



Habitat International Coalition (HIC)

Election of HIC-NA representatives at the Board 2013-2017

The term of the HIC-NA representatives at the Board has expired. The next term of four (4) years will run from June 2013 to May 2017.

These guidelines comply with the [Constitution of Habitat International Coalition](#) (1997), the [HIC Presidential and Board Election and Representation By-Law](#) approved by the General Assembly in 2008 and are in line with Board debates and discussions in Naples 2012.

Objectives and conditions of the electoral process:

- The electoral process will result in the election of one (1) HIC-NA representative on the Board and one (1) alternates of the opposite sex.

The process will be coordinated by a voluntary Electoral Committee consisting of three (3) HIC-NA members with gender diversity, supported by HIC-GS and HIC President.

Candidates' Profile:

- Involved with one or more aspects of human settlements
- Showing interest in participating in strategic action programs focused on issues related to habitat, housing and land rights issues and combining local, national and regional contexts with a global initiative
- Interested in representing social housing-related processes in international forums

Responsibilities of Board representatives:

- Support and act according to HIC objectives
- Represent HIC in solidarity, without remuneration
- Participate in Board meetings (virtual and in-person) and in global events, with an estimated commitment of ten days per year.
- Develop proposals for consolidating regional perspectives that are related to habitat, housing and Land rights.
- Be willing to assume the responsibilities of a Board representative during a four-year term, and to assume the tasks listed in the [HIC Board Members Position Description](#). Representatives can be re-elected for one (1) consecutive term (not exceeding 8 consecutive years on the Board).

Requirements to validate candidacy:

- Must be a representative from a HIC member in good standing (paid-up) at the time of nomination. Candidates are elected from their individual willingness and capacities to carry out the work required of a Board Member and representing a social base in their region.
- Candidates must be nominated by at least one member of the Coalition other than the organization to which she/he is primarily affiliated. For the purposes of her/his campaign, she/he must provide:
 - 1) Two letters: One letter stating that she/he accepts her /his nomination and one letter of support from her/his organization endorsing the candidacy.
 - 2) A short biography or CV (500 words) and a cover letter stating how her/his experiences are linked with issues related to the [HIC global strategy](#).

Electoral Process Schedule:

1. Information to HIC Membership about the launch of the electoral process: **June 10**
2. Call to Voluntaries for Electoral Committee: Done
3. Set of Electoral Schedule and Process: Done
4. Presentation of the Election Committee to the HIC-NA Membership: **June 10**
5. Call for nominations of candidates: **June 10**
6. Identification / validation of candidates: **June 17**
7. Determination of the requirements for eligible voters and elaboration of the voters list: **June 17**
8. Publication of candidates' names and documents: **June 17**
9. Process updates given to the Board – **June 17**
10. Voting period – through electronic and other means –
 - a. Opening date: **June 18**
 - b. Closing date: **June 21**
11. Counting and verification of votes cast: **June 21**
12. Verification of validity of the election: **June 21**
13. Results shared with the Board: **June 22**
14. Publication of the results: **June 22**
15. Objections / appeals (60 days)

NB: Any unforeseen event occurring during this election process (including the need to extend this schedule) will be resolved by the Electoral Committee, in consultation with the HIC General Secretariat.

HIC-GS, MB, June 2013

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