



RULES FOR THE ELECTION OF CERN STAFF DELEGATES TO THE STAFF COUNCIL

For ease of reading, this text is written in the masculine form but applies equally to men and women.

GENERAL PROVISIONS

R1 Pursuant to Article I.1.4 of the Statutes of the Staff Association (hereinafter “Statutes”), the official languages of the Association shall be English and French. In the case of doubt concerning the interpretation of these Rules, the original text, established in French, shall be deemed authentic.

R2 Elections to the Staff Council are governed by Articles V.1.1 paragraph 2, V.2.2 and V.2.3 of the Statutes in force.

R3 In accordance with Article V.2.3 of the Statutes, these Rules, adopted by the Staff Council, define the electoral colleges and the election process.

R4 In accordance with Article VIII.1.2 of the Statutes, the elections are organised by the Election Committee (hereinafter “Committee”), composed of tellers appointed by the General Assembly (Article VIII.1.1 of the Statutes).

R5 For the purposes of Article VI.2.1 of the Statutes, the newly elected Staff Council shall take office at the first meeting following the elections of the staff delegates.

R6 Only members of the Staff Association are entitled to take part in the elections of the staff delegates to the CERN Staff Council. **The electoral list is fixed on the date of closure for submission of candidatures.**

ELECTION TIMETABLE

R7 The election timetable shall specify, at a minimum, the deadline for submission of candidatures, the opening and closing dates of the vote, and the date of announcement of the results.

R8 The Staff Council shall approve the election timetable drawn up by the Executive Committee, in compliance with the deadlines and procedures provided for in the Statutes and these Rules.

R9 The election timetable shall be published at least six weeks before the elections, through the usual Staff Association information channels (Echo Bulletin, website, notice boards, etc.).

ESTABLISHMENT OF ELECTORAL COLLEGES AND ALLOCATION OF SEATS

R10 In accordance with Article V.2.3, which seeks to ensure a fair distribution of seats among the various organic units and categories of personnel:



1. **Ordinary members of the Staff Association**, as defined in Article II.1.1 of the Statutes, are divided as follows:

- a. **Ordinary members (“staff members”)**, for whom an electoral college is defined for each department or group of departments within the same sector, further subdivided by grade band groups:
 - i. **Group A** = benchmark jobs classified in grade bands 1-2-3, 2-3-4, 3-4-5, and 4-5-6; and
 - ii. **Group B** = benchmark jobs classified in grade bands 6-7-8 and 9-10.
- b. **Ordinary members other than staff members**, for whom a single electoral college is defined.

2. **Associate members of the Staff Association**, as defined in Article II.1.1 of the Statutes, are grouped into a single electoral college.

R11 In accordance with Article V.1.1 of the Statutes, the allocation of seats to be filled is as follows:

- **Colleges of ordinary members:**
 1. **47 seats** are allocated to representatives of **ordinary members**.
 - a. 45 seats are allocated to the colleges of titular members. The distribution of seats to be filled in each college is based on the population of each college as of 1 August of the election year.
 - b. **2 seats** are allocated to the college of ordinary **members other than titular members**.
 2. A maximum of half of the seats to be filled (i.e., 23 seats) may be allocated through the **global vote (see R17)**.
- **College of associate members:**
 1. **3 seats** are allocated to representatives of **associate members**.

R12 Each electoral college shall be allocated at least one seat.

R13 The allocation of seats to be filled in each electoral college shall be published at least six weeks before the elections, through the usual Staff Association information channels (Echo Bulletin, website, notice boards, etc.).

R14 On the date of closure for submission of candidatures, the seats of the colleges of ordinary members that cannot be filled (number of candidates lower than the number of seats to be filled) shall be transferred and added to the seats to be filled in the global vote.

CANDIDATES

R15 **Members of the Staff Association may stand as candidates** in the elections in the electoral college to which they belong **on the date the electoral list is fixed**, by submitting to the Staff Association Secretariat, within the deadlines set by the election timetable, a candidature form setting out their personal commitment and motivation.

R16 The candidature forms shall be examined by the Election Committee.

VOTING PROCEDURE

R17 In accordance with Article R5 of these Rules, only members on the electoral list may vote.



R18 Voting shall be conducted electronically. The electronic voting platform shall inform each voter:

1. of the **number of seats to be filled** in their college (and, where applicable, in the global vote);
2. of the **list of candidates**;
3. and provide access to the **candidature forms** of the candidates for whom they may vote.

R19 Voting shall be organised as follows:

1. **Colleges of ordinary members:** Unless there is a lack of candidates in their college, the voter shall be invited to vote twice:
 - a. **Vote by college:** a vote in their own electoral college, in which the voter may choose a candidate from their college;
 - b. **Global vote:** a vote covering all colleges of ordinary members, in which the voter may select up to five (5) candidates from among all the candidates standing.
2. **College of associate members:** Unless there is a lack of candidates, the voter shall be invited to vote once only, choosing a candidate from among those standing in this college.

COUNTING, RANKING AND RESULTS

R20 At the close of voting for the electoral colleges, the Committee shall rank, according to the number of votes obtained, only those candidatures that have received at least ten per cent (10%) of the votes cast.

R21 From among the candidatures retained in these rankings (R19), for each electoral college, the candidates with the highest number of votes shall be declared “elected”, within the limit of the available seats. In the event of a tie, the tellers shall draw lots to determine the elected candidate(s).

R22 At the close of the global vote, the Committee shall rank, according to the number of votes obtained, those candidates who have not already been elected in their electoral college and who have obtained at least three votes.

R23 From among the candidatures retained in this ranking (R21):

1. The candidates with the highest number of votes shall be declared “elected” within the limit of the seats to be filled. In the event of a tie, the tellers shall draw lots to determine the elected candidate(s).
2. The other candidates shall be placed on a reserve list.

R24 In the event of co-option as defined in Article V.2.3 a, paragraph 1, of the Statutes, the reserve list (R22.2) shall be used to determine “the candidate having received the highest number of votes, across all electoral colleges”.

R25 The election results shall be published online to all staff members until 31 December of the election year. The details of the results shall include:

1. Candidate name;
2. Number of votes per college;
3. Number of global votes.

R26 The results shall remain available for consultation at the Staff Association Secretariat by members of the Association.



RESPONSIBILITIES OF THE ELECTION COMMITTEE

R27 On a proposal from the Executive Committee, the Committee shall validate the composition of the electoral colleges as well as the allocation of seats to be filled in each of them.

R28 The Committee shall decide, after closure of the submission of candidatures and before the start of the vote, on the validity of each candidacy by ruling on:

1. the eligibility of the candidate (Article V.2.2);
2. compliance with the submission deadline; and
3. the conformity of the completed candidacy form.

R29 After validation, the Committee shall place the candidate's name:

1. on the list for the electoral college to which they belong; and
2. on the global list of all candidates for the ordinary members.

R30 The Committee shall be responsible for the counting of votes and the announcement of the results.