

ELECTION RULES OF THE JUSTICE ADMINISTRATION RESEARCH ASSOCIATION

1. Application of these Rules

These Rules apply to the first election of the Governing Board that is held after the first General Assembly 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

The Governing Board has a minimum of 3 and a maximum of 7 members and for the first election of the Governing Board all positions shall be deemed to be vacant.

3. Eligibility

3.1. 'Member' for the purposes of these rules shall refer to any member of the Association having paid their membership fee, other than an institutional, or Honorary member.

3.2. Any member of the Association is eligible to serve on the Governing Board with subject to Paragraph 12.3 of the JAR-Association Statutes..

3.3. The Secretary-General shall have the responsibility for verifying the membership status of any individual member willing to stand for election. The determination of the Secretary-General 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 Secretary-General (organiser@jar-association.eu/32 rue Turgot 87000 Limoges).

4.2. The nomination shall include a statement of interest, specifying inter alia how they 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 Secretary-General 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 Secretary-General 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 from the date of the election.
- 5.5. Voting shall occur within a reasonable time frame from the distribution of nominations and candidate information 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 Secretary-General, not later than 5 calendar days from the closure of the voting.
- 5.8. Prior to the conduct of the election, the Secretary-General shall publish to all members a timetable for the elections in accordance with sub-rules 5.1-5.7 above and send or provide a link to the present Rules.

6. Conduct of elections

- 6.1. Elections shall be conducted and supervised by the Secretary-General.
- 6.2. The processes of conducting the elections shall be observed by the Observers. The Observers shall be provided by the Secretary-General with all information reasonably necessary to enable them to undertake this task and to support the Secretary-General in the elections processes.
- 6.3. Any concerns on the part of the Observers about the election process shall be conveyed to the Secretary-General within a reasonable time and the Secretary-General shall respond to the Observers also within a reasonable time. The Secretary-General shall report to the members any concerns raised by the Observers and the response/s of the Secretary-General, prior to the finalisation of the election results pursuant to Rule 6.
- 6.4. The Secretary-General 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.
- 6.5. Elections shall be held using an electronic voting system selected by the Secretary-General, provided that the system selected ensures that:
 - 6.5.1. Voting is anonymous, that is, individual members cannot be identified by others with their vote;
 - 6.5.2. Individual members are provided with a link that enables them to verify that their vote was correctly recorded; and

- 6.5.3. The results of the voting are clearly accessible and visible to all members via the provision of a secure link.
- 6.6. Every member will receive instructions for voting over email and be entitled to vote with a maximum of one vote per vacancy.
- 6.7. The candidates will be declared elected, in descending order determined by the number of votes they have received, sufficient to fill the number of vacant positions. If two or more candidates receive the same number of votes, and not all of them can be elected because to do so would exceed the number of vacant positions, the outcome will be determined (*by one of the following options*):
 - 6.7.1. by drawing lots (by common agreement between the candidates on the procedure and under the responsibility of the Secretary-General); OR
 - 6.7.2. by giving preference to a candidate by decision of the Secretary-General on the basis of one of the following criteria (each subsequent criteria will be invoked only if the previous could not be applied for a clear and objective reason):
 - 6.7.2.1. the candidate with a country of residence non-represented in the Governing Board (by sitting members or candidates to be declared elected) will be declared elected;
 - 6.7.2.2. the candidate whose gender is underrepresented in the Governing Board (by sitting members or candidates to be declared elected) will be declared elected;
 - 6.7.2.3. the younger candidate will be declared elected.
- 6.8. The term of office Board members shall commence immediately upon the declaration of their election.

Approved by JAR-Association General Assembly 27 September 2024