



Staff Association of the European Union institutions, bodies, offices and agencies

Generation 2004

Annex II – Implementing rules

Implementing Rule 5:

Board electoral rules

Article 1 (Scope)

Having regard to Article 41 and Article 72 of the bylaws of Generation 2004, this implementing rule governs the Board electoral rules, specifically in the following matters:

- a. establishment of the electoral roll and calendar,
- b. role and functioning of the Electoral office,
- c. direct election of Board members by a section,
- d. call and submission of candidatures,
- e. procedure to be followed for a procedural and substantive voting, and for elections of a new Board, conducted via an online voting platform,
- f. election and proclamation of results,
- g. replacement of Board members.

Article 2 (Elections to the Board)

1. Elections to a new Board shall be carried out during a General Assembly if at least one of the following conditions is met:

- a. the Board is about to complete its three-year mandate (Article 35(2) of the bylaws),

- b. the Board has less than five full members (Article 42(1) of the bylaws and *Implementing rule 6: Governance and functioning of the governing bodies*),
- c. the Board has been dismissed and an interim Board has been installed (Article 40(5) of the bylaws),
- d. the Board has resigned (Article 36(4) of the bylaws).

2. In case a) the elections shall be carried out during the next ordinary annual General Assembly, while in cases b), c) and d) an extraordinary Assembly must be convoked within one month of the dismissal or resignation of the Board.

3. Prior to the convocation of a General Assembly which includes Board elections, the Board shall decide upon an electoral calendar, which shall cover the entire period between the date of convocation of the General Assembly and the conclusion of the work of the said Assembly.

4. The Board shall issue a call for volunteers to serve on the Electoral office, stating the respective conditions and deadlines.

5. In case of dismissal of the Board according to Article 40(5) of the bylaws, the tasks of the Board listed in paragraphs 3 and 4 above shall be directly implemented by the interim Board or, by delegation of the interim Board, by the Electoral office (Article 4(3) below).

Article 3 (Electoral roll)

Prior to the convocation of a General Assembly which includes Board elections, the Board, or in case of dismissal of the Board, the interim Board (Article 40(5) of the bylaws), shall establish an electoral roll encompassing the names of all members entitled to vote as specified in Article 12(2) and Article 16(3) of the bylaws in conjunction with *Implementing rule 2: Application for membership, acceptance and registration*. Pursuant to Article 47(1) of the bylaws, it shall be finalised at least 14 calendar days before the date of this General Assembly.

Article 4 (Electoral office)

1. The Electoral office supervises the elections to a new Board. The Electoral office shall function in an independent manner and shall be responsible for ensuring that the elections are carried out in a fair and transparent manner.

2. The Electoral office shall issue a call for candidatures for the elections together with a standard registration form, stating the respective conditions and deadlines. The call for

candidatures shall accompany the convocation of the General Assembly under the conditions defined in Article 47 of the bylaws.

3. The Electoral office shall issue, simultaneously to the call for candidatures, a list of 'do's and don'ts' relating to the use of tools and support of communication put at the disposal of the candidates by Generation 2004. This list shall be immediately released to each candidate at the moment of the communication of the acceptance of their candidacy.

4. The Electoral office collects the candidatures to the Board, reviews them and decides upon acceptance or rejection on a case-by-case basis according to the following criteria:

- a. candidates must be listed on the electoral roll,
- b. candidates must be full or honorary members of Generation 2004 for at least 12 months prior to the date of the General Assembly,
- c. candidacies must be individual and unconditional,
- d. candidates must have declared to comply with the ethical and conduct rules set out in *Implementing rule 3: Ethics and conduct rules*, specifically on matters of conflict of interest and by informing the Board on their membership/affiliation to other group/trade union/staff association (Article 3(2) and (5) of the *Implementing rule 3*),
- e. candidacies must not be against the bylaws and the corresponding implementing rules.

5. The decision of the Electoral office accepting or rejecting a candidacy is final and it is not subject to appeal.

6. At the closure of the call for candidatures, the Electoral office shall decide whether is justified to organise the election under one, or under a combination of several existing methods ('tie-breaking rules') to avoid ties where multiple candidates receive the same number of votes for the same position. If the Electoral office decides to apply to the vote such methods, the decision shall be communicated to the members of the General Assembly at least seven calendar days ahead of the meeting. The decision shall be accompanied by a detailed explanation on its implementation. To this end, the manual referred to in Article 7(9) below should clearly state the opted tie-breaking mechanism. If no decision is taken by the Electoral office, a secondary vote among the tied candidates only shall apply according to the conditions lay down in Article 8(7) and (8) below).

7. The Electoral office shall prepare the standard Board voting form (Article 7(6) below).

8. Pursuant to *Implementing rules 3 and 4*, the Electoral office may recommend to the Board opening a disciplinary procedure against candidates breaching the Board electoral rules, which can lead to their exclusion from the election.

9. The Electoral office shall consist of at least six and a maximum of nine members, a new Electoral office must be appointed if the number of its members drops below three. The members of the Electoral office must fulfil the following conditions:

- a. all members must be full members of Generation 2004 for at least 12 months prior to the date of their appointment to the Electoral office,
- b. no member of the Electoral office may be a candidate,
- c. at least one member must belong to the European Commission section in Brussels and at least one must come from another section (Article 5(2) and Annex V of the bylaws).

10. The Electoral office shall be appointed with a qualified majority of two-thirds by the outgoing Board or, in case of a dismissal according to Article 40(5) of the bylaws, by the interim Board not later than 10 calendar days after the date of convocation of the General Assembly. The Board will give particular attention to volunteers who expressed their interest.

11. The Electoral office constitutes itself within 7 calendar days after its appointment and agrees among its members on the following:

- a. a chair, in charge of all procedural questions, calling for and chairing meetings,
- b. a secretary, in charge of setting up and maintaining an elections mailbox for all communications with the outside,
- c. the order in which substitute members shall be called upon.

12. The Electoral office should strive to reach a consensus on all decisions it needs to take. In case of dissent, simple majority voting shall apply, in which the chair has a tie-breaking vote provided at least three votes have been cast.

13. In case a member of the Electoral office resigns, the office remains operational until its composition drops below three members (see paragraph 9 above).

14. The Electoral office stays in office until the elections are concluded through the announcement of the final result or fails to have at least three members. In the latter case the outgoing Board or the interim Board (paragraph 3 above) must appoint a new Electoral office within 10 calendar days.

15. The Electoral office follows the rules applicable to time limits as defined in Article 2(11) of *Implementing rule 4: Disciplinary procedure and guarantees*.

16. The Electoral office shall oversee the implementation and operation of an online voting platform, ensuring its security and integrity (Article 7 below).

17. The Electoral Office is also responsible for monitoring the transparency and fairness of both online and alternative voting processes. The Electoral office shall ensure that all proceedings have been followed correctly.

Article 5
(Direct election of Board members by a section)

1. Any section of Generation 2004 listed in Annex V of the bylaws may choose to elect section Board member(s) provide it has a minimum of 100 members if the following conditions are met:

- a. The percentage of full and honorary members of that section in the total membership of Generation 2004, if applied to the total number of Board members, is equal to at least one Board member (i.e. if a section comprises 15% of all Generation 2004 members, then it could elect 15% of the Board members, i.e. $1.35 \approx 1$ Board member).
- b. The assembly of the section decides with simple majority, but no less than 25 valid votes, to elect one or several section specific Board members. The number of section specific Board members to be elected cannot be inferior to the number of Board members as determined in paragraph 2 below.
- c. The decision to elect section specific Board members is communicated to the Electoral office no later than 14 calendar days after the convocation of the General Assembly.

2. With regards to paragraph 1a. above, the number of Board members is determined using the d'Hondt-method on the basis of absolute membership figures according to the electoral roll in both the section(s) and Generation 2004 as a whole.

3. Section specific Board members shall be elected during the respective General Assembly applying the rules laid down in Article 7 of this Implementing rule.

4. If a section decides to elect a section specific Board member, then members of that section can only vote for candidates for section specific Board members of the same section. If there are no candidates for a section specific Board member, then members of that section can vote for any other candidate from any other section listed in Annex V of the bylaws.

5. If a section has less candidates than its share of section specific Board members according to the criteria listed in paragraph 1a. and b. above, the remaining seats will be automatically assigned to the 'global quota'.

Article 6
(Candidatures)

1. Following the call for candidatures, members may register themselves using the standard registration form as candidates for the election to the Board. The deadline for submission of candidatures shall be published in the electoral calendar and shall be at least 14 calendar days after the date of the convocation.
2. Candidatures may be submitted electronically to a functional mailbox of Generation 2004 or any other means determined by the Electoral office. Candidates shall retain a confirmation of receipt.
3. Each member who has been accepted as a candidate may prepare by the deadline stipulated in the electoral calendar a document of not more than one page (max 500 words) in which the candidate may introduce him/herself asking for the members' vote. The Electoral office shall then blend all documents in a random order into a single pdf file.
4. For the duration of the electoral process, candidates may not contact the Electoral office by any other means than a dedicated elections functional mailbox. For supporting their candidature, candidates may not use any other functional mailbox or other mailing list of Generation 2004. They may not use the General Assembly for any campaigning activity unless explicitly foreseen in the agenda (e.g. individual presentations of candidates).

Article 7
(Procedure for election of the Board members)

1. For procedural (e.g. on the adoption of an agenda) and substantive (e.g. on a change of the bylaws) voting purposes, each Generation 2004 member listed in the electoral roll is entitled to one vote.
2. Procedural and substantive voting is normally executed by show of hands (or acoustic sign in case of absence of video connection). On request by at least 30 members of the General Assembly an anonymous vote by paper or preferably by electronic ballot shall be performed.
3. Voting for Board members shall be conducted primarily through an online voting platform. Each member listed on the electoral roll shall receive access to the platform and instructions on how to choose the candidates.
4. For electing members to the Board, each Generation 2004 member is entitled to express their preferences via the online voting form. The form shall list all candidates in random order, and members can indicate their preferences by marking those corresponding to the

nine seats to be filled in the Board. This figure is adapted as appropriate if and to the extent section specific Board Members are to be elected.

5. Prior to its first broadcast the Electoral office shall approve the electoral roll. The Board and all seconded colleagues will provide any necessary assistance to carry out the verifications asked by the Electoral office.

6. An online Board voting form will be prepared by the Electoral office listing all accepted candidates in random order and enabling members to indicate clearly (for instance, using checkboxes) to which of the listed candidates they wish to assign one out of their maximum of nine preferences (i.e. no accumulation of preferences is allowed). Separate voting forms will be prepared for each section, which has decided to elect section specific candidates.

7. The applicable voting form together with the presentations of the candidate(s) will be sent to all members of Generation 2004 enlisted on the electoral roll.

8. Simultaneously a message shall be sent to all members of Generation 2004 notifying them that the voting procedure has started and that they should contact the Electoral office within three calendar days in case they do not receive the voting forms although they fulfil the conditions to be listed on the electoral roll. The Electoral office will take immediate action to rectify eventual errors on the electoral roll.

9. To exercise their voting rights, members will vote by electronic means unless other safe methods are previously approved to the call for the election by the Electoral office. The preparation of the voting will be based on a manual on features and functionalities of electronic voting¹ and other alternative voting channels, which shall be approved, under proposal of the chair, by the Board by simple majority within 3 months counting from the entry into force of this implementing rule.

10. The online voting system shall ensure security and prevent double voting by tracking submitted votes. The Electoral office will verify the integrity of the voting process and ensure that each vote is counted accurately.

11. In the event of technical difficulties with the online platform, the Electoral office shall provide support to ensure that all members can successfully cast their votes. Alternative voting methods, such as email voting, may be used only if technical issues prevent most members from using the online platform.

12. The Electoral office shall notify all members when the voting process begins and provide instructions on how to report any technical issues that may require alternative voting methods.

¹ A voting system where the recording, casting or counting of votes regarding internal decisions involves information and communication technologies.

Article 8
(Election and proclamation of results)

1. The counting of votes in procedural and substantive voting is supervised by the Board, which may for this purpose appoint assistants among the participants of the General Assembly. A repetition or recount shall be performed no more than once and only if requested by at least 30 members of the General Assembly.
2. In Board elections, the Electoral office will be responsible for counting the votes and proclaiming the election result. Counting will be performed by at least three members of the Electoral office, who will jointly sign the result. The first counting of votes will take place as soon as possible after the established closure of voting at the end of the General Assembly.
3. The Electoral office shall have the authority to review and audit the voting process, ensuring that all votes were cast and counted according to the established rules. Any discrepancies shall be addressed before the electoral results are announced.
4. Only valid votes will be considered for the electoral result; in this respect, a vote shall be declared invalid by the Electoral office for any of the following reasons:
 - i. a voter indicates less than one or more than the maximum number of preferences from the list of candidates,
 - ii. a voter makes any other sign, writing, comment etc. other than simply indicating his/her preferences in the manner established in this procedure.
5. A decision of the Electoral office as regards the validity of any vote is final.
6. The Electoral office establishes a general short list of all candidates who have individually obtained the support of at least 10% of all voters having cast a valid vote (e.g. to be elected, a candidate must obtain support from at least 25 voters if there are 250 voters who have cast 250 valid votes). On this list, candidates will be ranked according to the preferences they have obtained in descending order.
7. Equally placed candidates (i.e. candidates having obtained equal number of preferences) will be ranked equally. In case there is a draw for the nine seat in the Board, a second vote must be organised including the candidates with the tie vote for such position to elect only one of those candidates, all sections together. If there is again a draw, the candidate who has been longer member of the staff association according to the criteria indicated at Article 4(3)(b) above is elected. In case of new draw, the oldest candidate in age shall be elected.
8. For section specific Board members, separate section specific short lists shall be established accordingly. In case there is a draw for a position in the Board (only section members vote), a second vote must be organised to elect only one of those candidates. The election rules in case of draw indicated in paragraph 7 above shall apply *mutatis mutandis*.

9. The Electoral office shall issue a first electoral result in which it informs the outgoing Board and all candidates about the total number of votes cast, the number of valid votes and preferences and the number of preferences achieved by each candidate and their respective rank. Thereupon any candidate or member of the outgoing Board may ask within one calendar day for a recount of the votes. In this case, the Electoral office shall issue a second electoral result in the same way as the first.

10. If the recount leads to a different ranking of the candidates, those affected may request a second recount within one day, which will be considered final.

11. The request of recounting as provided for in paragraphs 8 and 9 above are limited to one by candidate or member of the outgoing Board.

Article 9 (Constitution of the newly elected Board)

1. The candidates on the first nine ranks of the general short list constitute the new Board. The remaining candidates on the general short list shall be alternates.

2. The number of ranks according to paragraph 1 above is reduced by the number of section specific Board members that is to be elected.

3. On the section specific short list(s), the candidates on the first ranks constitute the section specific Board member(s) where is/are the number(s) established according to Article 5(2) above. The remaining candidates on the section specific short list(s) shall be alternates.

4. The newly elected Board shall convene within 14 calendar days after the proclamation of the result of the election. The definition set out in Article 4(12) above applies.

Article 10 (Replacement of Board members)

1. The replacement of a Board member shall occur in the situations provided for by Article 36(2) and (3) of the bylaws.

2. A Board member wishing to resign or to renounce to the mandate shall inform in writing the Board of its decision. The decision of resignation or renouncement is unconditional and takes effect on the date indicated in the communication to the Board. If such information is missing in the written communication to the Board, the resignation or renouncement takes effect on the following day to its communication.

3. In case a Board member fulfils one of the situations listed in Article 36 of the bylaws, the member shall be replaced by the highest-ranking alternate of the short list from which the replaceable member originates. If no more eligible candidate is available in a specific section list, the Board position shall be filled by the highest-ranking candidate in the global list.

Article 11

(Role of the Board on election to other committees)

1. The Board acts as the Electoral office for the election of committees provided for the bylaws and implementing rules.
2. For the election of committees, the provisions of this Implementing rule apply accordingly disregarding for this purpose any provisions related to the election of section specific Board members.
3. Specific implementing provisions with regards to the election of other committees are laid down in *Implementing rule 6: Governance and functioning of the governing bodies*

Article 12

(Entry into force)

The content of this implementing rule was initially adopted by the General Assembly as Implementing rule 6 on 01.12.2015. Pursuant to Article 49(4)(n) and Article 72(3) of the bylaws this implementing rule is amended and re-numbered as Implementing rule 5. It was adopted by the General Assembly on 08.10.2024 and enters into force the following day.