

## **Servas International Area Coordinator Job Requirements, Area Reviews, and Election Rules for Area Coordinators**

**This guideline was drafted by EXCO as per the direction given by GA 2006 and then piloted in various Area Reviews and elections since 2007. This revised working draft takes into account that successful experience.**

This draft guideline sets out:

- A. Expectations of Servas International Area Coordinators
- B. Communication between ACs and SI EXCO
- C. Provision for Area Reviews
- D. Area Coordinator Elections Rules

### ***A) Expectations of Area Coordinators***

The role and responsibilities of Area Coordinators were discussed in the General Assembly 2006 at Latina and again in the General Assembly 2009 at Mar del Plata.

The following resolutions were passed by the GA 2006 regarding the work of Area Coordinators:

**Area Coordinators are needed and should ideally be elected by the national groups of the area and then appointed by EXCO. If national groups of the area do not elect an AC, EXCO may appoint one person to become an AC.**

**The work of Area Coordinators (shall be):**

- 1) Development of Servas in the Area**
- 2) Link National Group with Exco**
- 3) Link national groups within the area and other areas.**

The following resolution was passed by GA 2009:

**“We request the ‘Job descriptions and Statutes Committee’ to produce a list of functions for the position Area Coordinator, including the specific participation of the National Secretaries (NS) of the area in the elaboration of this final document.**

“We request to take these items produced during the Central America Regional Conference of Costa Rica as a starting point:

- “1. To hold as a minimum, an annual meeting with the National Groups (NG) of the Area.
- “2. To interact with other Area Coordinators functioning as an ambassador from SI and as a representative from SI to the National Groups.

- “3. To know the procedure manual of SI.
- “4. To ensure that the National Secretaries respond immediately to the e-mail messages of SI.
- “5. All the information that the Area Coordinator will provide to Servas International must be known by the National Secretaries.”

## ***B) Communication between ACs and SI EXCO***

SI Vice President is the main contact in SI EXCO for all Area Coordinators.

## ***C) Servas Area Reviews***

The following resolution was passed by the GA 2006 on how a Servas Area shall be defined:

### **Areas will be defined by EXCO in consultation with National Groups of the proposed Area**

From time to time, EXCO has organised Area Reviews. For each area, an area review will be held at least once in six years, or earlier if requested by at least 20% of the national groups of an area. Servas Area Reviews will normally include consultation with national secretaries of the area on Area boundaries and the need for an AC.

## ***D) Servas Area Elections***

Servas International will advance democratic leadership by welcoming and mentoring good leaders, including new people who may not be well known internationally, but who can improve Servas capacity and community connections.

### **1) Who can be a nominee for Area Coordinator?**

- a. Candidates for Area Coordinators must be in “good standing” with SI GA. A candidate will be deemed to be in good standing unless SI GA has passed a resolution to the effect that he/she is not in good standing.
- b. To maintain “good standing” and be accepted as candidates for re-election, Area Coordinators must, as a minimum, comply with Financial Operating Procedures and submit annual activity and financial reports to EXCO for circulation to all National Secretaries.
- c. A candidate for Area Coordinator must be a resident of the Area for which he or she wants to become the Area Coordinator.

- d. Candidates for Area Coordinators must be nominated in writing either by their National Group or at least five individual Servas persons. No candidate can nominate herself or himself. This requirement shall be stated in the nomination form.

## 2) Who can vote in Area Coordinator Elections?

The National Secretary of a Servas Member Group, who is in good standing, may vote for the election of an Area Coordinator for the Area in which the Member Group is located.

## 3) What are the Procedures for Area Elections?

### 3.1) Election Process

- a. **Election cycles.** Elections of Area Coordinators will take place every three years, either at a meeting of National Secretaries of the Area, and/or through Distant Vote.
- b. The SI EXCO will designate **an impartial, trusted Election Officer** and an **AC Nomination Committee** (comprising one or more persons) for each Area Election.
- c. If the election is held at a physical meeting where the Election Officer is not present, he/she will appoint a representative who is present at the meeting, to carry out some of the functions of the Election Officer (such as distributing the physical ballots, receiving them back, counting the votes etc.).
- d. **Announcement of Election Results:** After the close of voting, the Election Officer will announce the election results as soon as reasonably possible.
  - If the election is held at a physical meeting the Election Officer or his/her representative will announce the results at the meeting and also communicate the results to all the election candidates and SI EXCO. SI EXCO will then communicate the results to all National Secretaries and post them on Servas web sites.
  - Where the election is held by distant vote, the Election Officer will communicate the results to all the election candidates and SI EXCO. SI EXCO will then communicate the results to all National Secretaries and also post them on Servas web sites.

### 3.2) Nomination Process

- a. The AC Nominations Committee for an Area Election will receive the nominations from the candidates and ensure that each nominee meets

the requirements stated in Clause 1 above. The nomination of a candidate who does not meet the requirements of Clause 1 above shall be rejected.

- b. The SI Election Officer will arrange with the Nominations Committee to request **nominations by email** or other means to National Secretaries and **to be posted** on Servas websites, **at least 1 month in advance** of the Election.
- c. The last date of filing nominations will be fixed by the SI Election Officer in consultation with the AC Nominations Committee.
- d. A **standard nomination form** will be used.
- e. After scrutiny of all the nominations received, AC Nomination Committee will forward the names of the eligible nominees to SI Election Officer who will then circulate the names of these eligible candidates to all National Secretaries within the Area.

### 3.3) The Voting Process

- a. The Election Officer for each Area will determine the form(s) of the ballot and receive and count the votes, ensuring:
  - i. eligibility of the voters
  - ii. timing of the balloting
  - iii. confidentiality of the vote
  - iv. clarity of the decision and timely reporting
- b. Secrecy of votes:

To ensure democratic fairness, every attempt will be made to offer a **secret method of balloting**. If lack of good international communications, etc., make this impossible, the SI Election Officer will personally assist, ensuring that the vote is confidential to the voter and herself/himself.
- c. Handling of Ballots
  - i. Secret ballots will be arranged by the SI Election Officer with a provision for Distant Voting.
  - ii. An absentee National Secretary will be given the option of voting by Distant Vote as arranged by the Election Officer.
  - iii. The Election Officer will make known his/her address in advance, and may act as the safe custodian of any Postal Ballots.
  - iv. The Election Officer will announce the results of the election as soon as possible after the close of voting.
- d. Counting of Ballots

## Revised Working Draft

The nominee having maximum votes will be elected as Area Coordinator. When there is a tie between two or more nominees the issue will be decided on the following basis;

- discussion with the two people who are tied
- the one who has served on the most national or international committees will be elected;
- if there is still a tie then the one who has served longest as host will be elected.
- in case the tie still persists the SI President will take a decision & appoint the Area Coordinator.

### **3.4) Disputed Elections**

Disputes will be referred to the Conflict Resolution Committee. If a dispute cannot be resolved, it will be referred to the GA for a vote.