

**17 May 2004**

**ENGLISH ONLY**

**UNITED NATIONS CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS (UN/CEFACT)**

**PROPOSED ELECTION PROCEDURES FOR 2004 ELECTIONS**

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Submitted by the UNECE secretariat

TRADE/CEFACT/2004/MISC.8

The secretariat proposes the following Elections Procedures for the election of the Vice Chair for UN/CEFACT.

1. By Tuesday 18<sup>th</sup> May noon, the secretariat issues the nominated list and the election procedures
2. Nomination list should detail name, country, position within organization and up to approximately 20 words provided by each candidate.

Example:

Ray Walker UK Special Advisor to DTI Formerly CEO of SITPRO

Election procedures

1. Voting slip with names listed in alphabetical order and countries along a check box will be produced by the secretariat

Example:

		Check Box
Name	IRELAND	<input type="checkbox"/>

2. Each Delegation is asked to vote for five of the candidates, taking into account geographical balance, by placing an X in the Check Box
3. The list of HoDs will be distributed on Tuesday so that delegations can verify that it is complete and correct. On Wednesday morning, one voting slip will be issued to each HoD who will be asked to sign for it on the list of HoDs.

Before the HoD places his/her voting slip into the sealed box, the secretariat will place a check beside their name on the list of HoDs that has the signatures.

4. By counting all of the HoD signatures without a check beside them, the secretariat will be able to identify which delegations took slips, but did not vote. By counting the number of checks the secretariat will count the number of expressed votes. The number of ballots in the box will be counted to be sure that it corresponds to the number of expressed votes.
5. The secretariat will record the votes on a master-voting matrix
6. Candidates with top 5 votes are considered elected
7. Proxy mechanism: A HoD may vote by proxy by nominating another delegate (in writing to the secretariat) to vote in their place or by giving, in writing, to the secretariat their voting preferences.

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