



Electoral Process for the Regional Representative at the HIC Board

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According to the HIC [Constitution](#) and to the current [Bylaw](#), the procedures for the election in any region must follow these processes and guidelines:

1. Overview of election procedures¹ without deadlines²:

1. Constitution of the EC
2. Set of electoral process and calendar (EC+GS)
3. Call for nominations (EC+GS)
4. Reception/revision/translation of Candidates' Documents (EC+GS)
5. Reception of contributions register, types i to iv (other than dues) (GS)
6. Reception of contributions, type v (dues) (GS)
7. Closure of Roster of Voters (EC+GS)
8. Candidates' Campaign
9. Call to vote sent to voters (EC+GS)
10. Electoral process: Members with right to vote send votes by email (EC)
11. Votes counting and verification (EC+GS)
12. Communication of the electoral results to HIC Board Members (EC+GS)
13. Communication of the electoral results to HIC Members (EC+GS)
14. Objections to the electoral procedures or the results (if applicable)

2. Formation of Electoral Committee

¹ This procedure is prepared by the GS should be considered as an orientation to facilitate the EC's task. The EC will set, review and approve the schedule.

² Any unforeseen in this electoral process (including extensions needed to the calendar) will be resolved by the Electoral Committee, always in consultation with the HIC General Secretariat.

2.1 Duties and tasks of an Electoral Committee³

- composed of at least three (3) Member representatives with gender and geographical diversity from among the Members of its respective region.
 - responsible for determining the division of labour and nominating a coordinator of the overall process.
 - submit its election plan to the HIC Board in order to certify its compliance with the HIC Constitution and with By-law at least three (3) months before the end of the electoral process.
 - set a timetable for the electoral process, including the deadline for receiving votes.
- The EC, in coordination with the Reference Centre associated with the election process and the General Secretariat, shall identify the HIC Member organisations which are entitled to vote and elaborate a list with their names and the names of their representatives.
- respect all Members' right to a confidential vote and shall not disclose any specific Member's electoral choice. However, if a HIC Member raises an objection to the result outcome, the Mediation Group (formed by a Board member, a delegate of the EC and representatives of the parties) shall have access to the register of votes.
 - retain a copy of the voting records for review or in case a recount is required further on by the Members.
 - announce the results as soon as possible, after a careful counting of votes on the deadline date.

2.2 Volunteering to join the Electoral Committee

- Serving on the Electoral Committee is on a voluntary basis, under no circumstances shall members accept or receive any remuneration for his/her service.
- Any member can serve on the EC, it is not a requirement to be in good standing

3. Nomination of Candidates

3.1 Profile and Eligibility of Candidates for Board Representative⁴

- A man or a woman, HIC Member in good standing from the Region,
 - (i) working in the field of Rights to Habitat including Human, housing and land rights,
 - (ii) promoting social justice, gender equality, and environmental sustainability;
 - (iii) interested to combine local, national and regional contexts with the global approach;
 - (iv) interested in representing housing social processes from a global perspective in international forums.
- All the Candidates should speak either English or French.
- Eligible candidates to the HIC Board shall belong to organisations which have been based in the corresponding region for at least one (1) year at the time of their nomination and Members of HIC for at least one (1) year at the time of their nomination.
- Candidates running for election shall be nominated by at least two (2) organisational Members of the Coalition from the same region and other than the one to which s/he belongs (no self-nomination).

3.2 Procedure for nominating candidates

Organisational Members of the Coalition in good standing in the region, you should write an email to the Electoral Committee stating the name of your nominee and his/her organisation.

3.3 Procedure for validation of nomination

- To confirm eligibility, the nominee must send a personal written acceptance of his/her nomination and a written acceptance of his/her nomination by his/her organisations
- He/she must send a bio with motivations for the purpose of the electoral campaign. Two (2) documents are required:

³ The EC Members are not eligible to nominate or contest for any candidacy for the election that they serve.

⁴ Eligible candidates to the HIC Board are elected for their individual goodwill and skills to carry out the tasks required of a HIC Board Member and to represent the social bases of their respective region.

No employee of the HIC Secretariat or of Reference Centres may be eligible to run for or serve in a Board office. In the event that a Secretariat employee or of a Reference Centre team seeks a Board office, s/he shall resign from her/his Secretariat or Reference Centre post and serve no other post in such structure during the term of the Board office in which s/he serves.

- (i) one from the candidate's organisation supporting the candidacy and including a brief statement indicating name and general activities;
- (ii) another from the candidate, including a short bio or CV and a cover letter.

4. Responsibilities and tasks of elected HIC Board Member

- Conducts and follows up HIC's policy according to the needs and aspirations of the Members of the region that they represent.
- Being informed and proactive when defining HIC's values and position.
- Attend and actively participate in HIC Board meetings (both online and face to face) and in regional or thematic meetings of HIC Members of the region that they represent, as well as support fundraising processes.
- Attend events and campaigns of HIC Allies.
- Participate and follow up decisions, commissions and Working Groups promoted by the HIC Board.
- Provide open letters regularly to the Members that they represent.
- Once the annual General Assembly meeting is set, hold a consultation among the Members they represent and bring the results to the General Assembly's discussions.
- According to the consultation outcomes, participates in the General Assembly with the proxy of the Members of the region he / she represents, supporting the region's interests.
- Represent HIC on a solidarity basis, with no retribution (this is a non-paid position).
- Participate in HIC Board Meetings and HIC global events with network financial support for travel and accommodations (seven (7) days once a year, when possible).

5. Duration of the mandate

- Board representatives are appointed for a four (4) year term. they cannot serve more than two (2) consecutive terms

6. Procedure for voting

6.1 Who can vote?

A list of Members of the region with right to vote (in good standing) will be issued. Only the Members shown on the list can vote. The list of voters will be closed a week before the call to vote is sent.

In case there are not enough Members in good standing to participate in the electoral process, the EC, in coordination with the Reference Centre associated with the election process and the General Secretariat, shall identify the HIC Member organisations which are entitled to vote and elaborate a list with their names and the names of their representatives.

Note: Each voter has the right to ONE (1) vote.

6.2 How to activate the right to vote

In order to obtain the right to vote, a HIC member needs to be in good standing by activating or renewing their membership. As part of the membership renewal process, all Members should fill a [form](#) with the Membership information.

The Members make contributions to support the Coalition and, by doing so, get the right to vote and to propose their Members and collaborators for elected positions. "Contributions" are actions which allow the strengthening of HIC and the implementation of HIC's strategy.

HIC proposes 2 types of contributions:

- [Annual Membership fees](#): the dues are calculated according to the annual budget of the member organisation (payment must be transferred prior to the cut-off date for the purposes of voting in a regional election) or
- [In-kind contributions](#) are divided into 5 groups: (i) research and documentation, (ii) training, (iii) networking, (iv) fundraising, funds management and other services (logistics, administration and legal), and (v).

Note: In case a Member is active with grassroots presence on the ground but lacks the capacity to pay dues, we encourage Members to present their cases supporting the request with relevant documentation (starting from the filled Membership Update Form) and other documents. The Member's contributions assessment falls back on the Secretariat, in coordination with the HIC Reference Centres (in case there is no regional Office, the Board Member in the region).

6.3 How to vote online

The votes will be cast by email and sent to the EC.

The name of one (1) of the validated candidate(s) and his/her organisation must be stated on the vote.

The votes can be issued in English or French.