



Guidelines for Elections to the UNNGOF Board

2021

Introduction

The basic working procedures for the election of UNNGOF Board members are defined in the organization's constitution; however, there are additional rules and principles regarding the election of Board members such as the constituency and thematic representation. As a principle all Board members shall be elected on the basis of their individual merit, professional and technical skills.

All paid up members with up to date subscription shall be eligible to stand for an elective position and or shall be eligible to cast one vote.

Stage 1: Expression of interest

- Expression of interest to be elected to the UNNGOF Board shall be open between Monday 28th June and Friday 16th July 2021.
- Only heads or members of the board of fully paid up organisations shall be eligible to express interest to be elected to the UNNGOF Board within the given constituency.
- Expression of interest for an elective position shall be in writing and sent by email to elections@ngoforum.or.ug not later than close of business Friday 16th July 2021.
- An expression of interest shall include a cover letter describing why the expressed candidature should be considered, a curriculum vitae and at least two referees from UNNGOF paid up members.

Stage 2: Recommendation

- All paid up UNNGOF members shall be eligible to recommend and or second a candidate for an elective post; this shall be done in writing on official headed paper indicating the name of the candidate seconded and the name and position of the recommender.
- Recommendation of candidates for election to the UNNGOF Board shall be in writing and sent by email to elections@ngoforum.or.ug not later than Friday 16th July 2021.

Stage 3: Vetting

- A Vetting Committee will be constituted for the purpose of scrutinizing all expressions of interest and recommendations for the said Board positions.

- The Vetting Committee shall produce a short list of all eligible candidates for election to the Board.
- The Vetting Committee shall contact the referees of all successful candidates to obtain additional information on each candidate to strengthen their eligibility for election.
- Where necessary the Vetting Committee shall contact candidates to verify the information submitted.

Stage 4: Selection

- The Vetting Committee shall present the names to the Secretary of the UNNGOF Board who shall then present them to the electoral body during the General Assembly.

Simple Guide on UNNGOF Board Elections

- Any candidate for a position on the UNNGOF Board may make a statement at the Annual General Meeting regarding their candidature. Such a statement shall take no longer than five minutes.
- A candidate aspiring to be a Board representative must either be the head of the organisation or a member of the Board of that organisation.
- The order of candidates' statements shall be determined by the officer presiding over the election using a random selection process.
- To be elected, a candidate must receive a majority of affirmative votes from the members voting in the election.
- Ballots should be cast marked with the name of an announced candidate.
- A candidate can withdraw at any time from subsequent elections.
- In case there are more than two candidates running and none receive majority votes, the vote is re-run with only the candidates receiving the two highest vote counts eligible.
- Voting will be by secret ballot, ballots shall be prepared in advance to eliminate vote rigging.
- All voters shall be verified in specially prepared voters' registers; only eligible voters shall cast their ballots.
- The minutes shall record the candidates nominated for each position and the elected candidate, including the votes cast.
- All votes shall be counted in full view of the candidates and voters.
- Results from the election of UNNGOF Board shall be declared immediately after tallying of all votes cast.
- A new full UNNGOF Board shall be constituted after the election.