**Annex I**

<Timeframe for the General Election for CityNet Main Office Bearers 2018-2021[[1]](#footnote-1)>

|  |  |
| --- | --- |
| **Date** | Milestones |
| February 15- April 28, 2017 | Call for Nominations/ Applications and Submission of Nominations for all positions |
| April 28, 2017  June 2, 2017 (new deadline) | Deadline for the Submission of Nominations for all positions of the CityNet Executive Committee to the Election Committee Members;  Deadline for the Submission of Nominations for the 2018-2021 Election Committee Members to CityNet Secretary-General; |
| 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 | 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;  The Secretary General submits the nominations for the Election Committee Members 2018-2021 to the General Council for elections. |

**Annex II**

Terms and Conditions of the Election Committee of CityNet

# 1. Background

The recommendations on setting up of an Election Committee were agreed at the 18th Session of the Executive Committee on October 18, 2003 in Muntinlupa City, Philippines. It was based on the need for transparency of the election of office bearers of CityNet. The Election Committee shall scrutinize submitted applications and oversee the election at the General Council.

# 2. Composition of the Election Committee

# 2.1. The Election Committee shall comprise of not more than four (4) members;

2.2. The members of the Election Committee shall elect a Chairman among themselves;

2.3. The members of the Election Committee shall be elected from among the current members of the Network.

**3. Function, Role and Responsibilities of the Election Committee**

The Election Committee shall:

3.1. Examine the eligibility of candidates nominated for the positions of President, Vice Presidents, members of the Executive Committee, Secretary-General and Auditor;

3.2. Scrutinize the nominations and applications and prepare a list of eligible candidates;

3.3. Conduct the election for all positions at the General Council; and

3.4. Announce the result of the election at the General Council.

**4. Tenure**

The members of the Election Committee shall serve for a term of four (4) years commencing on 1st of January of the year succeeding the General Council until the 31st of December of the year of the General Council. Members shall be eligible for re-election.

**5. Confidentiality and Secrecy**

Members of the Election Committee are required to maintain confidentiality and secrecy of all information reposed in them.

**6. Financial Conditions**

Members of the Election Committee shall not receive any remuneration/ emoluments/honorarium for their services.

**7. Eligibility and Election Procedure of the Election Committee**

The eligibility and election procedure of the Election Committee is stipulated in a separate document titled: **“Annex 3: Eligibility and Procedure for Election”.**

Annex 3

**Eligibility and Procedure for Election**

**1. Eligibility**

Members of the Election Committee shall meet with the following requirements and/or conditions:

1.1. Be a Full Member or Associate Member of the Network;

1.2. Not a current member of the Executive Committee;

1.3. Not aspiring to hold any elected position in the Network;

1.4. Any form of dues payable to the Network shall not be outstanding or in arrear; and

1.5. Shall have a standing of more than five years either as a Full Member or Associate Member

### 2. Procedure for Election

### 2.1. The Election Committee elected by the Seventh Session of the General Council (2013, Seoul) shall call for an expression of interest among Network members to serve on the Election Committee for the term from 2018-2021.

2.2. Members interested to become a Member of Election Committee shall submit their expression of interest within the stipulated period. Deadline of application is on April 28, 2017.

* Form F: Expression of Interest for Membership of the Election Committee

2.3. Recommendations may be received but the recommended city shall also submit Nomination Form (F) along with the recommendation (Form G).

* Form G: Recommendation of a Candidate for Membership of the Election Committee

2.4. The Secretary-General shall:

2.4.1. Collect and compile expression of interest/recommendation and verify information and eligibility;

2.4.2. Make a list of applicants;

2.4.3. Table the list of candidates to the Executive Committee at the meeting prior to the General Council for submission to the General Council.

2.5. The General Council shall conduct the election.

**FORM F**

**Expression of Interest for Membership of the Election Committee**

To the CityNet Secretary-General:

I hereby express my city’s/organisation’s interest to serve on the aforementioned Election Committee.

|  |  |
| --- | --- |
| Date: | **/ /** |
| Name of City/Organisation: | |
|  |  |
| Signature: |  |
| Full Name: | Dr /Mr /Ms |
| Title (Head of City/ Organisation): | |
|  | |

##### Contact Details:

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

**FORM G**

Recommendation of a Candidate for Membership of the Election Committee

To the Secretary-General of CityNet:

I, undersigned as below, have the honour to recommend:

|  |  |
| --- | --- |
| *Name of Person*  *(Head of City/ Organisation):* |  |
| *Name of city/org*: |  |

As a candidate for membership of the Election Committee of CityNet for the reason below:

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| --- | --- |
| Date: | **/ /** |
| Name of City/Organisation: | |
|  |  |
| Signature: |  |
| Full Name: | Dr /Mr /Ms |
| Title (Head of City/ Organisation): | |
|  | |

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

1. Adopted by the CityNet Executive Committee, 34th Executive Committee Meeting, November 24, 2016, Makati City, Philippines [↑](#footnote-ref-1)