

PROCEDURES FOR ELECTION OF APCERT STEERING COMMITTEE MEMBERS, APCERT CHAIR AND APCERT DEPUTY CHAIR AND SECRETARIAT

ELECTION OF NEW APCERT SC MEMBERS

End of Term Elections

1. The term for a Steering Committee (SC) member is two (2) years. Elections for new SC members will be conducted every year. SC members will be elected on a half on, half off basis every year. Elections will only be conducted for those positions held by SC members whose terms have expired.
2. Elections will be conducted to fill these vacancies in the following manner.
 - a) Nominations for the next term will be sought from APCERT full members that do not have existing representation on the APCERT SC. Each full member may only have one (1) representative elected to the APCERT SC at any one time. Former SC members whose term has expired may nominate for re-election again.
 - b) Nominations from eligible candidates for election to the APCERT SC must be submitted to the APCERT Secretariat, by the close of business local time, where the APCERT Annual General Meeting (AGM) is hosted, seven (7) days prior to the AGM.
 - c) Nominations for the SC will be announced six (6) days prior to the APCERT Annual General Meeting (AGM).
 - d) Where full members of APCERT are present, a secret ballot will be conducted. Each full member is permitted to cast only one vote per team but each team will vote for their preferred teams to fill each of the vacancies. For example, if there are four vacancies each team should vote for their four preferred candidates. The candidates with the largest number of votes will be elected to fill each of the vacancies on the SC.

- e) Where a full member of APCERT is unable to attend the AGM, the absent full member may choose to nominate a proxy (from among other full members who are present) to cast a vote on their behalf, anonymously. If the proxy vote is to be made, the absent full member must send a digitally signed email to the secretariat and proxy team by the close of business, the day before the AGM, local time, where the AGM is being hosted, advising which team will be the proxy.
- f) Where there is a tie between candidates and insufficient vacancies to accept all candidates with the largest votes, then another secret ballot will be conducted for the remaining unfilled position/s. Candidates that did not get the largest number of votes for the designated number of vacancies will be eliminated from the next secret ballot. This process will continue until there is a clear majority for each SC member elected to fill the vacancies.

ELECTION OF APCERT CHAIR

- 3. The APCERT Chair must be a member of the APCERT SC. The term is for one year. An election for the position of Chair will be held every year at the end of the incumbent's term. A team that has served as Chair for one term may nominate for re-election for another term. A team may only serve a maximum of four (4) consecutive terms.
- 4. Elections for APCERT Chair will be conducted in the following manner:
 - a) Elections for APCERT Chair will be held every year, at the first SC meeting held after the election of new SC members.
 - b) Nominations for APCERT Chair will only be accepted from existing SC members during the first SC meeting.
 - c) A secret ballot will be conducted. The team nominee with at least four out of seven potential votes will be elected.
 - d) Where there is up to two team nominees for Chair a straight vote will occur, where each SC member votes for only one team candidate. Where there are three or more team nominees for Chair, then a preferential voting system will be conducted. Under a preferential voting system, each SC member must vote for their most preferred and second

most preferred candidates. It is not permitted to nominate the same team for first and second preference. Such votes will be invalid.

- Team candidates will receive a vote weighting of two (2) for each first preference vote they receive
 - Team candidates will receive a vote weighting of one (1) for each second preference vote they receive
- e) Under the preferential voting system, a team candidate will be elected to the position of Chair if the team receives a total vote weighting of at least 6 and their total vote weighting is higher than all other candidates.
- f) If there is still no team candidate with the minimum vote requirements to be elected as Chair, another secret ballot will occur. This time team candidates with a total vote weighting of two (2) or less will be eliminated from the vote.

DEPUTY CHAIR

ELECTION OF DEPUTY- CHAIR OF APCERT

5. The Deputy Chair is a new position created on the APCERT SC. The Deputy Chair will share some of the responsibilities of the Chair and SC and will provide assistance to the Chair in his/her role as APCERT Chair, as required. The Deputy Chair may represent APCERT in addition to, or instead of the APCERT Chair, as required.
6. The APCERT Deputy Chair must be a member of the APCERT SC. The term is for one (1) year. An election for the position of Deputy Chair will be held every year at the end of the incumbent's term. A team that has served as Deputy Chair for one term may nominate for re-election for another term. A team may only serve a maximum of four (4) consecutive terms.
7. Only after the elections of the new APCERT SC members and APCERT Chair have concluded, will the election of the APCERT Deputy Chair be conducted. Nominations for Deputy Chair will only be accepted from existing SC members. It is not possible for one economy to nominate for the position of Deputy Chair, if that economy already has a representative on the SC as APCERT Chair.

8. The procedures for electing a Deputy Chair in every other respect will be consistent with that of electing the APCERT Chair.

SECRETARIAT

9. Teams that nominate must be resourced to meet the work demands of the Secretariat, including attending and helping to coordinate planning for the AGM and SC Meeting. Nominations for Secretariat will be by team only – not members of a team.

10. Teams that wish to nominate to do Secretariat work do not necessarily have to be represented on the existing SC but they should be full members of APCERT. The SC should elect a full member of APCERT to undertake Secretariat duties.

11. The election for Secretariat will occur after all other elections have been conducted. The method of election will be as outlined for the Chair.

12. The term is for two years.

OFFICE-BEARERS REPRESENT TEAMS

13. In principle all office-bearers represent their teams. For the purposes of conducting elections for the positions of SC, Chair, Deputy Chair and Secretariat no individuals will be named – only eligible teams that wish to nominate for these positions. After the elections, the elected team will nominate an individual to be their primary representative for the elected position. For purposes of continuity that team will endeavour to allow one individual to take a primary role in fulfilling the requirements of this position.

14. However, it is permissible for teams that are represented on the SC (as SC member, Chair, Deputy Chair or Secretariat) to receive support from other members of their team in fulfilling their obligations in their elected role. This includes attendance at and participation in SC and AGM meetings. However, for the purposes of voting, and general decision making only the primary team representative votes will be counted.

EARLY RETIREMENT OF OFFICE-BEARERS

15. If an elected office bearer, ie a member of the SC, Chair, Deputy Chair resigns or retires before the end of their elected term, then another member of that team may assume the position of the retired office bearer for the remainder of the term. In the case of the Chair, if the elected team is unable or unwilling to nominate a replacement, then the Deputy Chair will assume the role as Chair until the end of the term. In this situation this would create a vacancy in the position of Deputy Chair. Because one team cannot hold more than one position of the SC, the Deputy Chair position would remain vacant until the next scheduled election.