

# 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 16<sup>th</sup> 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](mailto:spirker@vngoc.org)) in case they have not paid their fee/submitted a membership commitment form.

Please submit your nominations to [xxx@xxx.xx](mailto: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)