

Procedures: Electronic Voting System & Registration

These procedures complement the Standing Orders for Board Election, specifically as they refer to the electronic voting. All motions for approval can be done by show of voting card except for the board election which should be done “by secret ballot” and thus using the electronic voting system.

I. Certification of Representative(s)

- a. The representatives who have the right to vote will need to be certified by an ICA member. ICA members will receive a registration form along with the official meeting documentation 30 days before the Assembly. This form will allow them to certify their representative(s) or designate their proxy holders. This form asks members to provide how many votes each representative or proxy holder will be entitled to based on the voting entitlement of each member organisation, calculated according to the ICA Bylaws. One unique email per representative will be required for access to the electronic voting system.
- b. The vote designation form must reach the ICA by 14:00 on 19 June 2022 in order to allow the secretariat time to process the form and generate the unique access codes to participate and vote.

II. Electronic Voting System

- a. The Global Office staff will draft the questions in English, French and Spanish.
- b. Express instructions on how to access the electronic voting system and an access code will be emailed to each representative prior to the start of the Assembly.
- c. There will be three opportunities for members to get support onsite to access the system and do a test vote.
- d. The electronic voting system will have coded into it the number of ballots equal to the number of votes each representative is permitted to cast.
- e. The details on which members voted during the General Assembly will be downloaded and printed as proof of attendance.

III. Monitoring of the election

- a. The Election Committee will be able to monitor (observe) the election in the backend of the electronic voting system.
- b. Once the General Assembly has begun, the number of registered voters and the number of votes the registered voters have will be communicated to the voting surveyors and ICA President. The final number of actual voting participants and their number of votes will be communicated for each vote.

- c. The Director General will report on the results of the General Assembly in the minutes, providing the following statistics:
 - number of votes out of the total eligible votes and the resulting quorum reached,
 - number of members represented out of the total number of members eligible to vote, and
 - number of voters.
- IV. Attendee Registration
- a. Access to the General Assembly will need to be restricted. Only ICA members have the right to attend.
 - b. All attendees, whether voters, staff, observers, or delegation interpreters will need to register with the ICA secretariat. The ICA will provide badges to access the ICA General Assembly. The meeting room will have designated seating for voters and their interpreters. The badges will specify who can enter the designated area for voters.
 - c. Observers from ICA member organisations will be able to sit in a separate area of the meeting room. This is necessary in order to be able to control those who have the right to participate (speak and vote) or not.