

# Internal Rules REScoop.eu

## Guidelines to Board Election

### Main information

The election for the Board of REScoop.eu is taking place every 4 years. It gives the opportunity to elect new members or re-elect existing Board members to the direction of the federation.

The Board of REScoop.eu is composed of its members, therefore the positions of Board members are held by organizations not individuals. Those organizations will then decide internally which persons will represent them at the Board of REScoop.eu. Each organization will nominate two persons, one Board member and one deputy. In order to encourage more diversity in the Board of REScoop.eu, the federation adopts the policy that one of the two representatives put forward by each organization will have to be a woman. Those people will assume the responsibilities of Board member for the federation.

The Board members will have to take on the following responsibilities in the 4 year term for which they will be elected:

- 2 Physical Meeting per Year
- 10 Online Meeting per Year (1 per month with a pause during Summer)
- Work on Assigned tasks for the federation (decisions, strategic plan ...)
- Represent the federation upon request

In return the elected organizations will receive an indemnity of 200 Euros per month. The Board Members will also be compensated for their travel expenses when travelling for the federation.

Among its members, the Board will elect a president, a treasurer and a secretary.

- The president will de facto preside over the Board meetings and has the decisive vote on the Board decisions that are tied. The president will also be the first representative of the federation at international events and will work very closely with the REScoop.eu Team on Advocacy at the European Level.
- The Vice President performs the duties of the president in his absence.
- The Treasurer will have the responsibility to review the financial information presented by the REScoop.eu Team and to report to the members.
- The Secretary will follow all the other activities of the federation and report to the members.

### Criteria of eligibility

In order to be eligible to vote for the nomination for the Board of REScoop.eu, a member must:

- Be a full member (its membership must be accepted by the last General Assembly before the one holding the vote)
- Be up to date with regards to its membership fee payment
- Be present, through its representative, at the General Assembly when the vote is held, either physically or remotely

In order to be eligible to present itself as a candidate to the Board of REScoop.eu, a member must:

- Be a full member (its membership must be accepted by the last General Assembly before the one holding the vote)
- Be on time with regards to its membership fees payment
- Be present, through its representative, at the General Assembly when the vote is held, either physically
- Be able to present two representatives, one of which has to be a woman
- Present their application file on time and with the necessary pieces (see section III)
- Accept that its representatives will take on the roles and responsibilities of Board Member for the federation

## Process of Candidacy

The Team of REScoop.eu is charged with collecting the application files of the candidates for the Board election. The Team of REScoop.eu will make the application process transparent by sharing all the applications minimum 4 weeks in advance. The team will also support the applicants in the preparation of the necessary documents. All applications will have to be made in English language.

The application file must contain :

- A written message signifying the application of the member to a Board position
- A short presentation of the REScoop with information including geographical area, turn-over, yearly production (if applicable), type of services, number of members and historical background. This introduction will have to be written and maximum 500 words,
- The logo of the REScoop,
- The names of the two representatives,
- A text explaining the reasons of their candidacy to the Board. This text will be maximum 500 words

Once all the applications have been collected, a communication will be sent to all the members of the federation (full and associate). This communication will be sent by email to the main contact point that has been referenced with the Team of REScoop.eu. The announcement of the candidates will also be communicated through the newsletter of REScoop.eu.

## Voting tool

The tool [SurveyMonkey](#) allows only one vote per organization. On the day of the election, the Team of REScoop.eu will send an invitation email to participate to the “election”. The email will be sent to the registered contact point for each member. This email will include a link that gives access to the voting platform. In order to perform the vote, a password is needed. This password will be given orally during the General Assembly. Each representative will have to open the link (either by clicking on it or copying it in a browser), enter the password and vote. All votes are final. The votes are anonymous and no ballots will be communicated. The platform is available on desktop and mobile formats (f.e. smartphone). A Wi-Fi connection will be provided in the room during the General Assembly.

## Process of the Election

The election of the Board of REScoop.eu will take place during the General Assembly. This General Assembly can be ordinary or extraordinary, in which case the process of invitation of the members will follow the Bylaws.

Before the General Assembly, each full member must designate a representative that will carry the vote of the organization at the General Assembly. The name and contact details (email) of this representative must be communicated to the team of REScoop.eu, latest 48 hours in advance to the date of the General Assembly. A full member can give a mandate to another organization to vote in its place. A representative can carry maximum one mandate on top of his representation duty for her/his own organization. This mandate must be communicated at least 48 hours in advance to the date of the General Assembly to the team of REScoop.eu. A proof of this mandate will need to be presented at sign up during the General Assembly to the team of REScoop.eu, either physically or electronically. All representatives must attend the General Assembly either physically or remotely.

The registered representatives will receive an invitation to the voting tool 24 hours before the General Assembly begins. This invitation is unique and personal. During the General Assembly the representatives will receive the password necessary to access the voting platform. This password will be communicated orally and may not be communicated to anybody that is not present at the General Assembly.

At the beginning of the General Assembly, the process of the election will be put to a vote, as well as the names of the 2 witnesses that will be responsible to ensure that the process of the election is respected. The witnesses are members that are proposed by the Board and approved by the General Assembly to ensure that the counting process is done properly. The witnesses cannot be candidates at the election.

The candidates will be presented once again by the team of REScoop.eu to the members in alphabetical order. The Team of REScoop.eu will proceed to make a presence call to define the voting members.

The members will then proceed to the 1<sup>st</sup> round of the election. The members will have received the email 24 hours in advance. The Team of REScoop.eu will announce orally the password. The members will access the voting platform and enter the password. Each member will have to choose between 3 and 8 organizations to join the Board. The members will also have the option to abstain from voting but abstentions will not be counted. The votes will be closed 15 minutes after the announcement of the password.

For the first round, members will be considered elected if they reach the simple majority of voting members (art. 22). If there are still some unfilled seats at the Board, the General Assembly will proceed to a second round of votes.

The email for the 2<sup>nd</sup> round will be sent to the members, right after the announcement of the results of the 1<sup>st</sup> round. The Team of REScoop.eu will announce orally the second password. The members will access the voting platform and enter the password. They will have the option to express their votes based on the number of seats left to fill (for example, if there are 3 seats unfilled after the first round, the members will be able to vote for 0 to 3 organizations). The votes will be closed 15 minutes after the announcement of the password. The second round is a run-off election (art. 22), the candidates with the most votes are elected.

The votes will be counted by the Team of REScoop.eu and checked by the 2 witnesses. The Team will announce the results immediately after the closing of each vote. The Team will announce the composition of the Board at the end of the Extraordinary General Assembly.

## Special Cases

If two candidates get the same number of votes, the oldest organization will be elected to the Board of REScoop.eu. The “oldest” means the organization with the most years of activity.

If more than 8 candidates get more than the simple majority at the 1<sup>st</sup> round, we will move on to the second round of the election without taking those results into account. If more than 8 candidates get the same amount of votes then at the second round, we will organize a third round of election with the candidates that obtained the most amount of votes. This third round will be a run-off election, meaning the seats will be filled with the candidates with the most votes. If we get a more than 8-way tie again, the Board members will be decided by age, meaning the organizations with the most years of activity will be elected.

If there is any complaints or recourse to the election, an email needs to be sent to Stanislas d’Herbemont ([stan.herbemont@rescoop.eu](mailto:stan.herbemont@rescoop.eu)) before the next General Assembly of REScoop.eu. Each recourse will be examined on a case by case basis by the Team of REScoop.eu. If the recourse is valid, a new solution will be proposed to all the members. The adoption of this solution will be submitted to a vote at the next General Assembly. This recourse process will also involve the 2 witnesses that will be informed about all complaints and recourses, and will control the decision making process of the Team of REScoop.eu.

If we experience technical problems regarding the voting tool, the records of the voting will be kept by the team of REScoop.eu. If the voting is not possible through the tool, the Team of REScoop.eu will carry out the voting process member by member. The members of the Team of REScoop.eu will ask each of the members their vote, collect those votes, and carry on with the rest of the process.

If the process is not accepted by the General Assembly, the election will carry on according to the process described above. Modifications will be implemented at the next General Assembly and the next election cycle.

If the witnesses are not accepted by the General Assembly, the Board will propose 2 substitute names. Those substitute names can include members of the REScoop.eu Team. The witnesses need to be physically present at the General Assembly. The witnesses cannot be candidates. The witnesses are physical persons.

## Electing positions in the board

The new Board is elected, it will in its first Board meeting elect its President, Vice-President, Secretary and Treasurer during its first meeting. The vote for these positions will be performed during the first Board, candidates will declare themselves and the vote will be proceeded immediately. When two or more Board members apply within the Board for the same position, a secret vote per position will be organized (Art. 14). In case of a tie between two Candidates, the oldest candidate will be elected (Art. 22). The representatives of the elected Board members will assume the responsibilities for which the Board member was elected.

## Timeline

01/08/2017: First Communication to all the Members / Call for candidates. This first message will echo the one communicated to the members during the general assembly in Girona. This message sent via email will recap several aspects :

- The role and responsibilities of the Board Members
- The retributions to the Board Members
- The modalities of the Election process

01/09/2017: Opening of the Candidacy. The Members will be invited by email to start submitting their Candidacy to the team of REScoop.eu (a Single Point of Contact will be put in place for the entire election process). All Candidates will have to be presented in English. The Candidates' presentation will need to include:

- A written message signifying the candidacy of the member to a Board position
- A short presentation of the REScoop with information including geographical area, turn-over, yearly production (if applicable), type of services, number of members and historical background. This introduction will have to be written and maximum 500 words,
- The logo of the REScoop,
- The names of the two representatives,
- A text explaining the reasons of their candidacy to the Board. This text will be maximum 500 words

20/10/2017: Closing of the candidacy process. The name and information of the Candidates will be communicated by email to all the members. The names of the representatives for each of the Candidates will also be communicated. The rules for online voting will also be communicated.

09/11/2017: Extraordinary General Assembly and Vote. The votes will take place during the extraordinary General Assembly. The Online vote will be open at the beginning of the Assembly and closed after the formal vote in person. The elected REScoops will be announced at the end of the Assembly. The vote will be anonymous and controlled by the Team of REScoop.eu and 2 witnesses from the members.

09/11/2017 : The representatives of the Board-elect will be informed about the first Board meeting. They will also be informed about the election process of the President, Vice President, Treasurer and Secretary of REScoop.eu (Art. 13). The Board will be informed about the roles and responsibilities of the President.

The first Board meeting will take place in order to proceed with the designation of the President, the Treasurer and the Secretary. The participants to the vote will be the permanent Board members. The President, the Treasurer and the Secretary must be a Board member. The candidacy for those positions will be declared at the beginning of the session. The Board members will have the option only to vote in person during this meeting. The President will be designated by the end of the meeting.

17/11/2017: General Communication from the Board and specific roles. A general communication to all the members will be done via email and put on the REScoop.eu website presenting the Board and President of the federation. This communication will also describe the recourse process.

The line of the Single Contact Point will remain open following the elections in order to accommodate for any recourse, until the next General Assembly. The Members will have the option to raise a formal complaint during this period. Feedback on the election process will be requested from the Members in general.