of the Vice Treasurer involve supporting the Treasurer, stepping in when the Treasurer cannot perform his/her duties and responsibilities and fulfilling the duties and responsibilities of a Board member (above)

7.0 Vice Secretary

The duties and responsibilities of the Vice Secretary involve supporting the Secretary, stepping in when the Secretary cannot perform his/her duties and responsibilities and fulfilling the duties and responsibilities of a Board member (above)

ANNEX 3 Minority Report of the Election Committee

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Election of VNGOC Board in September 2017

Minority report – Dag Endal

Based on the existing Rules of Procedures, the following election procedures are proposed for the Board elections in September 2017:

- Member Organisations in good standing are invited to nominate candidates for the six positions and for as many of the six positions as they prefer. Each nominated candidate shall be supported by another Member Organisations in good standing.
- Candidates shall be nominated for specific Board positions, and they can be nominated for more than one position.
- The Nominations Sub-Committee presents a recommended candidate for each of the six positions together with a list of other persons nominated for the same post. Member Organisations may vote for any of the nominated candidates for each position.
- In its proposal for candidates to the six Board Member positions, the Nominations Sub-Committee shall strive to ensure the best possible balanced composition of the Board, taking into account gender, geography, continuity as well as diversity of organisations and competence. The Committee should also interview recommended candidates to make sure that they are all prepared to take on the responsibilities and tasks that a Board position in VNGOC entails.
- Member organisations that participate in the annual meeting, in person or via internet, are entitled to vote, in accordance with the Rules of procedures: “9.4 All members present at the meeting shall have the right to participate in a vote. The VNGOC may adopt procedures to allow members to participate in meetings and/or vote electronically”.
- Members “in good standing” as at 31 August are eligible to vote and may cast one vote for each election round.
- The election procedure is conducted in real time, i.e. during the course of the annual meeting. This allows for more than one round of voting if no candidate gets more than half of the votes cast in the first voting. In the next round(s) only the two candidates with the highest number of votes in the first round take part.
- The Annual Meeting elects persons to fill each of the six positions in the Board in accordance with the Statutes.

A “Call for Nominations” based on the principle above is attached here.

Proposal to the VNGOC Board

To review the Rules of Procedure, in particular the paragraphs on the election procedures and the role of the Nominations Sub-Committee, in the light of the new possibilities to participate in VNGOC meetings and elections over the Internet.

A proposal for amended Rules to be presented to the Committee at Large in a later meeting.

Notice – Call for nominations

To All Members of the VNGOC

Dear Colleagues,

We are pleased to call for nominations for election to the Board of the Vienna NGO Committee on Drugs (VNGOC).

The meeting of the Committee at Large in Vienna 22 June 2017 decided that the 2017 Board election shall be conducted as follows:

- Member Organisations in good standing are invited to nominate candidates for the six positions and for as many of the six positions as they prefer. Each nominated candidate shall be supported by another Member Organisations in good standing.
- Candidates shall be nominated for specific Board positions, and they can be nominated for more than one position.
- The Nominations Sub-Committee will present a recommended candidate for each of the six positions together with a list of other persons nominated for the same post. Member Organisations may vote for any of the nominated candidates for each position.
- In its proposal for the six Board Member positions, the Nominations Sub-Committee shall strive to ensure the best possible balanced composition of the Board, taking into account gender, geography, continuity as well as diversity of organisations and competence. The Committee should also interview recommended candidates to make sure that they are all prepared to take on the responsibilities and tasks that a Board position in VNGOC entails.
- Member organisations that participate in the annual meeting, in person or via internet, are entitled to vote, in accordance with the Rules of procedures: “9.4 All members present at the meeting shall have the right to participate in a vote. The VNGOC may adopt procedures to allow members to participate in meetings and/or vote electronically”.
- Members “in good standing” as at 31 August are eligible to vote and may cast one vote for each election round.
- The election procedure is conducted in real time, i.e. during the course of the annual meeting. This allows for more than one round of voting if no candidate gets more than half of the votes cast in the first voting. In the next round(s) only those two candidates with the highest number of votes in the first round take part.
- The Annual Meeting elects persons to fill each of the six positions in the Board in accordance with the Statutes.
- Members of the Board of the VNGOC are elected to serve for a period of two years. The existing members of the Board are eligible for re-election.

The election process will proceed as follows:

- Nominations will be opened for a period of three weeks from Monday 3 July to Friday 28 July (nominations must be received by 7pm Central European Time).
- The Nominations and Elections Sub-Committee appointed at the VNGOC meeting on 16th March 2017, will scrutinise nominations to ensure that candidates are eligible to serve.
- The Nominations Committee will present its proposal to the VNGOC membership before the **xx** August.

- Election to be conducted at the VNGOC Annual Meeting on the 27th of September.

Please see the attached Terms of Reference for the Board and for each post. It is important to note Board members are expected to travel to Vienna at least twice a year to attend Board meetings, at the expense of their own organisation.

We would welcome nominations from candidates who bring a range of skills to the Board. Specifically for this election we would value nominations for candidates who have proven governance experience; knowledge of the UN system, especially UNODC and CND; strong networking and relationship building skills; experience at finding consensus; relationships with the broad range of members of the VNGOC; and commitment to put in the required time and effort to the Board.

Only individuals from VNGOC member organisations in good standing i.e. that have paid the 2017 membership fee (unless exempt) are eligible to vote. VNGOC members should get in touch with Sarah Pirker (spirker@vngoc.org) in case they have not paid their fee/submitted a membership commitment form.

Please submit your nominations to xxx@xxx.xx before the deadline 28 July.

Please note that if the candidate is not the Chairperson/President or Chief Executive Officer/Executive Director of the organisation, they should have the approval of the relevant senior officer for their nomination and every nomination should be supported by another VNGOC member organisation in good standing.

Please ensure that you complete the nominations form correctly as incomplete forms will not be considered.

We have appointed Sarah Pirker and [name of auditor] as Returning Officers for this election.

We look forward to receiving nominations and thank you in advance for your co-operation.

Best regards

Ross Bell

Evelyn Day

Martin Diaz

Dag Endal

Nazlee Maghsoudi

Steve Rolles

VNGOC Board Nomination Form 2017

We wish this person to be considered as a candidate to serve on the Board of the VNGOC in the following post(s). Please place a cross in the relevant box(es):

Name of candidate:.....

Chairperson	
Vice Chairperson	
Treasurer	
Vice Treasurer	
Secretary	
Vice Secretary	

Nomination signed by:

Name:

Organisation:

Position in organisation:

Email:

Sign off from supporting organisation:

The following most senior representative of a VNGOC member in good standing has supported this nomination and will be copied into my nomination email:

Name:

Organisation:

Position in organisation:

Email:

Sign off from candidate:

Attached is a short statement of no more than 500 words on our candidate's rationale for seeking election and the contribution our candidate can offer to the work of the VNGOC. We agree that this can be shared with the VNGOC membership for consideration of our candidate.

VNGOC Board Nomination Personal Statement 2015

From:.....

Contact information:

E-mail:

Mobile number:

VNGOC Board Terms of Reference

1.0 Board Member

The members of the Board of the Vienna NGO Committee have both general and specific duties and responsibilities. Generally, they involve:

- Setting and maintaining the vision, mission and values
- Developing and implementing the VNGOC strategic plan (under the principles of impartiality, neutrality and independence within the rules and procedures of the UN system)
- Ensuring all VNGOC activities meet the VNGOC mission to enable non-governmental organisations (NGOs) to contribute to UN drug policy decision-making
- Establishing and monitoring procedures and policies
- Ensuring compliance with the governing document
- Ensuring accountability and compliance with the law
- Maintaining proper fiscal oversight
- Manage and support the Project Officer
- Maintaining effective board performance
- Promoting the organisation

Board members are expected to travel to Vienna at least twice a year to attend Board meetings at the expense of their own organization.

Specific duties and responsibilities for each post include:

2.0 Chairperson

The duties and responsibilities of the Chairperson can be summarised under four areas:

2.1 To ensure the Board functions properly

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all his/her Board members and 'lead the team'.

2.2 To ensure the organisation is managed effectively

The Chairperson must co-ordinate the Board to ensure that appropriate policies and procedures are in place for the effective management of the organisation.

2.3 To provide support and supervision to the Project Officer

The Chairperson will be the equivalent of the direct line manager for the part time Project Officer

2.4 To represent the organisation as its figurehead

The Chairperson may from time to time be called upon to represent the organisation and sometimes be its spokesperson at, for example, functions, events or meetings.

3.0 Vice Chairperson

The duties and responsibilities of the Chairperson involve supporting the Chairperson, stepping in when the Chairperson cannot perform his/her duties and responsibilities and fulfilling the duties and responsibilities of a Board member (above)

4.0 Treasurer

The duties and responsibilities of the Treasurer include:

- *Oversee and present accounts, financial statements or reports on the organisation's financial position to the Board and VNGOC members as and when required.*
- *Prepare basic accounts for audit and liaise with the auditor, as required*
- *Present the accounts at the AGM*
- *Manage the bank account*
- *Develop and maintain appropriate systems for book-keeping, receipts and payments (including updating the database and producing invoices and receipts)*

5.0 Secretary

The duties and responsibilities of the Secretary include:

- Respond to all membership queries and membership applications
- Review all membership applications and communicate outcome to applicant organization
- Update database with applicant organization details
- Introduce the Treasurer to the applicant organization
- Report membership application developments to the Board and VNGOC members as and when required

6.0 Vice Treasurer

The duties and responsibilities of the Vice Treasurer involve supporting the Treasurer, stepping in when the Treasurer cannot perform his/her duties and responsibilities and fulfilling the duties and responsibilities of a Board member (above)

7.0 Vice Secretary

The duties and responsibilities of the Vice Secretary involve supporting the Secretary, stepping in when the Secretary cannot perform his/her duties and responsibilities and fulfilling the duties and responsibilities of a Board member (above)