

## **ELECTORAL PROCEDURE RULES**

**Adopted by Constitutive General Assembly, 5 May 2004, Paris, France  
Amended by Extraordinary General Assembly, 26 April 2010, Chicago, USA**

### **PART I - GENERAL PRINCIPLES**

#### **Rule 1**

- 1.1 Elections to the World Council and Executive Bureau shall be carried out through elections held in each defined world region.
- 1.2 The local government members in each defined world region shall be entitled to elect the number of their representatives to the World Council as set out in Rule 2.
- 1.3 The representatives for the World Council in each defined world region shall be entitled to elect the number of their representatives to the Executive Bureau as set out in Rule 2.

#### **Rule 2**

- 2.1. The defined world regions and the respective number of representatives to the World Council and Executive Bureau respectively are as set out in the following table:

<b>Sections</b>	<b>World Council</b>	<b>Executive Bureau</b>
Africa	45	15
Asia-Pacific	66	22
Europe	63	21
Euroasia	36	12
Middle East & West Asia	33	11
Latin America	39	13
North America	36	12
Metropolitan	21+1VP	7+1VP
Host of the World Secretariat: Barcelona	1	1
<b>Total</b>	<b>341</b>	<b>115</b>

- 2.2. The above distribution of seats is based on respective total population size and in the case of Europe on historic active engagement of members from a large number of countries. It is also based on the principles that no world region should have more than one quarter of the overall number of seats nor more than twice the number allocated to any other world region.

#### **Rule 3**

- 3.1. Within each defined world region, seats for the World Council and Executive Bureau are divided between representatives of the two types of local government members, namely
  - (a) individual cities and local governments<sup>1</sup>
  - (b) national associations of local government,

taking into account the number of inhabitants represented by each type of local government member in that region.
- 3.2. The division of seats on the World Council and Executive Bureau as a whole shall ensure that the two types of local government member are duly represented.

### **PART II - DIVISION OF SEATS BETWEEN TYPES OF MEMBER**

#### **Rule 4**

- 4.1. In order to calculate the division of seats between the two types of local government members<sup>2</sup>, the total population represented by each type of member shall be calculated. This calculation shall be done for the world organisation as a whole and for each world region separately.

<sup>1</sup> Under this Rules and the UCLG Constitution "*individual cities and local governments*" is to be understood as: cities, towns, councils, provinces, regional authorities and other units of government that adhere directly to the World Organization.

- 4.2. Each type of member (refer to note 2), within each world region, is entitled to;
- 10% of the seats wherever it represents up to 10% of the population represented by the whole membership in that world region;
  - 30% of the seats whenever it represents more than 10% but no more than 30% of such population;
  - a share of the seats directly proportional to its share of the population wherever it represents more than 30% of such population.
- 4.3. In making the calculations set out above, the following shall apply:
- The actual population represented by a national local government association, through its own members, is taken into account (as against using the total national population, and excluding any individual member that is not a member of that association)
  - The total population represented by each local government member is calculated, even if this means that the same population is accounted for more than once

The best available statistics and evidence shall be used in relation to these calculations; the decision of the Committee on Statutory Affairs shall be final in this regard. To this end, each member will provide on request information on their current membership including population.

#### **Rule 5**

- 5.1. Each type of local government member (as described in note 2) shall be entitled to at least 30% of the seats on the World Council and Executive Bureau even if (according to the calculation of population represented under Rule 4 above) its actual percentage is less.
- 5.2. Where the total number of seats ascribed to one type of local government member across each defined world region totals less than the 30% minimum required under Rule 5.1 above, the Committee on Statutory Affairs shall recommend to the General Assembly the means of achieving the required balance. Such recommendations may include allocating unfilled places from other world regions to the under-represented type in order to reach the 30% threshold.
- 5.3. Sections will make due efforts to promote an equitable gender balance in such representation: no gender should represent less than 10% in the sections nominations in 2010. This percentage should be increased to 20% for 2013; 25% for 2016 and 30% for 2019.
- 5.4. In the event that the Section is not in a position to meet these targets, it shall submit a written report of explanation to the Executive Bureau.
- 5.5. Countries with more than three representatives in the World Council shall submit candidacies ensuring a balanced representation of all spheres of government which are members of UCLG within that country.

### **PART III – WORLD COUNCIL ELECTION PROCESS**

#### **Rule 6**

- 6.1. Where a regional section exists within a defined world region, it shall have responsibility for co-ordinating the electoral process, and for liaison with the Committee on Statutory Affairs. If there is more than one regional section for such region, they shall have the duty of co-operating to ensure that the electoral process is properly carried out.
- 6.2. Within each region, the electoral process shall be conducted so as to ensure that there is an equitable geographical balance in the overall representation from the region, including in relation to each type of local government member. Members from different countries in a region may put forward proposals for common representation.
- 6.3. Where there is a high degree of consensus among the members within a region as to the means by which the electoral process shall be carried out, including any proposed geographical or national distribution of seats within the region, this shall be put to the Committee on Statutory Affairs as soon as possible, and if approved by the Commission, shall be implemented. Any such consensus proposal shall ensure that the lesser represented of the two types of local government member is entitled to not less than its share of the seats in that region, calculated under Rule 4.2.

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<sup>2</sup> There are two types of local government members under the UCLG Constitution: the cities, local and regional authorities adhering directly as explained under footnote 1 and the national associations of local governments.

- 6.4. Where there is no consensus proposal put forward, the process within a region must ensure that each type of local government member is entitled to its relevant number of seats, as calculated under these Rules, as well as ensuring an equitable geographical balance.
- 6.5. Within each region, the members within each type shall elect their representation on the World Council, constituting for that purpose the two colleges referred to in Article 42 of the constitution (composition of World Council).
- 6.6. All elections shall be fairly conducted, in accordance with good practice. Inter alia, a fair opportunity must be given for candidates to be nominated, and reasonable written notice of any election shall be given to all members entitled to vote.
- 6.7. Members within each world region, and those organising elections, shall ensure that candidates for election have the required political mandate. Due regard shall be had to the need to ensure an equitable gender balance in such representation.

#### **PART IV – EXECUTIVE BUREAU ELECTION PROCESS**

##### **Rule 7**

- 7.1. The members of the Executive Bureau are elected, within each world region, by and from among the members elected for that region to the World Council.
- 7.2. The election of the Executive Bureau members, within each world region, shall take place as soon as reasonably practicable after the World Council elections within that region.
- 7.3. The provisions of Rule 6 shall apply, mutatis mutandis, to elections of members of the Executive Bureau. A consensus proposal under Rule 6.2 may deal jointly with elections to the World Council and to the Executive Bureau.

#### **PART V – ELECTION TIMETABLE**

##### **Rule 8**

- 8.1. The Committee on Statutory Affairs shall, subject to these Rules, set the timetable for the electoral process, and supervise its effective implementation, leading up to the next ordinary General Assembly meeting at which the World Council is formally elected.
- 8.2. The relevant calculations of population and other matters required under these rules shall be completed and communicated to the world regional sections between 6 and 12 months before the relevant meeting of the General Assembly.
- 8.3. The elections within each world region shall take place not earlier than 5 months before the relevant meeting of the General Assembly.

#### **PART VI – COMMITTEE ON STATUTORY AFFAIRS**

##### **Rule 9**

- 9.1. A Committee on Statutory Affairs shall be established with the composition and responsibilities set out in this and the following Article.
- 9.2. The Committee on Statutory Affairs shall comprise:
  - a. The President (who will act as Chair),
  - b. The Immediate Past President,
  - c. The Co-Presidents,
  - d. The Treasurer,
  - e. Three political representatives of the three members paying the highest membership-fees,
  - f. The political representative of the seat of the World Organization..

##### **Rule 10**

The responsibilities of the Committee on Statutory Affairs are as follows:

##### *Overall:*

- to ensure that the principles and requirements set out in these Rules for elections are complied with, and to encourage consensual working and good practice within world regions in relation to elections;

#### *Step 1 – providing the framework*

- to clarify the boundaries of each defined world region, and to ensure that each voting member is ascribed to the appropriate world region;
- to calculate the membership population figures (including determining any disputes of fact), and the respective percentages, represented by the two types of local government member within each world region and for the whole organisation;
- to calculate the number of seats on the World Council to which each type of local government member within each region is thus entitled;
- to advise each regional section (where they exist) of the relevant calculations;
- where no regional section exists in a defined world region, to ensure via the World Organisation that, in accordance with these Rules, fair elections are held which reflect the appropriate balance of membership and principles, including the requirement of equitable geographical balance;
- where there is more than one regional section with members in a defined world region, to ensure that there is proper co-ordination, and that the electoral process for that world region fairly treats the membership as a whole;

#### *Step 2 - approving the electoral process*

- to consider proposals from a regional section, based on a high degree of consensus of members within the defined world region, as to the means by which the relevant electoral process will be carried out, that reflects the requisite principles (including equitable geographical representation) and fairly balances the two types of local government members, and if so satisfied, to approve implementation of such proposals;
- in default of such approved consensus proposals, to determine the basis of election within each world region, to ensure that the principles are met and the correct balances achieved;

#### *Step 3 – ensuring the validity of the electoral process*

- to receive the results of elections held in each world region, and to confirm their procedural validity;
- to resolve any significant disputes over the conduct of elections in a world region, if necessary in serious cases by requiring a new election to be held for that world region;

#### *Step 4 – reporting to the General Assembly*

- to ensure that the worldwide balance between the two types of local government member is achieved;
- to report to the General Assembly on the validity of the electoral process and in particular the results of the elections in each defined world region, and the overall balance between the two types of local government member, as the basis for the General Assembly's decision on formal appointment of the World Council;
- to report likewise to the first meeting of the new World Council, to provide the basis for the World Council's decision on formal appointment of the Executive Bureau.