

## **ACT Alliance Nominations and Elections Process for the Governing Board and the Membership and Nominations Committee (MNC)**

ACT Alliance will be holding its third face-to-face General Assembly October 28- November 1, 2018 in Uppsala, Sweden where a new Governing Board and Membership and Nominations Committee (MNC) will be elected for the next governance cycle.

The process agreed by the Governing Board, and outlined in detail below, enables the ACT membership to participate in different levels throughout the process of preparing the final slate. This includes putting forward nominees, participating in the ACT Alliance national forums (or sub-regional and regional forums or global forum where relevant) where endorsement of candidates take place, by sending any formal objections to any of the candidates on the list to the MNC and finally, on the first day of the assembly by putting forward alternative candidates in case of withdrawals. Ultimately, the ACT membership at the General Assembly then elects the members of the Governing Board and MNC on the basis of a slate of candidates presented by the MNC, taking into account a balance based on gender, church/specialised ministry, geography, continuity and professional competencies.

According to ACT Alliance Statutes and By-Laws, the Governing Board is composed of up to twenty (20) members distributed between:

Global bodies:

- 1 World Council of Churches (WCC) Representative (permanent seat)
- 1 Lutheran World Federation (LWF) Representative (permanent seat)
- 1 ACT Alliance Global member

Regional Representation:

- 3 from Africa
- 3 from Asia
- 3 from Western Europe
- 3 from Meso America, South America and the Caribbean
- 2 from North America (USA and Canada)
- 1 from Eastern and Central Europe
- 1 from the Pacific nations, Australia and Aotearoa New Zealand
- 1 from the Middle East

According to ACT Alliance By-Laws, the Membership and Nominations Committee shall have up to five (5) members based on:

- A balance between the 'Global South and the Global North'
- Nominees having an excellent understanding of membership criteria
- Nominees having long term experience and deep knowledge of the ecumenical movement
- Nominees having an excellent understanding of the ACT Alliance

Only ACT member organisations in good standing (for example members that are not suspended) can nominate individuals for either the Governing Board or the Membership and Nominations Committee. Only nominations with endorsement of the relevant (national, sub-regional, regional or global) ACT Alliance

forum are considered. In cases where there is no national, sub-regional or regional forum for the member to belong to, endorsement is required from at least three (3) ACT member organisations from the relevant region. The WCC and the LWF, having a permanent seat in the Governing Board, are exempt of the requirement of endorsement in order to nominate their representatives.

The Governing Board will appoint a voting officer, proposed by the General Secretary, who will help the Assembly to conduct votes including the elections. The voting officer will be endorsed by the Assembly at the start of the Assembly. Seating arrangements in the Assembly for the business sessions will be arranged in such a way that the voting delegates will sit together as this eases the counting of votes. If possible, an electronic voting system will be used.

## ACT Alliance nominations and elections process, including timeline

JULY TO OCTOBER 2017 – Members Complete Nomination Form
<p><b>By 31<sup>st</sup> October 2017:</b></p> <ul style="list-style-type: none"> <li>• ACT Alliance members that wish to propose candidates for either the Governing Board or the MNC complete the relevant Nomination Form.</li> <li>• ACT members send the completed Nomination Form to the Forum Convener of the relevant national/sub-regional/regional ACT Alliance forum that covers the country in which the member’s headquarters is based or to the global forum when relevant.</li> <li>• In countries where there is no relevant ACT Alliance forum, the ACT member organisations must request endorsement of at least three (3) ACT member organisations from the region the candidate will be representing.</li> <li>• The ACT Alliance member nominating an individual will copy the ACT Alliance secretariat in their request for endorsement from the relevant forum or ACT members (please cc. Alexandra Segura: <a href="mailto:alexandra.segura@actalliance.org">alexandra.segura@actalliance.org</a>).</li> </ul>
NOVEMBER 2017 TO FEBRUARY 2018 – Forum Endorsement
<p><b>By 28th February 2018:</b></p> <ul style="list-style-type: none"> <li>• ACT Forums or members that received a request for candidate endorsement must give the request due consideration (e.g. discuss in a forum meeting) and decide whether to endorse the candidate or not.</li> <li>• No limitations are set on the number of candidates that can be endorsed by the relevant ACT Alliance forums; forums are encouraged to endorse as many qualified candidates as they have. Gender balance and skills diversity is recommended.</li> <li>• If they decide to endorse the candidate, the nomination form must be signed and returned to the member requesting the endorsement.</li> <li>• The ACT Alliance member nominating an individual must submit the endorsed Nomination Form to the ACT Alliance secretariat (Alexandra Segura: <a href="mailto:alexandra.segura@actalliance.org">alexandra.segura@actalliance.org</a>) by February 28<sup>th</sup> 2018.</li> </ul>

<p><b>MARCH 2018 – MNC Review of Candidates</b></p> <p><b>By 31st March 2018</b></p> <ul style="list-style-type: none"> <li>The MNC checks the lists of candidates submitted by the members against the competencies and requirements stipulated in the relevant Terms of Reference for the ACT Alliance Governing Board or Membership and Nominations Committee members.</li> </ul>
<p><b>APRIL 2018 – MNC informs members and forums if insufficient number of candidates</b></p> <p><b>By 30th April 2018</b></p> <ul style="list-style-type: none"> <li>The MNC informs relevant members and forums in cases where there are insufficient numbers of candidates who meet the criteria for a given region, and gives one more month for members to come up with an alternative candidate(s).</li> </ul>
<p><b>MAY 2018 – Members submit alternative candidates if necessary</b></p> <p><b>By 31st May 2018</b></p> <ul style="list-style-type: none"> <li>Any ACT Alliance member(s) nominating alternative candidates must submit the endorsed Nomination Form of the alternative candidate to the ACT Alliance secretariat (Alexandra Segura: <a href="mailto:alexandra.segura@actalliance.org">alexandra.segura@actalliance.org</a>) by 31<sup>st</sup> May 2018.</li> </ul>
<p><b>JUNE 2018 – MNC sends list of candidates to members</b></p> <p><b>By 30<sup>th</sup> June 2018</b></p> <ul style="list-style-type: none"> <li>The MNC does the final check, decides on the list of qualified candidates and sends the list with short biographies to all ACT Alliance member organisations, asking them if they have any formal objections to any of the candidates on the list.</li> </ul>
<p><b>JULY 2018 – Submission of formal objections</b></p> <p><b>By 31st July 2018</b></p> <ul style="list-style-type: none"> <li>The ACT Alliance member organisations communicate to the MNC of any formal objections they may have to any of the candidates on the list.</li> </ul>
<p><b>AUGUST 2018 – MNC reviews objections</b></p> <p><b>By 31st August 2018</b></p> <ul style="list-style-type: none"> <li>The MNC considers and decides on any objections received.</li> </ul>
<p><b>SEPTEMBER 2018 – MNC sends final list to membership</b></p> <p><b>By 15th September 2018</b></p> <ul style="list-style-type: none"> <li>The MNC decides on the final list of all the candidates meeting the requirements and sends it to all ACT Alliance member organisations.</li> </ul>

<b>29th October 2018 – Regional meetings</b>
<ul style="list-style-type: none"> <li>• Only in case of withdrawals of candidates<sup>1</sup>, the regions can put forward alternative candidates for the Governing Board, the governance officers – Moderator, Vice-Moderator, or Treasurer – or the Membership and Nominations Committee.</li> <li>• The regions will have the possibility to meet their candidates to be elected to the new Governing Board, those candidates that wish to stand for governance officers and candidates to the new Membership and Nominations Committee.</li> <li>• The regions will indicate to MNC which of their candidates are willing to serve on the Executive Committee<sup>2</sup>.</li> </ul>
<b>29<sup>th</sup> and 30<sup>th</sup> October 2018 – MNC presents final slate for candidates for GB and MNC and prepares slates for governance officers and Executive Committee</b>
<ul style="list-style-type: none"> <li>• The MNC will finalize and present the final slate of names for the election of the members of the new Governing Board as well as the final slate for the election of the members of the new Membership and Nominations Committee.</li> <li>• The MNC will present two alternative slates from those candidates that wish to stand for election of the governance officers – Moderator, Vice-Moderator, and Treasurer.</li> <li>• The MNC will prepare two slates from those candidates willing to serve on the Executive Committee for the four remaining seats of the Executive Committee, for election by the newly elected Governing Board.</li> </ul>
<b>31<sup>th</sup> October 2018 – Election of Governing Board, Moderator, Vice-Moderator and Treasurer and MNC</b>
<ul style="list-style-type: none"> <li>• The Assembly votes to elect the members of the new Governing Board on the basis of the slate of nominations presented by the MNC.</li> <li>• The Assembly votes to elect the Moderator, Vice-Moderator and Treasurer, on the basis of two alternative slates presented by the MNC.</li> <li>• The Assembly votes to elect the members of the new Membership and Nominations Committee on the basis of the slate of nominations presented by the MNC.</li> </ul>
<b>31<sup>st</sup> October 2018 – Newly elected Governing Board elects Executive Committee four remaining seats</b>
<ul style="list-style-type: none"> <li>• The newly elected Governing Board elects from its own membership four members of the new Executive Committee, on the basis of slates prepared by the MNC.</li> </ul>

If you have any questions about this process, please do not hesitate to contact either: Rev. Cornelia Fullkrug-Weitzel, Chair of the Membership and Nominations Committee [cornelia.fuellkrug-weitzel@brot-fuer-die-](mailto:cornelia.fuellkrug-weitzel@brot-fuer-die-)

<sup>1</sup> If an ACT member has nominated a candidate but at the time of the assembly the ACT member is not in good standing or if the candidate is not anymore employed/or in the Board of the member organisation, this will be considered as equivalent to withdrawal of its candidacy.

<sup>2</sup> The Executive Committee is composed of up to 7 members. The Moderator, Vice-Moderator and Treasurer are part of the Executive Committee. Balance between global North and South will be striven for.

[welt.de](http://welt.de) or Alexandra Segura, Global Member Relations and Forum Strengthening Coordinator  
[Alexandra.Segura@actalliance.org](mailto:Alexandra.Segura@actalliance.org)

- Attachments:**
1. Terms of Reference for the Governing Board members
  2. Terms of Reference for the Moderator of ACT Alliance
  3. Terms of Reference for the Vice-moderator of ACT Alliance
  4. Terms of Reference for the Treasurer of ACT Alliance
  5. Terms of Reference for the Membership and Nominations Committee members
  6. Nomination form for the Governing Board members
  7. Nomination form for the Membership and Nominations Committee members
  8. PowerPoint presentation with summary of nominations and elections process
  9. Plus one (+1) principle