

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)