

ELECTION RULES OF THE JUSTICE ADMINISTRATION RESEARCH ASSOCIATION

1. Application of these Rules

These Rules apply to the first election of the Governing Board of the Justice Administration Research Association (hereinafter the Association) in accordance with Article 12 of the Association's Statutes, as well as to any subsequent elections for vacant positions on the Governing Board, whether those vacancies arise as a result of the expiration of a term of office, by resignation, or otherwise.

2. Positions to be deemed vacant

2.1. The Governing Board has a maximum of 7 members and for the first election of the Governing Board all positions shall be deemed to be vacant.

2.2. If the acting Governing Board's composition does not reach the maximum of 7 members, it may decide to hold elections on the occasion of upcoming ordinary or extraordinary General Assembly in order to increase the number of members up to the maximum allowed. Instructions will be given to the Secretarial Office to organise such elections in line with these Rules. Such elections will not concern nor have any impact on the mandate of sitting members of the Governing Board.

3. Eligibility

3.1. Any member of the Association is eligible to serve on the Governing Board, provided he or she:

- is not an institutional or honorary member;
- has paid the membership fee;
- has not already served two three-year terms on the Governing Board.

3.2. The Secretarial Office shall have the responsibility for verifying the membership status of any individual member willing to stand for election. In case such members have not yet paid their due membership fee, the Secretarial Office will invite them to remediate this within 72 hours and submit evidence in this regard. The determination of the Secretarial Office on the compliance of the eligibility requirements of each member who wants to candidate for a position in the Governing Board shall be final.

4. Nomination of Candidates

4.1. An eligible member shall indicate his or her wish to stand for a vacant position on the Governing Board in an email or letter ('the nomination') sent to the Secretarial Office [organiser@jar-association.eu/32 rue Turgot 87000 Limoges].

4.2. The nomination shall include a statement of interest, specifying inter alia how the candidate could contribute to the aims of the Association, and shall attach

a short curriculum vitae which sets out the candidate's skills and experience relevant to the role.

5. Elections time frame

The Secretarial Office shall prepare elections in accordance with the following time frames:

- 5.1. Announcement of an election shall be made within a reasonable period not less than 20 calendar days prior to the date of the election (date of starting the electronic voting).
- 5.2. Nominations shall be invited with the announcement of the election and shall be required to be submitted within a reasonable time frame of not less than 10 calendar days.
- 5.3. With the announcement of the election the Secretarial Office shall call for members to volunteer to fill in 2 positions to observe the conduct of the election ('the Observers'). The first two members to volunteer shall fill in those positions. The Observers will not be eligible to candidate for the election in which they act as Observers.
- 5.4. Distribution of information regarding nominations and candidates shall occur within a reasonable time frame of not more than 5 calendar days from the closure of the time period for the receipt of nominations and not less than 5 days before the start of the voting.
- 5.5. Voting shall occur within a reasonable time frame from the distribution of information regarding nominations and candidates and may take place over a period of not more than 5 calendar days for electronic voting.
- 5.6. The results of the voting shall be published as soon as they are available.
- 5.7. The results of the election shall be published as soon as they are validated by the Secretarial Office, not later than 5 calendar days from the closure of the voting.
- 5.8. Prior to the conduct of the election, the Secretarial Office shall publish to all members a timetable for the elections in accordance with sub-rules 5.1-5.7 above and provide a link to these Rules.

6. Conduct of elections

- 6.1. Elections shall be conducted and supervised by the Secretarial Office.
- 6.2. The processes of conducting the elections shall be observed by the Observers. The Observers shall be provided by the Secretarial Office with all information reasonably necessary to enable them to undertake this task and to support the Secretarial Office in the elections processes.
- 6.3. The Secretarial Office shall acknowledge each nomination and shall distribute each eligible candidate's nomination, statement of interest and CV to the Members of the Association in accordance with the election timetable.
- 6.4. Elections shall be held using an electronic voting system selected by the Secretarial Office, provided that the system selected ensures that:
 - 6.4.1. Voting is anonymous, that is, individual members cannot be identified by others with their vote;

- 6.4.2. Individual members are provided with a link that enables them to verify that their vote was correctly recorded;
- 6.4.3. The results of the voting are clearly accessible and visible to all members via the provision of a secure link.
- 6.5. Every member will receive instructions for voting over email and be entitled to vote with a maximum of one vote per vacancy.
- 6.6. Honorary members are entitled to vote under these Rules.
- 6.7. Institutional members are entitled to vote under these Rules. Each institutional member may cast one vote per vacancy and will inform the Secretarial Office at least 5 calendar days prior to the start of the voting of the identity of a person delegated to vote on its behalf.
- 6.8. The candidates will be declared elected, in descending order determined by the number of votes they have received, sufficient to fill in the number of vacant positions and maintain the number of the members of the Governing Board uneven.
- 6.9. If two or more candidates receive the same number of votes, and not all of them can be declared elected because to do so would exceed the number of vacant positions, the outcome will be determined by drawing lots under the responsibility of the Secretarial Office, with participation of the concerned candidates and of the Observers.
- 6.10. The term of office of Board members shall commence immediately upon the declaration of their election.

7. Transitional Provisions

- 7.1. For the first election of the Governing Board, the functions of the Secretarial Office in these Rules shall be exercised by the Secretary General.