



# WWR Bylaw 4 – Elections Procedures

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Elections' Procedures - Bylaw 4

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Adopted by the Members' meeting held on 17<sup>th</sup> July 2021.

## 1. Interpretation

- 1.1. In the event of any questions of interpretation between this Bylaw and the relevant Articles of the WWR Statutes, the wording in the Statutes shall take precedence.
- 1.2. In this Bylaw, unless the context otherwise requires, words importing the singular number shall include the plural number; and words importing the neutral gender shall include the feminine gender, the masculine gender, and any other gender to which an individual identifies; as the case may be, and vice versa.

## 2. Elections Frequency

- 2.1. This Bylaw applies to the election of Elected Directors to positions on the WWR Board of Directors.
- 2.2. Elections for Elected Directors shall be held every two years at the WWR General Assembly.

## 3. Nominations

- 3.1. The Nominations Officer for WWR elections is the Secretary General or, in their absence, a Board approved alternative. The nominations procedure is overseen by the WWR Nominations & Remuneration Committee.
- 3.2. A call for nominations from Full Members shall be made at least four months prior to the General Assembly where elections will be held. The call for nominations will include the list of Elected Director positions open for election, the skills and experience based role descriptions for each open position, the requirements for nominations, and the deadline date for nominations.
- 3.3. Nominations must be submitted in writing by a Full Member in good standing at the time the nomination is made. The nomination cannot be submitted by the nominated individual. Nominations must be received by the WWR Nominations & Remuneration Committee no later than three months prior to the General Assembly.
- 3.4. Nominations should be submitted on a form provided by the Secretary General with the call for nominations, together with:
  - a) an electronic curriculum vitae
  - b) an electronic statement of the nominee's skills and experience for the relevant open position(s)
  - c) an electronic photograph
  - d) a letter of support from the nominating Full Member
- 3.5. The nominee must be a national or legal resident of the nominating Full Member's nation. Proof of nationality must be provided, if requested by the WWR Nominations & Remuneration Committee.
- 3.6. Each Full Member in good standing is permitted to make nominations for all Elected Director positions due for election.
- 3.7. A Full Member may nominate only one individual per position (i.e. President, Vice President, Director-at-Large, or Athlete Representative).
- 3.8. A separate nomination form must be submitted for each nominee.

- 3.9. The Secretary General will advise all WWR Members, and the Board, of the nominations received and verified by the Nominations & Remuneration Committee, and provide relevant information on each nominee, no later than six weeks prior to the General Assembly.
- 3.10. The Nominations & Remuneration Committee may bring to the General Assembly's attention any material incidences where a nominee's skills and experience statement does not meet the skills and experience criteria in the role description of the position for which the nominee is a candidate.

## 4. Conduct of Elections

### 4.1. Elections Officers

- 4.1.1. A motion will be put by the WWR Board to the General Assembly meeting to approve the appointment of an Elections Chair. The candidate for Elections Chair will usually be the President unless they are also a candidate for an Elected Director position.
- 4.1.2. The Elections Chair shall ask for a motion from the WWR Board to approve the appointment of:
- a) tellers or scrutinizers, who will be responsible for distribution of voting cards and, where necessary, the administration of electronic ballots, counting of votes cast and advising the Elections Chair of results; and
  - b) any other officials or assistants necessary for the efficient conduct of the elections, including any coverage required in the event of the absence of the Secretary General.

### 4.2. Positions and Candidates for Election

- 4.2.1. Each candidate may make a short presentation (2 minutes maximum), in person or by electronic means, prior to the relevant position to be elected. No questions will be permitted.
- 4.2.2. Positions will be elected in the following order:
- General Assembly in even years between Paralympic Summer Games:
- a) President (1 position)
  - b) Up to one Director-at-Large (1 position)
  - c) Athlete Representative (1 position)
- 4.2.3. General Assembly in Paralympic Summer Games year:
- a) Vice President (1 position)
  - b) Up to two Directors-at-Large (2 positions)
- 4.2.4. If no nominations are received for an Elected Director position, then, with the exception of the Athlete Representative, the WWR Board will appoint an individual by co-option to fill the position until the next General Assembly at which elections are held.
- 4.2.5. If no nomination is received for the position of Athlete Representative, the incoming Board will appoint a member of the WWR Athletes Council by co-option to fill the position until the next General Assembly at which elections are held.

### 4.3. Voting

- 4.3.1. Voting will be by paper and/or electronic ballot, with one vote per Full Member present. Proxy voting will not be permitted during elections.

- 4.3.2. For election to each position, each Full Member in good standing shall cast a vote for a single candidate.
- 4.3.3. Where there is only one candidate, a vote shall still be taken, and the position awarded on a vote of 50% plus 1.
- 4.3.4. If this majority vote is not reached, the incoming Board will appoint an individual by co-option in the same manner as for a position where no nomination was received.
- 4.3.5. Where there are two candidates or more, the vote will be held in rounds until one candidate receives 50% plus 1 or more of the votes cast. At the end of each round, the candidate with the least votes is eliminated. If two or more candidates are tied for the least votes, all shall be eliminated unless this will result in no candidates remaining.
- 4.3.6. In the event of a numerical tie between two or more candidates, there shall be a re-vote.
- 4.3.7. Nothing in this Bylaw shall be construed as requiring a Full Member present at a meeting to vote for any number of candidates. Full Members always have the right to not vote for a candidate who is not of their choosing.

#### **4.4. Tallying the votes**

- 4.4.1. At each round of voting, ballot papers and/or electronic ballots will be collected by Tellers, counted and the results handed to the Elections Chair. Spoilt and unmarked ballots will not count. Ballots marked with votes for more candidates than there are positions available will be considered spoilt ballots.
- 4.4.2. The Elections Chair will announce to the General Assembly the result of each position after each vote, including the number of votes recorded.
- 4.4.3. The Elections Chair will call for a motion to destroy the ballot papers, and/or to delete the electronic ballots, at the conclusion of the elections.
- 4.4.4. The results of the elections for Elected Directors on the WWR Board shall be posted on the WWR website by the Secretary General.

## **5. Interim Elections**

- 5.1. If an election is being held for an Elected Director position which was vacated prior to the end of its term, the person elected will hold the position only until the expiry of the original term.
- 5.2. Periods on the WWR Board, resulting from an interim election, are to be included in calculating the twelve year maximum period in office.

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