

## **Servas International: Distant Vote Procedure & Schedule**

(Updated 2017/5/29 & 2018/11/26)

Since the General Assembly (GA) at Mar del Plata in 2009, a program of two Distant Votes (DV) each year between GAs has been adopted, with closing dates for voting being at the end of May & and at the end of November.

The following is a generic procedure using the May Distant Vote to illustrate the key dates and deadlines – without specifying the year.

The equivalent dates for the November DV are show in brackets.

**Eligibility: Member Groups are eligible to vote if they meet the requirements listed in the statutes for voting at meetings:**

### **VI Voting at Meetings**

3) Only delegates from member groups which have met all of their financial obligations to Servas International within six (6) months of the due date are allowed to vote.

4) In order to retain its voting rights at the GA, a member country must have published a host list not older than 2 years and must have submitted an annual report for at least one of the two previous years.

**The eligibility of Member Groups to vote is updated by the SI General Secretary and confirmed by EXCO as part of the preparation for each Distant Vote.**

Action By

### **Prior to Distant Vote (DV)**

*At any time* Member groups, SI Exco and/or members of SI Exco prepare motions and request that they be included in the next Distant Vote.

Motions are submitted to the SI President ([president@servas.org](mailto:president@servas.org)).

Member Groups, SI Exco & SI Exco members

*A motion submitted by member groups must be supported by at least one tenth of the member groups to be accepted for the DV.*

MEMBER GROUPS

**The DV process re-starts after each General Assembly (GA) with SI Exco publishing a schedule of DVs through to the next GA.**

SI Exco

**After that, each DV follows as scheduled.**

Votes are counted and result advised to SI General Secretary ([generalsecretary@servas.org](mailto:generalsecretary@servas.org)).

DVA

Results advised to NatSecs by SI General Secretary soon after.

GEN SEC

### **Initial DV Steps**

#### **January (/July)**

A Reminder of the process and closing date for submitting motions for DV May (November) sent to NatSecs by SI General Secretary **as soon as possible** to give time to submit motions.

GEN SEC

SI President receives motions submitted by Servas member groups and confirms request is supported by at least one tenth of member groups.

PRESIDENT

SI Exco and/or SI Exco members submit motions to be included in DV May (November) and prepare a final draft of wording.

EXCO and/or EXCO Members

Draft wording of motions sent to Distant Vote Administrator as soon as possible so wording can be reviewed and translation arranged.

**31 Jan** (30 July) Closing date for submission of motions for DV May (November).

#### **In the next day or so, say by 7 February** (7 August)

SI President sends the SI General Secretary any motions received, and accepted, from Servas member groups.

PRESIDENT

SI General Secretary or SI President sends the Distant Vote Administrator all motions to be included in DV May (November).

GEN SEC or PRESIDENT

SI General Secretary advises NatSecs of the number of motions received, including any submitted by EXCO, for inclusion in DV May (November), which closes on 31 May (30 November),

GEN SEC

**OR** that no motions have been received and that DV May (November) will not be needed.

GEN SEC

## Next Step once DV is Confirmed, i.e. there are motions to be voted on.

### February (August)

Distant Vote Administrator ([distantvoteadmin@servas.org](mailto:distantvoteadmin@servas.org)):

- Requests the current list of Servas Member Groups eligible to vote from the SI General Secretary. DVA/GEN SEC
- Contacts NatSecs of Member Groups to confirm where and how their voting paper is to be sent and their preferred method of voting. DVA
- Reviews the wording of the motions received and in consultation with the submitter/s revises the wording if they are unclear or cannot be voted on by a simple “yes” or “no” vote. DVA
- Arranges translations of the motions, instructions & voting papers. DVA
- Prepares voting instructions and voting papers. DVA
- Sets up the motions as topics in discussion forum. DVA

### On or before 28 February (31 August)

The exact wording of the motions as well as the voting procedure to be used sent to member groups, to NatSecs, as required by the SI Statutes. The Discussion forum details are also sent. DVA

### During March and before April 15<sup>th</sup> (September and before October 15<sup>th</sup>)

SI General Secretary

- Prepares the list of Servas Member Groups eligible to vote for confirmation by EXCO. GEN SEC/EXCO  
(In practice this also involves the SI Treasurer ([treasurer@servas.org](mailto:treasurer@servas.org)) and SI Host List Coordinator who determine which member groups have met their obligations and are thus eligible to vote. [SI Statute VI 3 & 4])
- Advises Servas Member Groups that are not eligible to vote and sends the list of Servas Member Groups eligible to vote to the DVA. GEN SEC/DVA

### On or before 1 May (1 November)

Distant Vote Administrator sends out Voting Paper and instructions to National Secretaries of Member Groups eligible to vote. DVA

Distant Vote Administrator receives the votes, confirms they are valid. DVA

### 31 May (30 November)

### Voting Closes/Ends

## Following the DV Vote

### 1 June (1 December)

Distant Vote Administrator counts the votes and determines the result for each of the motions in the DV. DVA

### On or before 30 June (31 December)

Distant Vote Administrator reports the voting results to the SI General Secretary. DVA  
SI General Secretary advises National Secretaries of the result before it is published on Servas websites and in SI News. GEN SEC

### 31 July (31 January)

Distant Vote Administrator sends SI Exco a written report on the distant vote, the voting, the results with a detailed list of how each member group voted on each motion. DVA

### Note:

For the DVs until after the next GA (2021) it is anticipated that e-mail will be the primary method of communication for the Distant Vote and that votes will be sent and returned by e-mail using a unique Vote ID to verify them. (The option of communicating and voting by fax or posted letter will be available if requested.)

The Distant Vote section of the Servas International web site provides information about the Distant Vote - the process and timetable, the motions, supporting information and the results and is available for reading and downloading by member groups.