

A. Members of the CityNet Election Committee 2014-2017

MD. AHSAN HABIB KAMAL

Mayor, Barisal City Corporation
Bangladesh / CityNet Election Committee Chairperson

HON. MAURICIO DOMOGAN

Mayor, Baguio City
Philippines

MR. LEO FONSEKA

President, Management Resources for Good Governance
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H. MOHAMAD MURAZ, S.H.M.M.

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Committee Secretariat

CityNet Secretariat

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Attachments:

Annex 1: Timeframe for the General Elections for CityNet Main Office Bearers of CityNet 2018-2021
Annex 2: Functions and Duties of Members of the Executive Committee of CityNet
Annex 3: Eligibility and Procedures for Elections
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Form A: Nomination Form for the Position of Member of the Executive Committee
Form B: Nomination Form for the President or Vice President of the Executive Committee
Form C: Vision for the Sustainability of CityNet
Form D: Potential Contribution to CityNet
Form E: Application Form for the Position of CityNet Auditor

<Annex 1>

<Timeframe for the General Election for CityNet Main Office Bearers 2018-2021¹>

Date	Milestones
February 15- April 28, 2017	Call for Nominations/ Applications and Submission of Nominations for all positions
April 28, 2017	<p>Deadline for the Submission of Nominations for all positions of the CityNet Executive Committee to the Election Committee Members;</p> <p>Deadline for the Submission of Nominations for the 2018-2021 Election Committee Members to CityNet Secretary-General;</p>
May - July 2017	Eligibility Scrutiny of Applications received by the Election Committee for the positions of Executive Committee, Secretary-General and Auditor;
September 1- 31, 2017	Election Committee endorses nominations to CityNet Secretariat for proper agenda at the General Council;
November 2017	<p>Members of the Election Committee conducts election of CityNet Executive Committee 2018-2021 at the 8th General Council in Colombo, Sri Lanka and announces the results;</p> <p>The Secretary General submits the nominations for the Election Committee Members 2018-2021 to the General Council for elections.</p>

¹ Adopted by the CityNet Executive Committee, 34th Executive Committee Meeting, November 24, 2016, Makati City, Philippines

<Annex 2>

<Functions and Duties of Members of the Executive Committee of CityNet>

Background

- 1.1. The General Council of CityNet agreed at its Fourth Session held on 1 November 2001 in Bangkok, Thailand that CityNet should review the composition, representation and terms and conditions of the election of the members of the Executive Committee. In addition, the General Council also agreed that the election should be conducted in transparent and democratic manners.
- 1.2. An Ad Hoc Working Group was established based on the decision made at the Sixteen Session of the Executive Committee held immediately after the Fourth General Council on 2 November 2001 to deliberate the above proposal;
- 1.3. The Group's members met twice in conjunction with the Seventeenth and Eighteenth Sessions of the Executive Committee of CityNet. They submitted their recommendations and suggestions to the Eighteenth Session of the Executive Committee of CityNet, held on 18 October 2003 in Muntinlupa, Philippines, which adopted the recommendations.
- 1.4. The General Council of CityNet at its Fifth Session held on 13 October 2005 in Hanoi, Vietnam agreed to increase two(2) members from 11 members of Executive Committee and adopted the amendment of Section 1: Composition of Article VI. The Executive Committee of the Charter accordingly.

I. Composition of the Executive Committee

The Composition of the Executive Committee members is as follows:

- One (1) President;
- Two (2) Vice Presidents namely First Vice President and Second Vice President;
- Nine (9) members comprising of not less than five (5) full members and the remaining as associate members;
- One (1) host city

II. Responsibilities and Duties of the President, Vice Presidents, and Members of the Executive Committee Members of CityNet

1. The CityNet Charter describes the President and Vice Presidents of the Networks in Article V, Section 3, as follows:

- 1.1. The General Council shall, at a regular session, elect a President and a First and a Second Vice-Presidents;
- 1.2. They shall hold office until the next regular session of the General Council;
- 1.3. The President or, in his/her absence, the First Vice-President shall preside at meetings of the General Council. If both are absent, the Second Vice-President shall preside.

2. Responsibilities and Duties of the President:

The President shall have the following responsibilities and duties:

- 2.1. To lead CityNet towards achieving the unified mission of the members;

- 2.2. To ensure the continuity of CityNet policies;
- 2.3. To preside in the meetings of the General Council and the Executive Committee;
- 2.4. To preside over the General Council at its regular and or extraordinary sessions;
- 2.5. To represent CityNet at high-level meetings and enhance the profile of the Network; and
- 2.6. To host the CityNet Secretariat and provide financial assistance and programme support.

3. Responsibilities and Duties of Vice Presidents:

Vice Presidents shall support the President in the discharge of the President's responsibilities and duties and shall provide their counsel in the management of the Network.

4. Responsibilities and Duties of Members of the Executive Committee:

According to Article VI, Section 6 of the CityNet Charter, the main functions of the Executive Committee are to:

- 4.1. Execute policies established by the General Council;
 - 4.1.1. Formulate the biennial programmes and institutional activities of the Network in accordance with the medium-term plan adopted by the General Council; and
- 4.2. Raise funds for CityNet and its planned activities.

Other Functions of the Executive Committee are to:

- 4.3. Determine the annual subscription rate of its members;
- 4.4. Admit new members;
- 4.5. Adopt the annual budget of the Network;
- 4.6. Suspend, terminate, and consider exemption and withdrawal of membership;
- 4.7. Establish procedures for the election of President, Vice Presidents, Members of the Executive Committee, the Secretary General, Auditor and the Election Committee;
- 4.8. Approve the establishment of National Chapters;
- 4.9. Determine the appropriate date and place of convening legislative meetings; and
- 4.10. Determine the terms and conditions of services of the Secretary General and other Secretariat staff.

Other Roles of the Members of the Executive Committee are to:

- 4.11. Attend legislative meetings of the Network;
- 4.12. Serve on Ad Hoc committees or working groups to review the policy of the Network;
- 4.13. Represent CityNet at international/regional conferences and promote CityNet;
- 4.14. Formulate policies and strategies for development of the Network;
- 4.15. Host legislative meeting(s) and/or programme activities;
- 4.16. Invite other members to activities of its own undertaking such as training courses and provide financial support;
- 4.17. Take initiatives in specific fields among urban issues and support the operation of cluster's activities;
- 4.18. Raise funds mainly for programme activities and make recommendations for potential financial sources;
- 4.19. Promote CityNet through public promotion to prospective members and to enhance its visibility and image;
- 4.20. Invite and recommend new members;

- 4.21. Give technical advice on Network operations;
- 4.22. Attend actively various forums, seminars, workshops and exchange its experiences with other participants;
- 4.23. Provide professional, technical and general advisory inputs in to the day to day functions and activities of the Network;
- 4.24. Operationalise decentralization of the Network's activities;

5. Tenure

The members of the Executive Committee shall serve for a term of four (4) years commencing on the day of the Executive Committee Meeting succeeding the General Council, where they are elected, until the Executive Committee Meeting preceding the next General Council. Members shall be eligible for re-election.

6. Financial Conditions

Representatives of the Executive Committee Members receive no remuneration/emoluments/honorarium for their services.

<Annex 3> **<Eligibility and Procedures for Elections>**

1. Eligibility of Members of the Executive Committee

The following members shall be eligible to hold office as Members of the Executive Committee:

- 1.1. Only Full Members and Associate Members of five (5) years standing as a member;
 - 1.1.1. With no outstanding dues payable to the Network at the time of the Call for Applications/ Nominations;
 - 1.1.2. Preferably those members who have contributed greatly to CityNet and its activities;
 - 1.1.3. All necessary formalities and prerequisites for nomination are complied with; and
 - 1.1.4. Those members who are able to commit to fulfil the responsibilities and tasks listed in Functions and Duties of Members of the Executive Committee of CityNet (Annex 2)

2. Eligibility for the Post of CityNet President;

The President shall:

- 2.1. Have strong leadership qualities to guide CityNet and sufficient capability to fulfil the responsibilities and duties stipulated in the Responsibilities and Duties of the President (Annex 2. Item No. II. No. 2);
- 2.2. Be able to contribute to CityNet in all aspects including finance, management, and substantive operations of CityNet for its development;
- 2.3. Have the capacity to represent CityNet at important and crucial international meetings at national and regional levels and global conferences; and
- 2.4. Have the capability to lobby and advocate with higher-level governments and organizations for the benefit of CityNet.

4. Procedure for Election of the Executive Committee

4.1. The letter for “Call for Applications/ Nominations” will be circulated to all members together with the following documents:

- 4.1.1. Annex 1: Timeframe for the General Election for CityNet Main Office Bearers of CityNet 2018- 2021;
- 4.1.2. Annex 2: Functions and Duties of Members of the Executive Committee of CityNet;
- 4.1.3. Annex 3: Eligibility and Procedures for Elections;
- 4.1.4. Annex 4: Eligibility and Procedure for Election of the CityNet Auditor;
- 4.1.4. Form A: Nomination Form for the Position of the Members of the Executive Committee
- 4.1.5. Form B: Nomination Form for the Position of President or Vice President
- 4.1.6. Form C: Vision for the Sustainability of CityNet
- 4.1.7. Form D: Potential Contribution to CityNet
- 4.1.8. Form E. Nomination Form for the Position of CityNet Auditor

4.2. All nominations shall be submitted to the Election Committee through the CityNet Secretariat within the stipulated period. The Secretariat shall refer all nominations to the Election Committee, an independent Committee that will conduct a transparent election.

4.3. The Election Committee shall:

- 4.3.1. Collect and compile nominations and verify their eligibility;
- 4.3.2. Make a list of nominees;
- 4.3.3. Submit the list of the eligible nominee to the Executive Committee who shall table it at the General Council;
- 4.3.4. Conduct the election during the General Council by secret ballot; and
- 4.3.5. Announce the result of the election.

<Annex 4>

Eligibility and Procedure for Election of the CityNet Auditor

1. Eligibility of the Network Auditor

- 1.1. Only full member of five years standing as a member;
- 1.2. With no outstanding dues payable to the Network at the time of the Call for Applications/ Nominations;
- 1.3. A City with proper accounting and auditing systems, applying the double-accounting system by international standards; and
- 1.4. Being able to nominate and dispatch eligible Designated Auditor/(s), who fulfil the eligibility criteria and is qualified to carry out the tasks stipulated in the Terms and Conditions of Service of the Auditor of CityNet.

2. Procedure for Election of the Network Auditor

2.1. The letter for Call for Applications duly signed by the Election Committee will be circulated to all members and shall be sent together with the following documents and supporting documents. For the position of the CityNet Auditor, the relevant documents are as follows:

- Annex 4 <Eligibility and Procedure for Election of the CityNet Auditor> which includes
 - ◆ Terms and Conditions of the CityNet Auditor (Annex 4, Item 3);
 - ◆ Application Form for the Position of CityNet Auditor (Form E);
 - ◆ Supporting documents: Any kind of financial statements/reports of the city, such as Balance Sheet and Profit and Loss, Budget Table, Statement of revenues and expenditures, which can be publicly disclosed and help understand the proper account/audit system of the city.

2.2. All applications shall be submitted to the Election Committee within the stipulated period. The applications shall be referred to the Election Committee for eligibility scrutiny.

2.3. The Election Committee shall:

- 4.3.1. Collect and compile nominations and verify their eligibility;
- 4.3.2. Make a list of nominees;
- 4.3.3. Submit the list of the eligible nominee to the Executive Committee who shall table it at the General Council;
- 4.3.4. Conduct the election during the General Council by secret ballot; and
- 4.3.5. Announce the result of the election.

2.4. Background of the CityNet Auditor:

- 2.4.1 CityNet is required to undergo an annual audit of its accounts according to Article VII, Section 4 and Article IX, Section 6 of the CityNet Charter;
- 2.4.2 The fiscal year of CityNet commences on the first day of January and ends on the thirty-first day of December of each year (Article IX, Section 5);
- 2.4.3 The Auditor is not an individual but a full member of CITYNET (hereinafter referred to as Network Auditor). The Network Auditor should designate an official (hereinafter referred to as Designated Auditor) to conduct the Annual Audit of CityNet accounts at

the CityNet Secretariat in Seoul, Republic of Korea once every year in the month of May.

3. Responsibilities of the Network Auditor

3.1. The Network Auditor shall be responsible for the following specific tasks:

3.1. Audit of the CityNet Annual Accounts during the duration of four (4) years;

3.2. Nominate at least two (2) potential Designated Auditors by the end of the year of the General Council after being elected. Submit their names and curriculum vitae (CVs) to the CityNet Secretariat. They should each satisfy the Eligibility Criteria for Designated Auditor as stipulated in Annex 4. Item 1. The Secretariat will review their eligibility and subsequently confirm the acceptance of the nominees to the applicant;

3.3. Send one of the Designated Auditors approved by the CityNet Secretariat to the Secretariat in Seoul once every year for a period of four (4) working days to carry out the audit. CityNet will cover the expenses of the designated auditor for the audit. For details of financial conditions, refer to Annex 4. Item 6;

3.4. Comply with all formalities and approval procedures in the home country to facilitate travel of the Designated Auditor to the CityNet Secretariat in Seoul for conducting the audit;

3.5. Communicate to the CityNet Secretariat all necessary information for obtaining an entry visa for the Designated Auditor, such as passport data;

3.6. Coordinate with the Designated Auditor and assist him/her in the smooth conduct of the audit.

3.7. Nomination of the Designated Auditor

The Network Auditor shall nominate for appointment as the Designated Auditor any official who meets the following eligibility:

3.7.1. Good understanding of the English Language;

3.7.2. Possess a tertiary education in Accounting or Auditing;

3.7.3. Possess more than five years' experience in auditing accounts;

3.7.4. Able to provide advice on financial strategies; and

3.7.5. Has a good attitude to the task of auditing CityNet annual account.

4. Responsibilities of the Designated Auditor

The Designated Auditor shall compile an Audit Report containing observations and recommendations, which shall be submitted to the Executive Committee for consideration. In detail, the Designated Auditor will be responsible for the following specific tasks:

4.1. Study and investigate the financial records, statements and documents sent in advance by the Secretariat prior to visiting the Secretariat;

- 4.2. Faithfully review the accounts of CityNet during his/her stay in the host city of the Secretariat during four (4) working days in May;
- 4.3. Carry out an audit and prepare an Audit Report of the preceding fiscal year of CityNet:
- 4.4. Submit the Audit Report with findings, observations and recommendations on the financial status and strategies of CITYNET;
- 4.5. Finalize the Audit Report for submission to the Executive Committee;
- 4.6. Be of service to CityNet Secretariat for financial/accounting advice upon request;
- 4.7. Report the result of the audit to his/her Mayor and other Designated Auditor on conclusion of the Audit; and
- 4.8. Transfer his/her knowledge gained to his/her successor, where applicable.

5. Tenure of the Network Auditor

The Network Auditor shall serve for a term of four (4) years commencing on the day of the Executive Committee Meeting succeeding the General Council, where they are elected, until the Executive Committee Meeting preceding the next General Council.

6. Financial Conditions

- 6.1. CityNet shall bear the following costs only:
 - 6.1. The most direct, discounted roundtrip economy airfare from home country to the host city of the Secretariat;
 - 6.2. Terminal expenses from and to airport and hotel in the host city of the Secretariat;
 - 6.3. Accommodation in the host city of the Secretariat provided by CityNet;
 - 6.4. Partial daily subsistence allowance (DSA) for a maximum of four (4) working days during visit to CityNet Secretariat.
- 6.2. The Network Auditor shall cover the following expenses for the Designated Auditor:
 - 6.2.1. Local transportation from home to the international airport;
 - 6.2.2. Terminal expenses in the home country;
 - 6.2.4. Indemnity for travel insurance; and
 - 6.2.3. Other costs incurred related to the pre-travel preparation.
- 6.3. CityNet is not responsible for additional expenses, including:
 - 6.3.1. All bank transfer charges and any relevant taxes/duties/customs charges that might be incurred;
 - 6.3.2. Salary and related allowances for the Designated Auditor, or additional hired staff;
 - 6.3.4. Any loss or damage to personal property and/or any losses or damages claimed by third parties as a result of any negligence on the part of the Designated Auditor; and
 - 6.3.5. Any other expenses personal in nature.

Nomination Form for the Position of Member of the Executive Committee

To the Election Committee of CityNet:

I wish to nominate my city/organisation for the position of a Member of the CityNet Executive Committee 2018-2021 and attach herewith the following documents for your consideration.

- Form C: Vision for the Sustainability of CityNet
 Form D: Potential Contribution to CityNet

Please explain below why your city/ organisation wishes to apply for the position of Member of the Executive Committee. **You may write your explanation on a separate A4 size paper not exceeding one page. Please attach it along with the duly signed Form A.**

Date:

Name of City/Organisation:

Signature:

Full Name:

Title (Head of City/ Organisation):

Contact Details:	
Full Name of Contact Person	
Title/ Position	
Tel/Fax	
E-mail	

Form B

Nomination Form for the Position of President or Vice President of the Executive Committee

To the Election Committee of CityNet:

I wish to nominate my city/organisation for the position of President / Vice President of CityNet 2018-2021 and attach herewith the following documents for your consideration.

- Form C: Vision for the Sustainability of CityNet
- Form D: Potential Contribution to CityNet

Please explain below why your city /organisation wishes to apply for the position of President / Vice President. **You may write your explanation on a separate A4 size paper not exceeding one page. Please attach it along with the duly signed Form B.**

Date:

Name of City/Organisation:

Signature:

Full Name:

Title (Head of City/ Organisation):

Contact Details:	
Full Name of Contact Person	
Title/ Position	
Tel/Fax	
E-mail	

I. Vision for the Sustainability of CityNet

Guide Questions

Please describe your city/organisation's vision for the management, development and sustainability of CityNet as a Network organization. Please include ideas on how to enhance CityNet's capacities to meet the needs of members and to face pressing local and global challenges.

Write your answer in A4 size paper not exceeding two (2) pages and attach it with this duly signed Form C.

Date:

Name of City/Organisation:

Signature:

Full Name:

Title (Head of City/ Organisation):

II. Potential Contribution to CityNet

Guide Questions

If your city/organisation is elected as a CityNet Executive Committee member, describe what kind of contribution/s your city/organization can give to the network in order to achieve its vision and targets that your city/organisation has described in the Form C.

Write your answer in A4 size paper not exceeding two (2) pages and attach it with this duly signed Form D.

Date:

Name of City/Organisation:

Signature:

Full Name:

Title (Head of City/ Organisation):

Nomination form for the Position of CityNet Auditor

To the Election Committee of CityNet:

I wish to nominate my city/organisation for the position of CityNet Auditor and attach herewith the supporting documents for your consideration.

- Supporting documents: Any kind of financial statements/reports of the city, such as Balance Sheet and Profit and Loss, Budget Table, Statement of revenues and expenditures, which can be publicly disclosed and help understand the proper account/audit system of the city

Please describe why your city wishes to apply for the position of CityNet Auditor. Moreover, please include your vision and principle of the account/audit system of your city.

Write your answer in A4 size paper not exceeding two (2) pages and attach it with this duly signed Form E.

Date:

Name of City/Organisation:

Signature:

Full Name:

Title (Head of City/ Organisation):

Contact Details:	
Full Name of Contact Person	Dr/Mr/Ms
Title/ Position	
Tel/Fax	
E-mail	