THE THIRD SESSION OF THE COMMISSION FOR WEATHER, CLIMATE, HYDROLOGICAL, MARINE AND RELATED ENVIRONMENTAL SERVICES AND APPLICATIONS (SERCOM-3)

ELECTION AND VOTING PROCESS

EXPLANATORY NOTE

In accordance with General Regulation 67 (*Basic documents No. 1* (WMO-No. 15)), separate elections shall be held for the offices of president and vice-president, in that order, of associations and commissions. The election process will start with the election of the president.

The following sequence will be used to carry out the election and voting process, where required.

(1)   The presiding officer opens the election-meeting and invites the Chair of the Nomination Committee to present their report.

(2)   The Chair of the Nomination Committee presents their report.

(3)   The presiding officer requests if there are any additional nominations from the floor.

(4)   If there are any additional nominations to the slate of candidates identified in the Report of the Chair of the Nomination Committee, the presiding officer may briefly suspend the meeting to allow the nomination committee to reconvene to review the new nomination(s) only.

(5)   If there are more candidates than there are vacant positions for the offices of the president or vice-presidents of associations and commissions, a vote will be held to fill the required position(s).

(6)   The presiding officer identifies the tellers from among the registered participants attending the session in person, to observe the proceedings and administration of the vote, with the Secretariat, at the podium.

(7)   The presiding officer requests that principal delegates/alternates log in to the voting system and confirm their presence and validate the quorum through the quorum validation vote on the agenda page of the voting portal.

(8)   The presiding officer requests confirmation that the names of the candidates are in the system. The tellers confirm to the presiding officer that the names are correct, and that the system is ready.

(9)   The presiding officer declares the vote OPEN and asks SERCOM voters to cast their votes following the instructions provided.

(10) The presiding officer asks if all SERCOM voters have voted.

(11) The presiding officer declares voting CLOSED and asks the election administrator to deactivate the system for voting and to produce the tellers report.

(12) The tellers verify and approve the report to convey to the presiding officer who announces the results to SERCOM members and requests the administrator to erase the information corresponding to the voting round which has ended.

(13) If the required majority has not been reached, or if there is a tie between candidates, the presiding officer requests the Secretariat/administrator to prepare the system for a new round. **Voters will not be required to log in again but will be redirected to the Welcome Page; the presiding officer will resume the voting process from steps 8 to 12, until the required majority is reached for the candidate(s) to be declared elected**.

Voting Guide for the electronic voting system

A Voting Guide for the use of the electronic voting system is attached as an annex to this Explanatory Note.

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