



Union  
Syndicale  
EUROJUST

# Elections Procedure

(Approved at General Meeting on 17/02/2017)

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1. Secretary of Executive Committee assigns all Union Syndicale Eurojust members with unique identification numbers
2. Secretary of Executive Committee distributes voting ballots to each Union Syndicale Eurojust member with their unique identification number
3. Electoral Board members receive ballot boxes after the General Meeting on 17/02/2017
4. Electoral Board members receive list of all unique identification numbers (these numbers are not assigned to names to keep the elections anonymous)
5. Voting:
  - a. Standard voting on 24/02/2017:
    - i. USEJ member selects names on his/her voting ballot
    - ii. USEJ member places his/her voting ballot in one of the ballot boxes placed in the ARC or HV1 during election day
  - b. Anonymous voting:
    - i. USEJ member selects names on his/her voting ballot
    - ii. USEJ member sends filled out voting ballot to one of the Electoral Board members in an internal mail envelope marked Confidential
    - iii. Electoral Board member safeguards the ballot and places it in the ballot box during election day
  - c. Early voting:
    - i. Can take place earliest on 18/02/2017
    - ii. USEJ member uses option b to place his/her vote
  - d. Voting by proxy:
    - i. USEJ member selects names on his/her voting ballot
    - ii. USEJ member provides filled out voting ballot to another USEJ member who will place their vote in the ballot box on their behalf
6. Counting & verification of votes:
  - a. On election day:
    - i. Before a ballot is placed in the ballot box, a member of the Electoral Board will mark the identification number of the ballot on the list of identification numbers
    - ii. Election Board members will cast any early / anonymous votes sent to them into the ballot box
  - b. When the elections close, the Electoral Board members will:
    - i. Review their respective list of identification numbers to count the number of votes cast and to ensure that no one has voted twice
    - ii. Identify any invalid ballots
    - iii. Count the votes for the respective candidates
    - iv. Prepare a statement of the results by 28/02/2017

- v. Send the statement of the result to the Secretary of Union Syndicale Eurojust
- c. Secretary of Union Syndicale Eurojust will distribute the election results to all Union Syndicale Eurojust members via email