

APrIGF Multi-stakeholder Steering Group Election Rules and Procedure

(Updated on 8 January, 2020)

11. Roles & Responsibilities of MSG members and the Election Process

Roles and responsibilities pertaining to the Election

1. *Understand and adhere to the latest Operating Principles of the MSG.*
2. *Participate in the selection of Chair and Vice Chair of the MSG based on the schedule of election period announced by the Secretariat. Also identifying potential non-valid nominations, if any.*
3. *All MSG members are given one voting right as an eligible MSG Member within the election period.*
4. *Every eligible MSG member should take part in the selection of future office bearers.*

To build legitimacy and credibility for APrIGF in the long term, In any given election, the election of MSG leadership must be as inclusive and transparent – requiring that outcome of any election be sanctioned by at least 25% of eligible voting members. This mechanism will only apply to the election process and procedure also outline in the proceeding sections below.

11.1 Voting Rights

Each eligible MSG member has one vote during any election cycle to be confirmed by the Secretariat prior to the election announcement. Voting rights and duration will not exceed one week and will be conducted virtually as per the announced election calendar.

Voting is a right that we hope all those who qualify, by right of their attendance and participation on the MSG, should take advantage of to appoint the best candidates to any vacant leadership positions on the APrIGF MSG.

(A) Proxy Vote

None

(B) Right to abstain

MSG member who is eligible to vote may also choose to abstain from voting by choosing the “abstaining vote” choice when casting. Abstaining will not result in forfeiture of future voting rights of MSG.

(C) Eligibility to vote

Active members of MSG will be eligible to vote. This is determined by the following criteria of an “active” MSG member.

- Involved in at least two MSG meetings or APrIGF activities in the last 6 months prior to the election date (first day of the vote casting period). The Secretariat will review their eligibility by the attendance records of MSG meetings and APrIGF activities. In case of any dispute, MSG

members shall raise questions in 3 working days after the initial list of eligible voters is announced.

- Here, “activities” is defined as depicted in section 5 of the Operating Principles

(D) Disqualification

- (1) MSG member who chooses not to exercise their voting right (including their right to abstain) will be disqualified from participating in the next election.
- (2) Failure to participate in more than one election may result in the forfeiture of any future voting rights, as stipulated in section 11.1.
- (3) Election candidates in the current election year are also disqualified from voting for the position he/she is running for.

11.2 Eligibility as Election Candidate

Candidates for leadership (Chair or Vice Chair) in any election year are open to every MSG member as well as non-MSG members. However, it is desirable that all candidates possess the following qualification.

- (1) Must work and reside in the Asia-Pacific region.
- (2) Represent one of the listed stakeholders in section 4.0 (but not limited to the list).
- (3) Volunteers who have been active in the APriGF activities and the Internet Governance space. The Secretariat will
- (4) MSG members with leadership potential and demonstrated long term commitment to the MSG’s goals
- (5) In the event of conflict of interest, MSG member must declare his/her status at the earliest to the MSG Chair and the whole MSG as an act of good faith.

11.3 Term of office

- (1) The term of office for each position is two event cycles.
- (2) All leadership positions will not exceed two consecutive terms (or four years duration).
- (3) Returning leaders may choose to run for election again after one cycle (or two years) has elapsed since the last date of tenure (most recent ending term date) confirmed by the Secretariat.
- (4) In the case where the Vice Chair wanting to stand for the Chair position:
 - (a) If his/her term is ending at the next election, they can be nominated as Chair while a separate election will take place for the Vice Chair position
 - (b) if his/her term is not ending at the next election, they must vacate his/her position as Vice Chair, so that another separate election can take place for the empty Vice Chair position.

11.4 Election calendar and cycle

MSG determines the election period at least 5 weeks preceding the current APriGF event of the respective election year, constituting the election cycle. The cycle will include specifying the following dates within the election calendar to be reached by MSG by consensus.

- (1) Announcement of opening and closing date for accepting election candidates (3 weeks duration),
- (2) Announcement of the vote casting date (one week duration or 5 working days and with an expiry time of ballot close)
- (3) Announcement of shortlisted candidates in the current election cycle by Election Committee (within 1 week after (1))
- (4) Announcement of Election Committee members
- (5) Announcement of voting members (at least 1 week before vote casting date)
- (6) Announcement of final election results by Election Committee (within 48 hours after ballot closing) to MSG and to be announced on APriGF webpage.
- (7) All dates once in agreement by MSG will be publicly announced on the APriGF webpage.

However, the election calendar may be announced later in the event of unforeseeable events.

11.5 Election Committee

- An election committee (with three members) will be formed no later than two weeks before the announcement of the election date.
- Volunteers are recommended although the Chair may also assign persons from the MSG at his/her discretion when no volunteers are forthcoming and to ensure expedient execution.
- However, candidates for the leadership in the current election year are automatically disqualified from volunteering or being appointed to the election committee. When such conflict of interest arises, it is advised that the respective election committee member will declare this to the Chair of MSG and the whole MSG at the earliest, in good faith.
- The term will not exceed one month's duration when the appointment is made and will cease when the election results are publicly announced to MSG (unless the Election Committee notifies the MSG about the need for a review of its processes).

11.6 Election process

- The election process refers from when the announcement of the election schedule until the final results of the winners are publicly announced to the MSG and on the APriGF webpage, within the one month's duration of the election calendar.
- The election process will effectively begin once the election dates are confirmed by MSG as per the outline in section 11.4 above. All dates

relating to the election will be announced publicly on the APriGF webpage by the Secretariat.

- The Secretariat should evaluate all candidates according to:
 1. Their qualifications and experience for the role - including active participation on the MSG (refer to section 11.1(C))
 2. Self-nominations may be accepted
 3. Those who nominate a candidate must also include a letter stating the candidate's acceptance of the nomination
 4. A candidate for Chair or Vice Chair may only hold one position for two consecutive terms
 5. Once a nomination has been checked, the candidates name can be added to a public APriGF election page, with their bio, nominator, conflict of interest agreement
- The Election Committee will administer the election process. Election committee will ensure that the election process is conducted efficiently and smoothly as per the announced election schedule (cycle). The Election Committee will have at their discretion the ability to reach consensus decision as much as possible before consulting MSG.
- The following are the minimum expectations and responsibilities of the Election Committee with the help from the Secretariat.
 - (1) Election Committee accepts self nominations and nominations from third parties.
 - (2) All the shortlisted candidates running for leadership and their bio data will be announced to the MSG at the same time.
 - (3) Announcement of the winners and their scores to MSG within 24/48 hours after vote casting has concluded. Formal announcement of results will be made at the next meeting of the APriGF MSG.
 - (4) Any irregularities during the election period, which requires Election Committee decision, must be made promptly by notifying the Secretariat.
 - (5) Simple single majority ballot voting will be administered to identify the winners. I.e. One Vote Per Active MSG member. In the event where there is any discrepancy with the result which cannot identify a clear winner, specifically the Chair position, the Election Committee may recommend other methods of vote counting by notifying or consulting with MSG before proceeding and to ensure transparency in the process.
 - (6) In executing (4) and to ensure election result legitimacy, the Secretariat and the Election Committee must ensure a 25% level of participation from the eligible MSG pool in the respective election year.
 - (7) The voting process must ensure complete anonymity and the confidence of its voters. All reported results that are publicly shared including to the MSG would omit names, organisations and other details, which can be used for identification. An automated list of the VOTER ID numbers and the candidate name, will provide candidates with a confirmed checklist for transparency purposes. Election committee members are prohibited from disclosing details of election voting results during and after the election cycle ends in which time the term of his/her role ends.
 - (8) The Election Committee will ensure that vote counts are accurate and audited before final announcement. The results must be agreed and concurred by all three members. Final results will then be sent to the

Secretariat. The Secretariat will report to MSG via email and further notification to the elected new leaders.

- Election Rules and Procedures must be permanently posted on the APriGF Election Page and be regularly reviewed.

11.7 Secretariat's Role

- Secretariat must keep and maintain most updated record of voting by MSG members as well as the results of each election to be archived and posted on the APriGF webpage for public reference.
- Secretariat must send a reminder to the MSG 7 months before the next election, to make sure MSG members are aware of their eligibility for the next election. Attendance records and participation will be available for the MSG in an easy format.
- Secretariat will also post list of qualified MSG members who are eligible to vote in the current election year at least one month before the actual voting date.
- Secretariat will coordinate with the Election Committee members in all aspect of the election process where deemed necessary.
- Secretariat will ensure reminders and email list of all relevant parties are notified in a timely manner.
- Secretariat may act as the Ombudsperson channel when complaints or recommendations are received. The list will be reported to the Election Committee as appropriate for immediate remedy, if any.
- Secretariat will request a final report (verbal or written) by Election Committee at the next MSG meeting after election results have been announced, as part of closing the feedback loop for future process improvement. Findings will be noted in the MSG minutes for record.