

# **International Development Evaluation Association By-laws on the Nomination and Election of Board Members as per Article 7 of the IDEAS Constitution**

**Approved by the members on 2 December 2018**

## **GENERAL TERMS**

Any vacancy of Board members resulting from pre-determined rotation requirements under the Constitution shall be filled in accordance with the by-laws on the nomination and election of Board members. As outlined in Section 7 of the Constitution, in the event of a member standing down before the end of their term a replacement will be appointed or elected, depending on how far the member is in his/her term. If a member stands down in his/her first year as Board member, a special election will be held for a successor, who will fill the remainder of the term. If a member stands down after his/her first year, the Board will appoint a successor, who will fill the remainder of the term.

### **1. Eligibility for Nomination**

#### **1.1 Eligibility to Participate in the Nomination Process**

All individual members of IDEAS in good standing, i.e. whose fees are paid at the time of the nomination announcement, have the right to participate in the nomination process, either as a nominator or nominee.

#### **1.2 Eligibility of Board Members**

Only Board members being rotated are eligible for nomination. Should a sitting Board member wish to contest an executive Board position, he/she should tender his/her resignation to the Board prior to the formal nomination announcement. Any vacancies thus arising shall be filled in accordance with these by-laws. No Board member may serve for more than two three-year terms, whether consecutive or not. Regardless whether these terms are fulfilled, they may not stand for election for a third term.

#### **1.3 Representation of Global Regions**

The Constitution states that the positions of President, Vice-President, Treasurer and Secretary-General are open to all IDEAS members in good standing. The positions of the six regular Board members are open to members in good standing, each of whom is a national of one of the six global regions defined in Section 7 of the Constitution. Each of these six global regions will thus be represented by one regular Board member. The list of countries making up each of the six global regions is based upon the World Bank (WB) list of regions (<http://data.worldbank.org/country>) and it is available on the IDEAS website.

The regions, as defined in the Constitution, comprise:

- (1) **Asia, Oceania and the Pacific** (i.e. the WB regions of East Asia & Pacific, and of South Asia)
- (2) **Sub-Saharan Africa** (i.e. the WB region of Sub-Saharan Africa)
- (3) **Middle East and Northern Africa / MENA** (i.e. the WB region of Middle East & North Africa)
- (4) **Europe** (i.e. the WB region Europe & Central Asia)
- (5) **Latin America & the Caribbean** (i.e. the WB region of Latin America & Caribbean)
- (6) **North America** (i.e. the WB region of North America)

#### **1.4 Test of Citizenship**

The test of citizenship will be based on the nationality specified in the nominee's passport. If a member has two or more passports or two nationalities, the member must make an irrevocable decision as to which nationality will be used for IDEAS membership.

### **2. Elections Committee**

The Elections Committee shall consist of no fewer than two members, to be appointed by the Board for a period of three years. At least two members of the Elections Committee shall be persons who are not currently serving in any elected or appointed capacity in the Association, and who have been members for at least three years. The membership of the Elections Committee should reflect the geographical diversity of IDEAS. None of the Elections Committee members may be elected as a Board member in the year during which they sit on this Committee.

### **3. Nomination Process**

#### **3.1 Role of the Elections Committee**

The role of the Elections Committee is to:

- Apply the Association's selection criteria for prospective Board members;
- Advertise the nominations process;
- Pro-actively solicit nominees;
- Oversee the nominations process including the verification of all documentation relating to nominees' eligibility;
- Name a slate of candidates.

#### **3.2 Announcement of Vacancies**

At least two months prior to the end of term of sitting Board members, the Secretary-General will notify all members of imminent Board vacancies, and will indicate which Board members are eligible for re-election.

### **3.3 Representation of Global Regions**

In order to maintain the required representation from each of the global regions, the members are advised which region each incoming regular Board member is required to represent. The President, Vice-president, Treasurer and Secretary-General may represent any region, and their nationality does not affect the composition of the rest of the Board.

In order to ensure that all six regions are represented, the 2017 elections will appoint regular Board members from Sub-Saharan Africa, from Middle East & North Africa (MENA), and from Latin America & Caribbean. In the following years, the new representatives of each region will be elected according to the regular rotation scheme, reflecting also the condition that no Board member may serve for more than two three-year terms as defined in Article 1.2.

### **3.4 Eligibility to Nominate**

Only a member in good standing (i.e. whose fees are paid at the time of the nomination announcement) may nominate a candidate to stand for election. Self-nomination is prohibited.

### **3.5 Requirements on Nominations**

Nominations must be seconded by another member in good standing and must also be supported by the nominee's written acceptance of the nomination, a bio sketch, a photo, a scanned copy of the first page of the nominee's passport (indicating nationality), a statement of intent detailing the reasons for the member's interest in serving on IDEAS Board, and a statement that he/she will serve if elected and will meet and fulfill the duties and obligations placed on him/her as a Board member of IDEAS.

The written nomination and all supporting documentation must be forwarded to the IDEAS Secretariat, via e-mail, before the end of the nominations period, as specified by the Elections Committee. The Secretariat shall keep a copy of all nomination documentation and transmit a copy to the Elections Committee by e-mail.

Board members will not nominate or second candidates for election.

### **3.6 Support for Nominations**

The Elections Committee may proactively identify candidates (based on criteria approved by the Board) for the slate. It is intended that in any election there should be sufficient candidates identified by members to minimize or eliminate the need for candidates to be put forward by the Election Committee. Optimally, there should be at least two candidates for each vacancy.

### **3.7 Announcement of the Slate**

The Elections Committee shall announce the complete slate of candidates within three days after closing the nominations and at least one day before the elections

start. The announcement shall include the nominees' name and country of citizenship, nominator/second names and countries of citizenship and a link to all supporting documentation. Supporting documentation (bio-sketch, passport copy, photo and the statements) cannot be amended after the formal announcement of the slate has been made. The Elections Committee shall be responsible for checking the announcement prior to publication to ensure compliance. In line with the General Data Protection Regulation policy of IDEAS, the passport copy will not be published on the IDEAS website.

### **3.8 Unopposed Candidates**

In case there is only one eligible candidate for the vacancy, he/she is elected at the time of announcement of nomination results.

### **3.9 No Candidates for the Announced Vacancy**

In case there is no eligible candidate for the vacancy of executive Board member, the nomination and election process must be repeated no later than three months after the original closing day of the nominations. In the interim period, the executive functions are carried out by the present executive Board member.

In case there is no eligible candidate for the vacancy of regular Board member, the position of the regional representative will stay empty until the next regular elections, or in the interim period, the Board can appoint a temporary successor as defined in Article 7 of the Constitution.

## **4. Election Process**

### **4.1 Role of the Elections Committee**

The Elections Committee shall be responsible for establishing and supervising elections and the principles of fair competition, including functionality of on-line voting system, eligibility of the votes and certification of results.

### **4.2 Eligibility to Vote**

All individual members of IDEAS in good standing, according to IDEAS membership records on the date that nominations close shall be eligible to vote. An individual member voting in his own right shall not be permitted to also cast a vote as a representative of an institutional member. Institutional members may nominate a representative of the organization to vote on its behalf. However, this representative should not be an individual member of IDEAS.

### **4.3 Election Conduct**

Candidate's/Nominee's statements shall not mention other candidates, by name or implication. Using the IDEAS database or mailing list for campaigning and/or lobbying, voting in groups, or promoting candidates on the basis of geography, ethnicity, or factors other than a candidate's qualifications and stated positions is counter to the culture of IDEAS and is expressly discouraged.

The Board can disqualify any candidate who does campaigning and/or lobbying for a Board position, or has lobbying done on his/her behalf, via the IDEAS mailing list or who significantly breaks any of the above principles of fair competition.

Board members will not campaign and/or lobby for candidates.

#### **4.4 Promotion of the Election to the Membership**

Nominees' bios/statements shall be posted on the web as they are received and in the appropriate section. Bios/Statements shall be posted in English. Final versions of Candidate's biography and election statements shall be submitted to the Secretariat before the end of the nominations period, as specified by the Election Committee.

#### **4.5 Voting**

Each voting member shall be entitled to as many votes as there are the Board positions to be filled. A voting member may cast one vote for each position to be filled, but shall not cast more than one vote for any one candidate. A member may use fewer than the total number of votes available if he or she so chooses. Each member shall cast his/her vote individually; voting by proxy is not permitted for individual members.

#### **4.6 Receipt of Votes**

A secure electronic voting system shall be used for voting. The Elections Committee shall be responsible for certifying the accuracy of the process through the establishment of procedures to ensure the privacy, validity and accuracy of all votes. For each election, the Elections Committee shall define the duration for electronic voting which shall not be less than seven days.

#### **4.7 Certification of Votes**

The Elections Committee shall certify the results of the election to the Board no later than three days following the election.

#### **4.8 Publication of the Result**

The Elections Committee shall announce the results, including a list of all candidates and the number of votes each candidate has received, to all members through the Secretariat. The results must be published no later than seven days after elections have been closed.

#### **4.9 Challenges**

Any challenge to any Board member nomination or election procedure or result may be brought only by individual members in good standing. Any challenge must be addressed to the President of IDEAS and copied to the Secretary-General with a recital of the reasons for the challenge, and must be received no later than seven days following the publication of election results. The President, after consultation

with the Elections Committee and the Board, shall advise the author of the challenge of the Board's decision, no later than seven days thereafter. The Board's decision shall be final.

When the authority of the Board to take decisions is challenged because of ethical concerns, the challenge will be considered by the Independent Ethics Committee. Until the time such a Committee is established and functioning, the Board will continue to deal with all challenges.

**5. Extenuating Circumstances and Amendments of the By-laws**

When circumstances unforeseen in these by-laws occur, the Elections Committee will propose a course of action to be approved by the Board, where necessary leading to an amendment of the by-laws, to be decided by the Board. Any major change of the by-laws, with implications on the rules defined by the Constitution, must be consulted with IDEAS membership.

**Summary of Election Timetable**

The time required for the election process is between 26 and 30 days with a further 14-day period reserved for challenges.

<b>Process</b>	<b>Minimum Interval</b>
<b>Nominations</b>	
Nominations announcement	1 day
Close nominations period	14 days
Elections Committee deliberations	1-3 days
Publish nominated candidates	1 day prior to election
<b>Elections</b>	
Election period	7 days
Certify votes	1-3 days
Publish election result	1 day
<b>Challenge period</b>	
Challenge period closes	7 days
Board response to challenge	7 days