

AIJA ELECTION RULES

1. GENERAL COMMENTS

- 1.1. These rules (hereinafter the “**Rules**”) have been approved by the Executive Committee and the Bureau of the International Association of Young Lawyers (“**AIJA**” or the “**Association**”) during the Half-Year Conference in Mexico City on 31 May 2024. These rules apply to the Executive Committee and the Bureau of AIJA as from the date of approval, while any existing rules regulating the same matters remain applicable to the other AIJA bodies, until otherwise approved by said bodies in compliance with the laws of Belgium and the By-laws of the Association.
- 1.2. These Rules summarise and complement both the laws of Belgium and the By-laws of the Association which are not altered by these Rules and to which these Rules are subject.
- 1.3. These Rules apply to the Executive Committee and the Bureau, as well as any committees and/or commissions established by the Executive Committee.
- 1.4. The Bureau appoints up to 5 members of the Elections Board among the individual members of the Association. They serve a term of one year and unless the Bureau decides otherwise, they are automatically re-appointed when their term comes to an end for a total maximum duration of 3 years.
- 1.5. The Secretary-General of the Association supervises the voting procedure and the work of the Elections Board. The members of the Elections Board organize and control the voting procedure in accordance with the terms hereof.
- 1.6. If and as long as the Secretary-General of the Association is a candidate to the elections, a Deputy Secretary-General, if appointed by the Bureau, or a member of the Elections Board determined by the Bureau, shall act in their stead and perform all the supervisory functions entrusted to the Secretary-General pursuant to the terms hereof.
- 1.7. The members of the Elections Board shall refrain from running for the elections concerning any AIJA office as long as they are members of the Elections Board.

2. RULES FOR ELECTIONS

2.1. Submission and nomination forms

2.1.1. Election of the First Vice-President (Article 22, h and 24(7) of the By-laws)

- (a) The Secretary-General shall acknowledge receipt of nominations for the office of First Vice-President, which he or she has received by the 31st day of May before the election (Article 24(7) of the By-laws). When submitted electronically, nominations shall be sent by email at elections@aija.org.
- (b) The relevant time for the receipt of nominations is determined by that of the place of residence of the Secretary-General.
- (c) The Secretary-General provides to the candidates standard nomination forms for the purpose of Article 2.1.1 of these Rules.

2.1.2. Election of the Members of the Executive Committee, the Secretary-General, the Treasurer and the Statutory Auditor(s) (Article 22, h and i and 24(6) of the By-laws)

- (a) The Secretary-General shall acknowledge receipt of nominations for the election of the Executive Committee members, the Secretary-General, the Treasurer and the Statutory Auditor(s), which he or she has received (by deposit or email at elections@aija.org) two days before the election by 6.00 pm (in the time zone in the place where the General Assembly is to be held; Should the General Assembly exceptionally be held only by electronic means, the applicable time zone is Central European Time (CET)) (Article 24(6) of the By-laws).
- (b) If a nomination has not been given to the Secretary-General, the relevant member of the Bureau who received a nomination shall inform the Secretary-General without delay upon receipt of a nomination.
- (c) The Secretary-General provides to the candidates standard nomination forms for the purpose of Article 2.1.2 of these Rules.

2.2. Verification of Nominations

- (a) The Secretary-General, assisted by the Elections Board, shall verify the nominations and the eligibility of candidates and ensure adherence of the By-laws.
- (b) The Secretary-General informs the Bureau and the concerned candidates in writing or by electronic means of the outcome of the verification.

2.3. Candidacy and Campaigning

- 2.3.1. The Elections Board shall provide the candidates with instructions regarding candidacy and campaigning.
- 2.3.2. The Bureau may enact regulations from time to time with a view to enforcing principles regarding candidacy and campaigning, provided that such regulations shall comply with the terms hereof and the By-laws of the Association.

3. VOTE BY PROXY

- 3.1.1. The Bureau shall specify the form of the proxy for voting at meetings of the General Assembly.
- 3.1.2. The Elections Board carries out the verification of the proxies. The following matters are verified:
 - (a) the use of the form of proxy or electronic form as determined by the Bureau,
 - (b) the date on which the proxy is sent,
 - (c) an indication of the name of the proxy holder as well as the signature of the proxy giver, either in writing or by electronic means,
 - (d) the individual membership qualification of both the proxy giver and the proxy holder,
 - (e) the age and length of membership of the proxy giver and the proxy holder by reference to the applicable conditions, and
 - (f) the payment of the membership fee of the proxy giver and the proxy holder.

4. **ELECTIONS**

4.1. The Bureau decides whether voting shall be organised by a show of hands, by secret vote and/or through electronic means.

4.2. Voting by electronic means

4.2.1. Pursuant to Article 24(4) of the By-laws, voting may take place by electronic means using an electronic voting system made available by the Association to the individual members with voting rights during the time period prior to the General Assembly as established by the Bureau. The Bureau may assign a third-party service provider which is responsible for making available an election management system software and carry out the assistance required for technically performing the voting. The Bureau shall ensure the highest guarantees of transparency, accessibility, security (including data protection), confidentiality, fairness of the results and full and unquestionable credibility of the vote. This time period as well as the time period of voting during the General Assembly is referred to as the Voting Window.

4.3. Information

4.3.1. The Secretary-General shall inform by e-mail all individual members with voting rights about the details of the electronic voting process in accordance with applicable law and the Association's By-laws at least one day before the opening of the Voting Window(s). The Secretary-General shall specify:

- (a) the time the Voting Window(s) will open,
- (b) the time the Voting Window(s) will be closed,
- (c) the list of the candidates for the election to the office of First Vice-President as well as that of the Executive Committee, the Secretary-General and/or the Treasurer,
- (d) the number of candidates to be elected,
- (e) instructions on how to vote (including on how to cast a blank vote),
- (f) instruction on how to grant a proxy, and
- (g) a hyperlink to the By-laws and to these Rules in English.

4.3.2. The Secretary-General shall inform by email all individual members with voting rights once the Voting Window(s) are open. The same email shall include information about the time the Voting Window(s) will be closed and the instructions on how to vote.

4.4. Counting of votes

4.4.1. The members of the Elections Board verify the votes, with the assistance of designated AIJA employees and a third-party service provider (if appointed).

4.4.2. All votes are counted.

4.4.3. The number of 'yes', 'no' and 'blank' votes are reported by the Elections Board.

4.4.4. The Secretary-General announces the results during the General Assembly.

4.5. Ballot papers

- 4.5.1. In case the voting exceptionally does not take place by means of electronic voting, the Secretary-General determines when the distribution of ballot papers shall cease following the presentation of candidates.
- 4.5.2. The Secretary-General determines when the ballot office is to be closed.
- 4.5.3. All ballot papers are counted. The number of blank and void papers is reported by the Elections Board. The members of the Elections Board count the votes, with the assistance of designated AIJA employees and a third-party service provider (if appointed). Each count must be made by a group of two people at least.
- 4.5.4. The members of the Elections Board record the results and inform the Secretary-General of the results of the counting procedure. The Secretary-General shall announce the results during the General Assembly.

5. DISPUTES

- 5.1. Any dispute concerning these Rules shall be determined by the Bureau. The Bureau shall hear a representative of the Elections Board who shall not take part in the discussions and the decision making on this matter by the Bureau.