

Voting procedure in virtual session for WP.6 Advisory Group on Market Surveillance (MARS)

1. Announcement of candidatures

Any individual interested candidates may make their intention known by sending an email to the secretariat (lance.thompson@un.org) **by 25 April 2023 close of business** (one month prior to the actual meeting). No candidatures will be accepted after that date.

Candidatures should provide a short bio justifying their expertise which will be published on the event page.

2. Identification if voting is necessary

As per the *Guidelines for the establishment and functioning of teams of specialists within UNECE* (ECE/EX/2/Rev.1), the subgroup can have a chairperson and, if deemed necessary one or two Vice-Chairpersons (maximum of three leaders).

- If the number of candidates corresponds to the maximum number of positions, the candidates may be nominated by acclamation.
- If the number of candidates is larger than the maximum number of positions, or if there are objections to the candidatures presented, a vote will need to be organized using the following procedures.

3. Identifying the voting members

The group of experts appoints its own officers. This will be done during the annual meeting on 26 May during the administrative part of the meeting. Only those who have joined at least one MARS regular meeting within the past five years will be considered a voting member. If you are intending to vote, please come prepared with the dates of the meeting you last attended in order to facilitate your identification as a voting member.

4. Voting on the day of the MARS annual meeting, 26 May 2023

4a. Roll call of voting

A roll call of participants in the meeting will be taken within the first five minutes (11:00-11:05). The secretariat will verify each participant in private chats to ascertain who will be participating in the vote and identifying the email addresses of these participants. Any participants entering the meeting after 11:05 will not be able to participate in the vote.

4b. Ballot and voting

- The confirmed voting members will receive at the indicated email address, a blank voting bulletin as a WORD document attachment. This will be sent by the secretariat between 11:15-11:30.
- The voting member is to indicate in the WORD document bulletin (without ambiguity) their preferred candidate (one vote for chair candidate and a maximum of two votes for vice-chair candidates).
- The ballot must be received back by 12:00 at the latest.
 - The secretariat will maintain a check list of voting members who respond. If a member sends a ballot more than once, only the first ballot sent will be taken into consideration.
- The secretariat will receive the ballot but not open it; it will be saved to an internal file of WP.6 and counted by a different staff member. The email will be deleted promptly, and no association will be made between the voting member and their individual ballot.

4c. Announcement of results

At the end of the meeting (at around 12:55), the results of the ballot will be announced.

In the event that the vote is not conclusive (i.e. not a majority for a single candidate or a tie for second place), voting members will be requested to recast a vote. The secretariat will resend a ballot of the candidates to the voting members. The voting members will have an hour to respond. The counting of ballots will be repeated as above, and the results announced by email before the end of the day.

Flowchart of the election procedure:

