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# Electoral procedures and rules for the 2023 Congress

25 January 2023

## General information

At the 2019 Congress, as part of the governance reforms an electoral board was created which has the following responsibility as provided in [Article 1.19](#).

The electoral board is responsible for:

- Supervising the administrative process relating to the election of officials.
- Monitoring compliance with the relevant regulations.
- Ensuring the correct application of the regulations.
- Issuing instructions.
- Admitting candidates - determine whether a nominated candidate is eligible for election according to agreed rules.

The Electoral Board has considered the suggestions of the ASOIF good governance recommendations and has adopted the following procedures and rules.

### 1. Notification about Congress and opening of the candidatures

The 2023 Congress has been scheduled to take place on 27-28 July 2023 in Berlin, Germany.

The following positions are up for election at the Congress:

- The First Vice President (1 position).
- The Vice President (1 position).
- The Executive Board (4+1 positions).
- The Constitution and Rules Committee (3 members).
- The Field and 3D Archery Committee (3 members).
- The Judges Committee (3 members).
- The Coaches Committee (3 members).
- The Technical Committee (2 members).
- The Target Archery Committee (2 members).
- The Medical and Sport Sciences Committee (2 members).
- The Para-Archery Committee (2+1 members).

The following positions are up for appointment at the Congress:

- The Board of Justice and Ethics (3 positions of which at least 1 independent).
- The Electoral Board (3 positions of which the chair must be independent)

The following deadlines apply in relation to the elections:

28 April 2023	Nominations to be sent to the Secretary General
29 April – 28 May 2023	Second round of nominations for positions without sufficient candidatures and validation of all candidatures by the electoral board
17 June 2023	Official list of candidatures published
28 July 2023	Elections

## 2. Nomination process

2.1 Nominations for offices shall be submitted only by Member Associations in good standing or by the Executive Board members. One person cannot be a candidate for more than two positions.

2.2 The person nominating a candidate shall include a written statement by the nominee that he/she belongs to a Member Association and is willing to accept such office, if elected. The nominee shall declare his/her interests and fill in the eligibility form. The candidature can be submitted by any Member Association or the Executive Board Member but must include a written confirmation of the candidate that he/she is member of a Member Association in good standing.

2.3 A candidature only requires one nomination. If more than one nomination is received, the candidate will be requested to decide which one will be listed in the final candidature list.

2.4 The candidature shall include a written statement that the nominee member is willing to accept such office, if elected.

2.5 The nominee shall declare his/her interests and fill in the eligibility form.

2.6 The candidature form includes details on the biography of the nominee as well as the relevant skills.

## 3. Eligibility requirements

The following eligibility requirements apply to all candidatures. For specific roles additional requirements may apply. See the [Role Descriptions](#) available on the website and the Constitution and Rules [Articles 1.16 and 1.17](#).

Conditions which render an individual ineligible to be a candidate ([article 1.6.8](#)):

- Being under 18 years old.
- Being an undischarged bankrupt.
- A conviction of an offence punishable by a term of imprisonment of two or more years (whether or not a term of imprisonment is imposed) unless that person has obtained a pardon or has served the sentence.
- A bar from being a company director.
- Being subject to an order that the individual lacks competence to manage their own affairs.
- Having been deprived of civil rights by proper application of the law.
- Having served a period of ineligibility for breach of the World Archery Code of Ethics and Conduct.
- Having been removed from World Archery office in accordance with World Archery rules.
- Having been prohibited from holding such position, or any similar position, under any other circumstances as provided by law.
- Failing to pass an applicable eligibility check for specific functions based on the description of their position.

## 4. Term and term limits

Persons elected to World Archery offices shall serve a term of four years unless otherwise specified with the following limitations:

- The person elected may serve a maximum of four full terms in the same committee or board (except the Executive Board) and must have a minimum two-year break after two consecutive full terms;
- The individual elected or appointed as the President, Vice President or a member of the Executive Board may serve a maximum of three full terms in the same position. Outgoing officer can be a candidate for a different position.

## 4. Clarification of who is a candidate

4.1 A candidate is identified as such when the nomination is submitted and received by the World Archery Office. The World Archery Office will publish every Monday an update of the candidatures received. These will be marked as received candidatures until they have been validated by the Electoral Board.

4.2 An individual may be regarded as a candidate and subject to relevant rules if they state their intention in public (including any digital media) to be a candidate or campaign in such a way that gives the appearance of being a candidate, even if they have not been nominated. However, they will only be listed on the website when having received the nominations form.

## 5. Publishing list of candidatures

5.1 The list of candidates for election will be published once any eligibility check has been completed latest on the 17 June 2023. As soon as the eligibility of a candidature is confirmed by the Electoral Board this will be indicated on the list of candidatures.

5.2 The list of candidates with the nominating member and respective biographies will be included in the Congress papers that will be distributed according to the Congress deadlines.

## 6. Candidature rules

6.1 The candidature rules apply to a candidate for election, as do the code of ethics and constitution or equivalent, if the individual is not otherwise already bound and covered prior to that time.

6.2 Candidates should abide by the World Archery code of ethics and constitution.

6.3 Candidates should refrain from carrying out any electoral campaigning prior to the start of the electoral period.

- 6.4 Candidates should conduct their campaigns with honesty, dignity, moderation and respect for their opponents, limiting expenditure to a proportionate level.
- 6.5 Candidates should not directly or indirectly, solicit, accept or offer any form of remuneration or commission, or any concealed benefit or service of any nature, connected with any World Archery activity or election or appointment to office.
- 6.6 Candidates should in no case and under no pretext give presents or offer donations or gifts or grant advantages or benefits of whatever nature to or at the request of any party who will vote in, or who may otherwise influence, an election.
- 6.7 Candidates should not enter into any promise or undertaking to personally act (whether as a candidate or following election), for the direct or indirect benefit of a World Archery body, a Member Association or individuals within World Archery.
- 6.8 Candidates should not offer paid travel, expenses, air tickets or accommodation for other candidates, their representatives, Member Associations or other associated organisations to attend meetings and activities directly related to a candidate's elections.
- 6.9 Candidates should not enter into any form of undertaking with any individual or organisation that is likely to affect the candidate's freedom of decision or action if elected.
- 6.10 Candidates for election have the right to promote their candidacies subject to the provisions set out in the rules.
- 6.11 Except with the permission of the electoral board, no debate or public meeting of any kind should be organised to promote a candidature.
- 6.12 Candidates may make declarations or give interviews provided, in doing so, that they comply with the rules.
- 6.13 Candidates should not make payments, directly or indirectly, to journalists or other persons affiliated to the media in order to promote their candidacies.
- 6.14 Candidates should not produce (or cause third parties to produce) any spoken word, written text or representation of any nature likely to harm the image or reputation of another candidate.
- 6.15 Candidates should not engage in any act, collaboration, or collusion by or between candidates with the intent to defraud or manipulate the result of the vote.
- 6.16 Candidates should not request support or service from World Archery or from external advisors who are working with World Archery in connection with their candidacies.
- 6.17 World Archery resources should not be used to fund travel and campaign activities by candidates who currently occupy elected or appointed positions beyond their normal duties as elected, appointed official or staff member.
- 6.18 Candidates who hold official positions within World Archery, World Archery bodies or Member Associations are permitted to remain in office during the election campaign.

6.19 The World Archery administration should maintain neutrality at all times. The members of the administration should limit their relations with the candidates strictly to the content of their role as staff.

## 7. At Congress

### 7.1 Scrutineers

At each Congress, scrutineers are to be nominated and confirmed. Each scrutineer observes the voting processes conducted at Congress in order to prevent manipulation or to detect mistakes. The scrutineers work alongside the technical staff which is handling the election process.

As soon as the scrutineers have been appointed, they will receive brief introduction from the IT staff in charge of running the voting and they can ask any question related to the process. The scrutineers will also be given a test report on the test conducted the day before (see below) to show the integrity of the system.

### 7.2 Presentations by candidates

Each candidate for President and Vice President should be provided with an equal opportunity to make a presentation to the members at the congress.

The presentation should focus on the credentials of the candidate and the vision and objectives for their term if elected. The presentation should last no more than 5 minutes for First Vice President and Vice President and may include video presentations and multi-media.

Candidates for other positions will be given an opportunity to be presented to the voting constituents at an appropriate virtual or electronic forum for the elections, the guidelines for which may be determined by the Electoral Board when the final number of candidates is known and the technical solutions have been found. The distribution of leaflets is allowed but not recommended for reasons of sustainability.

### 7.3 Voting

For details on voting procedure, we refer to:

- [Article 1.7.3](#) about weighted voting.
- [Article 1.7.4](#) about proxies.
- [Article 1.7.5](#) about Congress session validity.
- [Article 1.7.6](#) about the event of a tie.
- [Appendix 1](#) Congress procedures, Article 6 about voting.

In principle all voting is done electronically unless Congress decides otherwise, or it is not possible for some unforeseen technical reasons.

#### 7.3.1 Electronic voting

The devices, different test votes and procedures during the Congress voting are described in the Appendix at the end of this document.

### 7.3.2 Voting on paper ballots

The ballot papers will be validated by the scrutineers and distributed by the scrutineers with the assistance of the staff. Scrutineers must observe the ballot box at all times and announce the vote results after counting the votes twice. In case of different count, third count will be made. Paper ballots will be destroyed 21 days after Congress.

### 7.4 Protests

If the result of the election is challenged, any protest should be made in writing and presented to the Chair before the closing of the respective meeting of the Congress. The protest will be handled in accordance with World Archery Constitution and Rules and these electoral rules. The process will be handled by the Chair in consultation with Electoral Board and chairperson of Constitution and Rules Committee. The final decision will be made by the Congress.

## 8. Violation of these procedures and rules

Any interested party should bring any breach of these procedures and rules to the attention of the World Archery Office or the Electoral board. The office or Electoral Board should immediately inform in writing the appropriate body depending on the matter to conduct an inquiry in accordance with the code of ethics or rules.

## 9. Other matters not covered by this document

Any matters not provided for in this section of the present procedures and rules should be dealt with by the Electoral Board in consultation with the chairperson of the Board of Justice and Ethics and the Constitution and Rules Committee chairperson.

## 10. Candidature Form

The candidature form is available on [World Archery webpage](#). The form must be submitted electronically.

## Appendix – procedure of electronic voting

The integrity of the voting procedure is essential for the congress to be valid. World Archery has over the years developed and maintained its own voting system that allows to run voting and elections in an efficient and sure manner.

The procedure is overseen by the scrutineers and the chair of the Electoral Board.

### Devices

During Congress registration, voting delegates will receive a device to vote as well as a second device if they have a proxy. They will also be given login details. The congress delegates are responsible for the device as well as the login details. In case of loss, the device will not be replaced and the user account blocked.

### Test vote the day before

The complete result/data of this test vote will be provided to scrutineers. The test will need to show:

- the system can handle the total number of devices.
- the fact that the votes are conducted anonymously in terms of what is voted.
- The fact that the system allows to monitor that someone is voting and is allowed to vote (no intrusion in the network) and that the system is functional is required.

There needs to be at least three (3) test votes the day before:

- One test with all devices connected, with random number of votes and answers. Purpose of this test is to see if there is capacity to support all devices voting at the same time.
- Two tests with:
  - one (1) test member association with four (4) votes;
  - two (2) test member association with two (2) votes;
  - four (4) test member associations with one (1) vote.

Total 7 devices with 12 votes. They will simultaneously vote and it will not be possible to see the actual result of what was voted by any of these member associations as such.

- A test will be performed with all devices where all votes are put on yes. The result must reflect unanimous positive result.
- A second test where 50% (rounded up) will vote “yes” and the other devices “no”. With 12 votes, 50% is clearly 6 and cannot be rounded up.
- A test election for a committee with 4 candidates where candidate A will get 66% (rounded up) of the votes and gets elected in the first round and a 2nd round is organised where 2 other candidates (B and C) who will get 66% in the 2nd round and the other votes for candidate D and 10% abstentions (rounded down).

Only combination with 66% required: A: 8 votes (4+1+1+1+1); B: 2 votes (2); C: 2 votes (2); D: 0 votes and then we can elect A and remove D.



Second test with 66% required: B: 7 votes (different combinations); C: 4 votes (different combinations) and 10% (1 vote) as abstentions.

### **Test vote at Congress**

At the start of the congress two test votes will be performed

- One a yes/no vote where an attempt will be made for everyone to vote. However, if no one has signaled that he/she has an issue voting or a technical issue, it is not required to have 100% of votes collected. After the chair has asked to confirm that everyone had the opportunity to vote, the vote will be closed.
- One test election for a position with multiple positions and multiple candidates. Using the same process, after the chair has asked to confirm that everyone had the opportunity to vote, the vote will be closed.

In case a technical issue occurs during the test votes that could cause the integrity to be put in question, a subsequent test will be organised later during the congress. In case that the issue cannot be resolved during the first day of Congress, another solution will be proposed by the scrutineers and approved by Congress, for the elections which can be a paper ballot as an ultimate solution (see below).

### **Voting procedure - electronic**

When a vote or election will take place the Secretary General will ask the Congress to follow the voting procedure which includes:

- No one can move from his/her designated position during the voting process
- No photography or filming of anyone voting can take place. The live stream can only use a general view of the congress hall, a view of the chair or display the item that is being voted on.
- The only persons that can move around the hall are the scrutineers and the World Archery staff asked to do so by the scrutineers in relation to providing technical support (such as solving connectivity issues) to voting delegates. Staff member cannot use the device for anything else than assisting with the connection process or replacing a device that is not working. The scrutineer or staff member cannot observe or perform the actual voting operation.
- A time frame will be decided by the secretary general to vote. When the time frame has passed the Secretary General will ask the scrutineers if the vote can be closed who will check with the IT system if at least 75% of the voting delegates have expressed their vote. The Secretary General will then announce that the vote will be closed unless someone has an issue voting. In that case a scrutineer will assist the person concerned. If no issue is raised the vote will then be closed.
- As soon as the vote is closed the results will be shown on the screen to everyone in the congress venue and the secretary general will announce the results. When technical solutions allow, the results are also simultaneously displayed on the screen and in live stream.
- A printout of the results will be made and signed by the scrutineers at the end of the congress confirming the validity of the results.