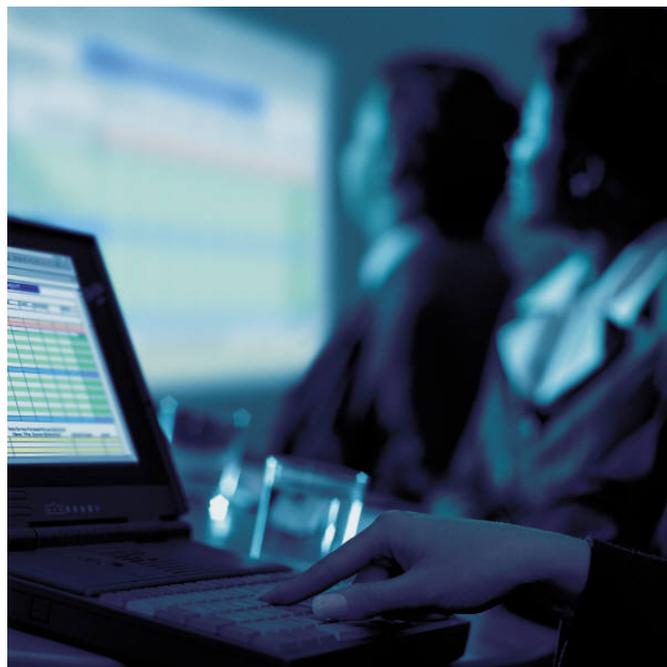




# Guidelines for Member and observer Delegates

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Accreditation, Voting and Speaking at the Members' Assembly



IUCN World Conservation Congress,  
Jeju, Republic of Korea  
6 - 15 September 2012

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**Annex: Proposed amendments to the Rules of Procedure of World Conservation Congress and to the IUCN Regulations pertaining to the organization of the World Conservation Congress**

## Introduction

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The purpose of the “Guidelines for Member and observer Delegates” is to provide delegates with comprehensive information about accreditation, as well as on how voting and speaking at the Members’ Assembly will take place.

Some important changes concerning accreditation, voting and speaking rights as well as elections are being implemented, or will be proposed for approval at the first sitting of the Members’ Assembly on 8 September (if they require approval by the Assembly). We therefore recommend that all delegates read these guidelines, even those who have already attended previous congresses.

We also recommend that you read/familiarize yourselves with the following:

- [Official Congress documents](#)
- [Motions blog](#)
- [IUCN Statutes, including Rules of Procedure of the World Conservation Congress, and Regulations](#)
- [Web pages for the candidates for election to the IUCN Council 2013-16](#)
- Document on “Electronic Elections at the Members’ Assembly of the IUCN World Conservation Congress” (will be made available closer to the Congress).

### **IMPORTANT:**

**To ensure that the Congress is organized and conducted in an effective manner, the provisions of the IUCN Rules of Procedure of the World Conservation Congress (ROP 12) in reference to the accreditation of Member and observers will be enforced:**

- **Statements of credentials must be submitted by observers with speaking rights<sup>1</sup>, (not only by Members).**
- **Statements of credentials must be submitted before the World Congress opens on 6 September 2012 at 17:30, Korea Standard Time (UTC/GMT +9 hours).**

## Participation in the Members’ Assembly

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The IUCN World Conservation Congress that will be held from 6 to 15 September 2012 in Jeju, Republic of Korea, consists of the following: the [Forum](#) where IUCN Members and partners discuss cutting edge ideas, thinking and practice; and the [Members’ Assembly](#), IUCN’s highest decision making body.

Participants in the Members’ Assembly are:

- Members’ delegates in the Categories A - States and government agencies and B - National and international NGOs (with voting and speaking rights), if duly accredited;
- Members’ delegates in the Category C - Affiliates (with speaking rights), if duly accredited;
- Observers with speaking rights, if duly accredited;
- Councillors, Chairs and Deputy Chairs of Commissions, who all have speaking rights but do not need to get accredited;
- Representatives of the press (no voting or speaking rights);

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<sup>1</sup> These include:

- Non Member States
- All organizations with which IUCN has formal working relationships established by 31 July 2012. For this purpose, formal working relationships are defined as contracts, Memorandums of Understanding, Letters of Intent or any other sort of written agreement which does not need to be legally binding or otherwise enforceable.
- Chairs of officially recognized National and Regional Committees.

- Any other Member or observer who registered for the Members' Assembly (no voting or speaking rights); and
- Secretariat Staff (no voting or speaking rights, except the Director General and the Legal Adviser who do have speaking rights).

### **Member and observer delegations**

There is no limit to the number of delegates from Members and observers represented at the Assembly. All participants from a Member or observer organization/institution registered to attend the Members' Assembly are considered as part of the official delegation.

Each Member delegation (for Categories A & B only) has access to one voting and speaking device placed on their designated table. Because of space limitations, a maximum of three delegates per delegation can sit together at a voting device. Delegations with more than three delegates will be asked to have the other delegates taking a seat at the back of the room.

Observers with speaking rights will not have individual microphones at their disposal, but there will be an area assigned to them at the back of the plenary hall where they can insert their speaking card when needed.

## **Voting rights**

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Members in the following categories have the right to vote:

- **Category A:** Governmental Members (States and government agencies):
  - Each State Member has three votes, one of which shall be exercised collectively by the Government Agency Members, if any, of that State. That is to say that a State Member has 3 votes, but if there are any government agency Members in that country, then 1 of the 3 votes is given to the government agencies and the State will exercise 2 votes instead of 3. If there are two or more government agencies in a country, they will have to share the 1 vote. If there is only one government agency, this agency will have 1 vote. If there is no government agency Member in the country, the State keeps the 3 votes.
  - Government Agency Members of IUCN within a State which is not a State Member of IUCN collectively have one vote.
- **Category B:** NGO and INGO Members:
  - National non-governmental organizations: each has one vote.
  - International non-governmental organizations: each has two votes.
- **Category C:** Affiliates
  - Affiliate Members have the right to speak at the Members Assembly once they have been accredited, but do not have the right to vote.

### **IMPORTANT:**

**All governmental Members in countries where a vote is shared by several government agencies have been contacted by the Membership Unit by email to establish which governmental agency will actually be voting on behalf of the other agencies. If you have doubts about which government agency in your country is holding the vote, please write to [accreditationcongress@iucn.org](mailto:accreditationcongress@iucn.org).**

## Accreditation

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The purpose of accreditation is to ensure that:

- Only Members that have paid their membership dues up to and including 2011 entirely can vote and/or speak at the Members' Assembly.
- Only observers that comply with the provisions of the IUCN Statutes and Regulations (see below) and are duly authorized by their organization/institution can speak at the Members' Assembly.
- Only Heads of delegation that have been duly designated by their organization/institution can vote and/or speak at the Members' Assembly.

### Who needs to get accredited?

- Members in categories A and B (voting and speaking rights at the Members' Assembly).
- Members in category C (speaking rights at the Members' Assembly).
- Applicants (in categories A & B) whose applications for membership of IUCN will be considered by Council at its meeting taking place just prior to the opening of the Members' Assembly must submit their statement of credentials. Their credentials will be confirmed, once admitted; or invalidated, if their application is rejected.
- Observers with speaking rights at the Members' Assembly<sup>2</sup>. These are:
  - Non Member States.
  - All organizations with which IUCN has formal working relationships established by 31 July 2012. For this purpose, formal working relationships are defined as contracts, Memorandums of Understanding, Letters of Intent or any other sort of written agreement which does not need to be legally binding or otherwise enforceable.
  - The Chairs of officially recognized National and Regional Committees.

### **IMPORTANT:**

**When the dues of a Member are one year in arrears<sup>3</sup>, all the rights of this Member in connection with elections, voting and motions are ipso facto suspended. This Member can therefore not be accredited to vote and/or speak at the Members' Assembly.**

### Accreditation of observers with speaking rights

Please contact [accreditationcongress@iucn.org](mailto:accreditationcongress@iucn.org) to receive your login details for the accreditation system.

### Online accreditation system

The IUCN Secretariat has taken a major step towards improving the accreditation process through the development of an online accreditation system. This new system offers Members and observers the possibility to submit their statements of credentials and for Members to directly change their Head of Delegation and manage their proxy votes (given and received).

All Members with voting and/or speaking rights, as well as observers with speaking rights must submit a written statement of credentials before the IUCN World Conservation Congress opens on 6

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<sup>2</sup> In accordance with the Rules of Procedure of the World Conservation Congress, Members of Council and Commission Deputy Chairs also have speaking rights. However, they do not need to submit a statement of credentials. They will receive their speaking card at Congress. In addition, the Director General may at any time with the permission of the Chair, make oral or written statements to the World Congress on any question brought up for discussion. The Legal Adviser also has the right to participate in, and speak at, sessions of the World Congress.

<sup>3</sup> As confirmed by Council, for the 2012 IUCN Congress, Members will be considered up-to-date in the payment of their dues if these are paid entirely up to and including 2011.

September 2012 at 17:30, Korea Standard Time (UTC/GMT +9 hours) in order to exercise their right to vote and/or speak.

The accreditation system is accessible to:

- Observer and Member delegates registered to participate in the IUCN World Conservation Congress.
- Primary contacts of Member organizations/institutions (so that statements of credentials can be submitted by Members not attending the Congress who wish to empower another Member to vote on their behalf).

#### **Log in to the accreditation system**

- Click on the link to the [online accreditation system](#).
- A log in prompt box will appear on your screen.
- Type your user name and password into the corresponding fields. Click OK. Your user name and password are the same as the ones used for the Congress registration system (if you are already registered to participate in the Congress) or the Members' Portal. It is also the same as for the motions blog.

If you are experiencing problems with logging into the system (lost username and/or password), you can click on the link to access the IUCN Accounts Management page, where you will be put in contact with the help desk.

#### **Your home page**

Once you have logged into the system, your home page will appear.

Your home page is divided into four parts:

- The top central part includes information about your organization/institution, its accreditation status and its voting and speaking rights.
- For Members, the bottom central part lists the proxy votes given to another Member or the ones you have received, as applicable.
- The part on the right-hand side shows the name of a Member Primary Contact, the name of all your delegates registered to participate in the IUCN Congress, and the link to your statement of credentials when uploaded.
- The part on the left-hand side of the profile page is where you find the links to designate your Head of Delegation submit your statement of credentials; and manage your proxies.

#### **Designate your Head of Delegation:**

Members and observers are encouraged to nominate women as Heads of Delegations to ensure gender balance.

For Members and observers attending the Congress, this is the first step to complete on the [online accreditation system](#).

A drop-down menu allows you to select from among the delegates from your organization/institution registered to attend the Members' Assembly who will be the Head of your Delegation.

Members and observers with speaking rights attending the Members Assembly must designate a Head of Delegation.

Voting and/or speaking cards, will be handed over at the accreditation desk to the Head of Delegation exclusively.

Only the Head of Delegation may vote and speak on behalf of the Member/observer he/she is representing.

Any Head of Delegation who is unable to attend a sitting of the Assembly may be replaced by another delegate duly authorized by the Head of Delegation. Members and observers can change their Head of Delegations through the online accreditation system.

### **Statement of credentials**

A written statement of credentials must be submitted by each Member and observer with voting and/or speaking rights. The statement can be submitted in two ways:

- by using the statement of credentials form on the [online accreditation system](#) (preferred option); or,
- by uploading onto the online accreditation system a letter that provides all the particulars called for in the “statement of credentials form.”

According to the provisions of the IUCN Statutes and Regulations, the statement of credentials must be submitted on the official letterhead or bear the official seal of the Member or observer. It must be signed by the responsible official<sup>4</sup> of the Member or observer. It must indicate the name of the person who will be the Head of the Member or observer delegation.

### **Submit your statement of credentials**

When clicking on the link, the “statement of credentials form” will open.

It will already include the details of the Head of Delegation (for organization/institution that will be represented at Congress) you have designated, as well as the other members of the delegation.

If you are a Member not attending the Congress, the name of the Primary Contact for relations with IUCN of the Member will appear.

You will be prompted to complete the form online with the name of the “Responsible Official” of the Member or observer organization/institution.

You will then need to print the “statement of credentials form” on the letterhead of your organization/institution (or affix the official seal), affix the signature of the “Responsible Official”, scan the form and upload it back onto the system.

As a Member, provided that you fulfill the other requirements (dues paid entirely up to and including 2011), the accreditation status on the profile page will be “Submitted”.

As an observer, your status will also show “Pending”, until the compliance with the definition of observer has been confirmed by the Secretariat. You will be contacted by the Secretariat in case of doubts.

### **Change the Head of your Delegation**

Once the Head of Delegation has been nominated, he/she can designate another member of her/his delegation to replace him/her if unable to attend a sitting of the Members Assembly.

### **IMPORTANT:**

**Changes of Heads of Delegations must be made before 17:30 Korea Standard Time (UTC/GMT +9 hours) for it to be activated on the electronic voting/speaking card the next morning.**

### **Proxy votes**

Proxy votes (given and received) are managed by the Members through the online accreditation system.

In all cases, Members wanting to give a proxy authorization to another Member to vote on their behalf must first submit a statement of credentials.

Voting Members unable to attend the World Congress are encouraged to give a proxy authorization to another voting Member to vote on their behalf. There is no need to nominate a Head of Delegation to give proxy to another Member to vote on your behalf), but you must submit a statement of credentials

A proxy vote cannot be given by a voting Member to a Member in the category C (Affiliates).

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<sup>4</sup> The “Responsible official” is a person within your organization who is in a position to ensure the reliability of the information: the president, secretary, treasurer, vice-president, executive officer, director general, elected official, or any other person who performs similar policy or decision making functions, or a duly – authorized representative of such person.

A government agency Member holding the card with the collective vote for the government agency Members in a country should first seek the agreement of the other agencies before handing over the vote to another IUCN Member.

Member organizations/institutions whose delegation includes a delegate sponsored through the IUCN Secretariat Sponsored Delegates Programme are not allowed to vote by proxy (unless there are exceptional circumstances. Please refer to the guidelines signed by all Sponsored Delegates).

Proxy holders cannot, in turn, give proxy to another Member.

### ***Manage your proxy votes:***

A Member accreditation status must be “submitted” in order to be able to give/receive proxy votes.

Click on the link “Give proxy votes”, you will be able to select the Member you want to be your proxy to vote on your behalf. If you do not find a particular Member this may be due to the fact that it has not yet completed its accreditation process.

On the home page, you will see all the votes you received from other Members, or the votes given by you to other Members. By clicking on the appropriate links, you will be able to refuse a proxy given to you or reclaim a proxy that you have given to another Member.

Proxy holders will be given two options for casting the proxy votes that they hold:

- If all the votes to be cast by a proxy holder are identical, a single electronic card will be used and the total votes (including the proxies) will be automatically counted.
- If a Member has provided specific voting instructions to the proxy holder, which differs from the other vote(s) to be cast by the proxy holder, one or more additional “correction” card(s) will be produced so that the proxy holder can cast one or more vote(s) differently. The number of “correction” cards to be distributed will therefore depend on the number of proxy votes held by a given Member for votes which are to be cast differently.

There is no need for the proxy holder to go to the accreditation desk to get their card reprogrammed, unless “correction cards” are needed. The proxy vote will be automatically activated on the electronic card the next morning (provided that it has been received by the deadline).

You can check the number of votes on your card by introducing it in the microphone/voting unit.

For Members holding a more than 3 proxies with “correction cards”, several voting machines will be made available to ensure a timely casting of votes. In order to ensure that these ‘big proxy holders’ receive sufficient assistance, these delegations will have a specified seating allocation in the plenary hall.

### ***IMPORTANT:***

- **Changes to the proxy votes and requests for correction cards must be made before 17:30 Korea Standard Time (UTC/GMT +9 hours) for them to be activated on the electronic voting/speaking card the next morning.**
- **Members holding many proxies are encouraged to solicit the support of the Accreditation desk for any queries they might have.**

### ***Help with the accreditation system***

Instructions are provided on the online accreditation system for each section of the process (statement of credentials, head of delegation, proxy votes).

If you have any questions, you can contact [accreditationcongress@iucn.org](mailto:accreditationcongress@iucn.org) and we will get back to you as soon as possible.

Alternatively, you can also contact the [Membership Focal Point in your region](#).

## ***Electronic voting/speaking cards***

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Provided that a statement of credentials has been uploaded onto the online accreditation system and provided that it is in order, the accreditation desk will hand over voting/speaking cards to the Head of a Member Delegation.

In order to plan for the unlikely event of a failure of the electronic voting system, paper voting cards corresponding to the number of votes held by a Member will also be distributed for manual voting.

The cards will be distributed as follows:

- **Category A = Governmental Members (States and government agencies):**
  - State Members with no government agencies from the Member country will receive 1 electronic voting/speaking card carrying 3 votes.
  - State Members with government agencies from the Member country will receive 1 electronic voting/speaking card carrying 2 votes.
  - Government agencies holding the collective vote of all government agencies from a given countries will receive 1 electronic voting/speaking card carrying 1 vote.
  - Government agencies that do not hold voting rights will receive 1 electronic speaking card carrying 0 votes.
- **Category B = NGO and INGO Members:**
  - International nongovernmental organizations will receive 1 electronic voting/speaking card carrying 2 votes.
  - National nongovernmental organizations will receive 1 electronic voting/speaking card carrying 1 vote.
- **Category C = Affiliate Members:**
  - Affiliate Members will receive 1 electronic speaking card carrying 0 votes.
- **Observers with speaking rights:**
  - Observers will receive 1 electronic speaking card.

The number of votes carried by each card will be displayed on the microphone/voting units once the card is inserted.

The electronic voting cards are programmed so as to ensure that the votes of Category A Members and the votes of Category B Members are recorded separately.

## ***Microphone/voting units***

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All voting during the Members' Assembly will be carried out electronically. The microphone units will serve as voting machines. Each delegation will be able to use only one microphone/voting unit. Each unit can only be used by a single card, unless a Member is holding proxy votes, in which case the microphone/voting unit will allow for the use of additional cards (see section on proxy votes for further details).

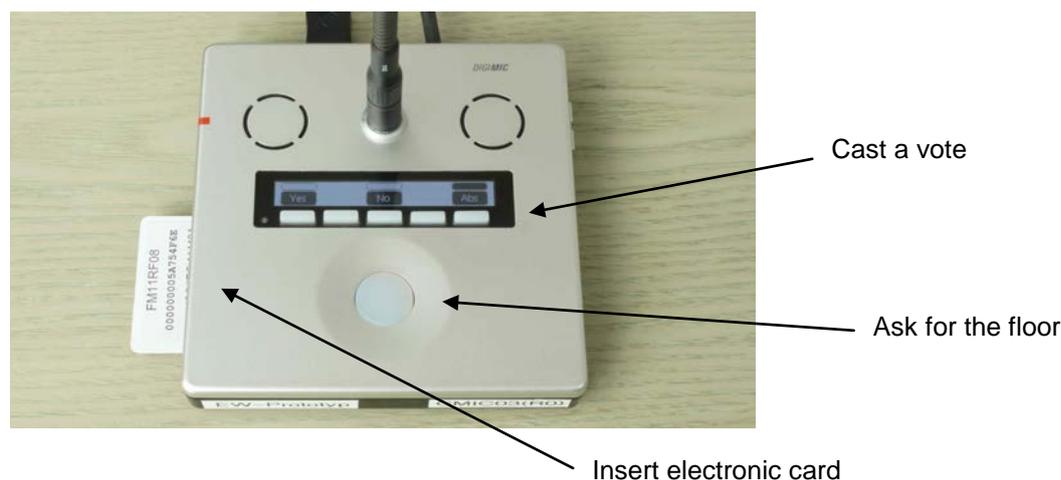
The microphone/voting units are equipped with a small screen which, upon insertion of the electronic card, will display the following information:

- The name of the delegation
- The home country of the delegation, if relevant.
- The number of votes held by the delegation (including proxies where applicable)

During voting sessions, the display will be used to show delegates which selection(s) has/have been made.

A timer will be displayed on the main screen during each vote, indicating how much time is left for delegates to cast their vote. As long as voting is open, a delegate can easily correct his/her vote by pushing the key of his/her preference.

It is possible to change one's vote during the short time available to vote; however, it is the last opinion expressed that counts.



**IMPORTANT:**

**Voting units only allow the use of one card. Voters will lose their votes if they use the same machine as someone else without a proxy.**

### **Establishing quorum**

The quorum will be measured only at the beginning of each sitting by the Chair asking delegates to insert their cards in the microphone/voting units, and again each time during a sitting when the Chair deems it necessary or when a delegate so requests.

The Chair will receive the quorum result and announce whether the quorum is achieved or not (with details as the Chair deems necessary or if a delegates requests them).

## **Voting on motions**

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### **About motions**

A motion means a draft in writing of any decision which the Members' Assembly is requested to take.

Motions may be proposed by the Council, or by any Member eligible to vote with the co-sponsorship of at least five other such Members.

Motions shall normally be submitted to the Director General no later than one hundred and twenty days before the opening of the next session of the World Congress.

Motions may also be submitted at the Members' Assembly either by the Council, or by a Member eligible to vote with the co-sponsorship of at least ten other Members eligible to vote, but only if the subject of the motions is new, urgent, could not have been foreseen, arises out of deliberations of the World Congress or responds to matters on the agenda. Such motion may take the form of a resolution, recommendation, and expression of opinion or proposal.

Once a motion is accepted it becomes either a resolution or a recommendation. Resolutions are directed to IUCN itself. Recommendations are directed to third parties, and may deal with any matter of importance to the objectives of IUCN.

### **Voting electronically on motions**

When the Chair calls upon Members to vote, the motion is displayed on the screen in the three official IUCN languages, clearly identified through a specific numbering system, together with the options YES (green), NO (red), ABSTAIN (white).

Votes are cast by inserting the card into the microphone/voting units and pressing the relevant button.

Abstentions are not counted as votes cast.

The Chair may exercise a vote, if a voting delegate. In the event of a tie, the Chair shall not have a further vote and the motion shall be considered to have failed.

### **IMPORTANT:**

**It is possible to change one's vote during the short time available to vote; however, it is the last opinion expressed that counts.**

### ***Distribution of Draft Motion Texts***

Before they are submitted to a vote in plenary, the text of the motions will be made available to delegates. In order to avoid unnecessary paper use, the distribution of these documents will be made electronically. As soon as a motion is ready for a vote in plenary, it will be uploaded on the Congress website.

A few paper copies will be made available in the plenary hall for those delegates who do not have a computer to access the electronic files.

### ***Displaying the results***

Votes for/against/abstain are tallied electronically and the results of the tally announced to the Members' Assembly by the Chair through displaying the tally on a screen visible to all delegates.

The results of each vote are displayed separately for the Government and the NGO houses, and in the three official IUCN languages.

Unless provided otherwise in the Statutes, decisions of the World Congress shall be taken by a simple majority of votes cast in each Category.

The Election Officer shall monitor and ensure the accuracy of the electronic voting system.

If the Chair thinks it necessary or if any delegate so requests, a vote may be repeated.

MOTION: CGR4.MOT001					
MOCION: CGR4.MOT001					
Strengthening the links between IUCN Members, Commissions, and Secretariat					
Gov. / Gouv. / Gob.			NGO / ONG		
YES OUI / SI	NO NON	ABST	YES OUI / SI	NO NON	ABST
					
87	1	2	192	0	6
98.86%	1.14%		100.00%	0.00%	
Total: 88			Total: 192		
<b>Approved / Approuvée / Aprobada</b>					

### ***Written statements***

The Director General shall keep a register of the written statements of any Member explaining its vote and shall reflect these statements in the volume of the Proceedings, or that of the Resolutions and Recommendations of the World Congress.

### ***Voting records of the Members' Assembly***

Council at its 72<sup>nd</sup> meeting in February 2009 advised the Director General "to make available to a Member, upon its request, the voting record from the World Conservation Congress only with regard to its own votes (including proxy votes), and to advise Members wanting to know the voting records of other IUCN Members that they contact these Members directly to obtain this information."

## ***Elections***

### ***Nomination of candidates***

Members in Categories A (States and government agencies) and B (national and international NGOs) have the right:

- To propose to the Council candidates for President, Treasurer and Chairs of the Commissions to be elected by the Members' Assembly.
- To nominate candidates directly to the World Congress for election as President.
- To nominate candidates to the Members' Assembly for election as Regional Councilors.

At least nine months before each ordinary session of the Members' Assembly, the Members in Categories A and B receive an invitation by the Director General to submit to the Election Officer, the names of candidates for election as Regional Councilors.

The President, the Treasurer and the Chairs of the Commission Chairs are elected by the Members' Assembly on the nomination of the Council.

Nominations for the President may also be made by forty Members eligible to vote from at least three Regions, within the period prescribed in the Regulations.

Should a sole candidate for the post of the President, Treasurer or Chair of Commission withdraw or become ineligible, the Council shall meet in an extraordinary session and, having considered the views of the Members of IUCN, shall propose a new candidate to the World Conservation Congress.

### **Method of voting**

The Elections Officer will present the election procedures during the first sitting of the Assembly on the morning of 8 September, allowing time for questions and answers and running a test with the delegates.

The elections of the President, the Treasurer and each of the Chairs of the Commissions shall be conducted separately and as follows:

- The President and the Treasurer may be elected by acclamation.
- Where a vote is required and there is only one candidate for a post, if that candidate does not receive a simple majority of votes cast by each Category of Member eligible to vote, the post shall be filled by the Members Assembly or, failing a decision by the closure of the session, by the new Council.
- Where there is more than one candidate for any of these posts a vote shall be taken in accordance with Rule 81.
- Where there is more than one candidate for the post of the President, Treasurer, Regional Councilor or Commission Chair (Rule 81):

The list of candidates will be displayed on the main screen of the plenary hall in alphabetical order from a randomly selected point in the alphabet (in Jeju, that letter is 'U'). Where one person is to be elected from two or more candidates for the post of President, Treasurer or Chair of a Commission, the vote shall be cast by selecting the name of the preferred candidate.

Where three persons are to be elected from among four or more candidates to serve as Regional Councillors for a Region, the vote shall be cast by selecting the names of up to three preferred candidates. Where more than one candidate is nominated from the same State, only the candidate receiving the greater number of votes may be elected.

For the first time in its history, the IUCN Members' Assembly will use an electronic system to run its elections. The main rationale for running electronic elections during Congress is to ensure a more efficient counting of votes. Whereas previous Congresses required the mobilization of dozens of people over an entire day to count the votes cast during the elections, the electronic system will automatically provide results in a matter of seconds. In Jeju, the results will be known shortly after the close of the elections in the evening of 12 September.

The decision to use an electronic elections system was approved by the IUCN Membership through the adoption of a statutory reform proposed by Council and voted on through an electronic mail ballot in April 2012. The full text of the approved motion is provided as an annex.

For the forthcoming Congress in Jeju, the electronic elections system will be operated by the same company (Braehler) providing the audio-visual services in the plenary hall, including the electronic system for voting on motions. The electronic elections system has been tested and approved by the designated Elections Officer during a site visit to the service provider (Braehler) in May 2012.

If the electronic system were to fail during the elections, paper ballots will be printed and distributed to Members by the Secretariat.

### **Vote counting**

The number of votes cast for each candidate shall be totaled and the candidates ranked in order of the votes cast, this being done separately for Category A and Category B votes. The rankings so obtained for Category A shall then be added to those of Category B to produce a combined ranking.

In the event that the combined ranking is the same for two or more candidates the rankings shall be recalculated as follows: the Category A votes for each candidate required to fill the posts involved

shall be multiplied by a constant factor being the number of Category B votes cast divided by the number of Category A votes cast for all candidates in that balloting; these adjusted Category A vote totals shall then be added to the Category B vote totals and the candidates ranked in order of the combined vote so obtained;

Where three or more candidates from the same State, each nominated for a different Commission Chair post, receive the highest number of votes or the highest ranking for the respective posts for which they were nominated, only the two candidates who receive the highest percentage of the votes in the voting for their respective Commission Chair posts shall be elected. With regard to each of the remaining candidates who received the highest number of votes or the highest ranking for the posts for which they were nominated, the vote on each such candidate ipso facto shall be vacated by the election of the two candidates who received the highest percentage of votes, and the vacant post of Commission Chair for such candidate's Commission shall be filled as follows:

- If there was a runner-up candidate from a different State who received at least eighty percent (80%) of the votes received by the candidate for whom the vote was vacated, then such runner-up shall be elected to the vacant post of Commission Chair.
- If there was no runner-up from a different State who received at least eighty percent (80%) of the votes received by the candidate for whom the vote had been vacated, then the post of Commission Chair for that Commission shall be filled by the new Council.
- Where the number of candidates for Regional Councillors is the same or less than the number of vacancies in the Region for which they are nominated, each candidate shall be voted on individually. Should a candidate not receive a simple majority of votes cast by each Category of Members eligible to vote, the position of the Regional Councillor shall be filled by the new Council.

### **Publishing the results**

All the results of the 17 different rounds of elections will be published jointly at the end of the last round of voting on 12 September (election of IUCN President). Because the Elections Officer will require some time to validate the final rounds of the elections, the results will be made available a couple of hours after the end of the last sitting of 12 September. The results will be published on the IUCN World Conservation Congress website.

At the beginning of the following sitting of the Members' Assembly on the morning of 14 September, the results will be briefly presented to the plenary by the Elections Officer.

## **Speaking**

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The Chair shall recognize all participants who request the floor, and shall as far as possible call on them in that order, allowing diverse viewpoints to be heard.

Participants may speak only if called upon by the Chair.

Where a motion is debated, the Chair shall where appropriate, alternatively call speakers for and against the motion.

The Chair may prescribe a time-limit for speakers and limit interventions accordingly.

A time will be shown on the main screen underneath the (live) image of the speaker (visible for the entire audience). The time will run for 3 minutes from the moment a new speaker takes the floor (Members) and 2 minutes for observers.

A speaker shall not be interrupted except on a point of order.

The speaker may, with the permission of the Chair, give way during a speech to allow other delegate or observer to request elucidation on a particular point in that speech.

If a speaker is irrelevant, the Chair may call the speaker to order. In the event of persistent irrelevance, the Chair may forbid the speaker to speak for the remainder of the debate. The speaker concerned may appeal in writing to the Steering Committee against exclusion from the debate. Participants who consider that they have been denied the right to speak because they have not gained recognition may also appeal. The Steering Committee shall report on the appeal to the World

Congress at the beginning of its next sitting and the World Congress shall vote on the matter unless the Chair annuls the Chair's earlier decision.

A participant who wishes to make a personal statement or explanation or exercise a right of reply shall be heard at the Chair's discretion.

No speaker may speak for more than five minutes on any of the following:

- an explanation of votes;
- any question of procedure; and
- a personal statement or explanation.

### *Interventions by Heads of Delegation on behalf of their own organizations*

Each delegation has access to one voting and speaking device placed on their designated table.

When Heads of the Delegation (Member or observer) wish to intervene in a debate, they insert their card into the machine within a time limit indicated by the Chair.

The red light next to the card reader switches off to indicate that the card is valid and accepted by the system.

When the microphone button is pressed, the request is transmitted to the Chair.

A red light "REQUEST" on the device turns on to indicate that the request has been received.

When the Chair invites the Member/observer to speak, the organization is identified on the screen in the Plenary Hall, and the microphone is activated by the audio control engineer.

As soon as the microphone is LIVE, the "MIC" light turns on as well as the red ring surrounding the microphone.

### *Interventions by Heads of Delegation wishing to speak in the name of an organization for which they hold a proxy:*

The card of the organization is inserted into the machine within the time limit indicated by the Chair.

The red light next to the card reader switches off to indicate that the card is valid and accepted by the system.

When the microphone button is pressed, the request is transmitted to the Chair.

When the Chair invites the Head of Delegation to speak, the name of the organization on whose behalf s/he is speaking appears on the screen in the Plenary Hall.

#### **IMPORTANT:**

**Delegates are able to de-activate their request for the floor, if desired, by pressing the same button a second time (thereby turning off the flashing lights) or by removing their electronic card. The Chair will be able to see which delegations have removed their request for the floor.**

## *Sponsored delegates*

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In Barcelona, sponsored delegates from 476 member organizations/institutions were present.

- 54 of the sponsored members could not exercise their voting rights of which:
- 21 had their credentials in order and registered but did not collect their card
- 33 did not have their credentials in order

Another 10 sponsored members from Government Agencies did not have voting rights because the right was attributed to another Government Agency in their country.

Out of the remaining 412 sponsored delegates, an average of 149 participated (by voting "yes", "no", or "abstain") in the voting on motions while 272 on average or 57% did not vote.

In the worst case (Motion 1) 346 sponsored Members (84% of the actual voting power of sponsored Members) did not vote.

In the best case (Motion 59) 206 sponsored Members (50% of the actual voting power of sponsored Members) did vote.

In view of these very disappointing figures, the Secretariat has issued stricter guidelines for Sponsored Delegates. All Sponsored Delegates and their organizations/institutions have to adhere to these guidelines.

**IMPORTANT:**

- **Members whose delegation includes a delegate sponsored by the Secretariat through the Sponsored Delegates Programme are not allowed to give a proxy to another Member.**
- **Members whose delegates are sponsored are requested to attend the full Members' Assembly and vote on at least 75% of the motions, as well as on the approbation of the IUCN Programme and the election of the President, Treasurer, Regional Councillors, and Chairs of the Commissions. Failure to comply with these obligations will be reported to Council and may result in sponsorship to their organization/institution for future Congresses to be refused.**

## ***Roles and responsibilities***

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### ***Chair at sittings of the Members' Assembly***

The President, or one of the Vice-Presidents or a member of the Council, shall take the Chair at sittings of the World Congress.

The duties of the Chair shall be:

- To open, suspend and close sittings of the World Congress.
- To announce, at the end of each sitting, the date, time and agenda items for the next sitting. To guide the debates of the World Congress.
- To maintain order, call on speakers, limit interventions, close debates, put questions to the vote and announce the results of votes.
- Unless other arrangements have been made, to submit the proposals of the Council to the World Congress.

The Chair shall call to order any participant who causes a disturbance during the proceedings or otherwise contravenes these Rules of Procedure.

In the event of persistent disturbance or contravention of the Rules of Procedure, the Chair may propose that the offender be excluded for the remainder of the sitting. The Members' Assembly shall decide on this proposal forthwith and without debate.

### ***Election Officer***

The Election Officer is appointed by Council and is responsible for supervising the elections and the counting of votes. The Election Officer shall not be a candidate for election nor a member of the Secretariat. His Terms of Reference have been approved by Council

### ***Credentials Committee***

During the first session of the Members' Assembly, Members elect a Credentials Committee, composed of members nominated by the President and including the Director General or the Director General's representative ex officio.

The [Terms of Reference](#) of this Committee include notably the following responsibilities:

- To supervise the accreditation process of Members and observers,

- To certify to the Congress that only Members whose dues are paid entirely up to and including 2011 are able to exercise their rights in connection with elections, voting and motions.
- To inform Congress daily of the total number of votes to be exercised by each category of voting Members present at the Congress.
- To refer to the Congress the name of those Members who are two years (2010 and 2011) or more in arrears in the payment of their dues and whose rights may be rescinded.
- To act as focal point for issues of the IUCN membership constituency.

### ***Finance and audit Committee***

The [Terms of Reference](#) of this Committee is to assist Congress with matters related to finance and, in particular to examine the Financial Plan for 2013-2016 and to examine the audited annual accounts for the years 2008, 2009, 2010 and 2011.

### ***Governance Committee***

The role of the Governance Committee is to advise, consult with and facilitate discussion among IUCN Members, representatives of IUCN, Commissions, and representatives of IUCN National and Regional Committees participating in the WCC on issues related to governance. See [Terms of Reference](#).

### ***Programme Committee***

The role of the Programme Committee is to assist Congress on programmatic matters in accordance to its [Terms of Reference](#), notably during discussion of the draft Programme or proposed mandate of a Commission.

### ***Resolutions Committee***

The Resolutions Committee (RC) manages the motions process before and at the Congress according to its [Terms of Reference](#). The Resolutions Committee will be elected by the Congress and reports to the Steering Committee. It includes the members of the Resolutions Working Group appointed by the Council.

### ***Steering Committee***

The Preparatory Committee appointed by the Council to make preparations for the World Congress together with the President, Vice-presidents and Director General shall comprise the Steering Committee which shall be charged with the general duty of forwarding the business of the World Congress.

All matters concerning the organization of the World Congress shall be referred to the Steering Committee as prescribed by its [Terms of Reference](#).

The Steering Committee shall meet as necessary during the World Congress and shall invite concerned individuals as necessary to join in its meetings.

**Annex:**

**Proposed amendments to the Rules of Procedure of World Conservation Congress and to the IUCN Regulations pertaining to the organization of the World Conservation Congress**

Origin: IUCN Council

**Action Requested:** The Members of IUCN are invited to adopt, by mail ballot in advance of the 2012 Congress, the draft motion concerning 'Proposed amendments to the Rules of Procedure of World Conservation Congress and to the IUCN Regulations pertaining to the organization of the World Conservation Congress'.

**DRAFT MOTION**

The Members of IUCN,

**Adopt** the following amendments to the Rules of Procedure of World Conservation Congress:

Amend Rule 3 as follows: (existing text to be removed, if any, in strike through; proposed new text *in blue italics*)

Following the World Conservation Forum, *the* Members' Assembly shall sit and deal with the business and policy of IUCN, in accordance with the Statutes.

Amend Rule 5 as follows: (existing text to be removed, if any, in strike through; proposed new text *in blue italics*)

Members of IUCN may be represented at the World Congress by up to three delegates. If a member eligible to vote is represented by more than one delegate, it shall nominate a Head of Delegation.

Remove Rule 11 and the subtitle 'Number of Representatives'

Amend Rule 12 as follows: (existing text to be removed, if any, in strike through; proposed new text *in blue italics*)

A written statement of credentials designating representatives shall be submitted by each Member and *by each* observer institution *invited by Council in accordance with Rule 40*. Such statement shall be signed by the responsible official of the Member or observer concerned who has the necessary authority. Such officials may authorize their own service as representatives. The statement shall be either on a form provided by the Director General, or shall provide all the particulars called for in that form. It shall be returned to the Director General before the World Congress opens and shall bear an official seal or be accompanied by an official letter.

Amend the Rules of Procedure by inserting a new Rule 77bis as follows:

*Elections may be held using ballot papers or electronically by inserting the Members' voting cards into a machine. In case an electronic elections system is used, Members who chose not to cast a vote shall be declared to have abstained. The Election Officer shall monitor the accuracy of the electronic election system.*

Amend Rule 81 as follows: (existing text to be removed, if any, in strike through; proposed new text *in blue italics*)

Where there is more than one candidate for the post of the President, Treasurer, Regional Councillor or Commission Chair:

(a) the ballot paper *or the electronic election system* shall list candidates in alphabetical order from a point in the alphabet chosen at random;

[...]

(e) ballot papers *or electronic votes* not completed in accordance with sub-paragraphs (b) or (c) shall not be counted;

[...]

**Adopt** the following amendments to the IUCN Regulations:

Insert, above Regulation 40bis, the sub-title:

### ***Electronic Voting and Elections***

Amend Regulation 40bis as follows:

When voting is normally carried out by delegates holding up voting cards under Rule 67 of the Rules of Procedure of the World Conservation Congress, *and if an adequate electronic voting system is available at the Congress site*, the voting may *shall* be conducted by delegates electronically by inserting into a machine each Member's voting card. Votes for/against/abstain are tallied electronically by computer and the results of the tally announced to the World Congress by the Chair through displaying the tally on a screen visible to all delegates, with government votes and non-government votes reported separately as required under Articles 34 and 35 of the Statutes. Members who choose not to cast a vote electronically shall be declared to have abstained. The Election Officer shall monitor and ensure the accuracy of the electronic voting system.

Insert a new Regulation 40ter as follows: (proposed new text *in blue italics*)

*Elections shall be conducted with the support of an electronic voting system if an adequate system is available at the Congress site. The Election Officer shall monitor and ensure the accuracy of the electronic election system.*

## **EXPLANATORY MEMORANDUM**

In May 2011, Council decided to put forward for consultation during the Regional Conservation Forums held between May and October 2011, a number of amendments to the Regulations and the Rules of Procedure which had the purpose of enabling more flexibility and achieving efficiencies in the organization and preparation of the Congress. Members did not raise any concerns over these proposed administrative measures to improve the efficiency and effectiveness of Congress. Council decided therefore to proceed with these changes.

In order for these mainly administrative measures to be in force at the Congress, and to permit the Secretariat to make the necessary preparations for their use at the Congress, Members are asked to vote on these measures by mail ballot ahead of the Congress. In addition, as far as the electronic election system is concerned, in order for the host country to accept the financial commitment to acquire the hard and software required for the electronic election system, it should first be clear that the Rules of Procedure permit the use of such electronic system for the elections during the 2012 Congress.

## **1. Increased flexibility for the structure of Congress**

The External Review of the 2008 Congress reflecting the views from more than 3,000 participants, pointed to a lack of coherence between the Forum and Assembly, and recommended that Council 'reaffirm linkages between the Forum and the Assembly'. In response to this learning point, Council approved a new 'infused' structure for the 2012 Congress establishing a clear link between the World Conservation Forum and the Members' Assembly: for five consecutive days, the themes of the Forum and the Members' Assembly will be aligned, based on the Draft IUCN Programme areas, with the Members' Assembly meeting every morning during two hours to take into account the highlights and learning from the Forum discussions on the same theme of the previous day.

During these morning sessions of the Members' Assembly no other Congress event will be scheduled. Sessions of the Forum and of the Members' Assembly will take place on the same days without, however, meeting simultaneously.

Rule 3 provides at present that the Members' Assembly shall sit 'following the World Conservation Forum'.

To ensure that the proposed structure of the 2012 Congress is in line with the Rules of Procedure and in order to provide the flexibility for future Congresses to adjust and improve their structure taking into account feedback and learning from the previous Congress, Council has proposed an amendment to Rule 3.

## **2. Remove the limit of the size of delegations**

In Council's view there is no reason to limit the size of Member delegations to three as is currently the case in Rule 5, and therefore to request Members to apply for the Director General's approval in order to be represented by more than three persons.

While some Congress venues may have space limitations which require the Congress organizer to limit the size of delegations sitting behind the delegate tables, provisions can be made for additional delegates of the same Member to sit in other areas of the Members' Assembly. Potential limitations of space should not be the rationale for the Rules of Procedure to limit the size of Member and observer delegations to three. Council therefore proposes to remove the first sentence of Rule 5.

Secondly, in practice, the Director General has systematically approved all requests from Members to be represented by more than three persons. Council therefore considers that this pure administrative requirement should be removed by deleting Rule 11.

## **3. Require submission of written credentials only from observer institutions that have been invited by Council with the right to speak during the Members' Assembly**

In accordance with Rule 40, Council establishes the list of observers who may obtain a (electronic) recognition card permitting the observer concerned to request the floor.

It is therefore important to receive written statements of credentials from observers which are entitled to request the floor, while it would not be relevant to request credential letters from other observers.

In order to remove unnecessary administrative work and the cost implications associated with it, Council proposes to amend Rule 12 so that it only applies to observers who are entitled to request the floor.