ELECTION PROCESS

Overview

Board of Directors elections will be held every year. To oversee the election process, the Global Sustainable Tourism Council has established an Election Committee.

Election Process

Twelve seats of the Board of Directors will be elected by the Membership Council.  One third of the Board will be up for election or re-election each year.

### Application

At least one month prior to the election, nominations for the board must be submitted to the Secretariat. Members may nominate themselves or another member in good standing. The Secretariat will present the nominees and supporting documentation to the Election Committee.

The application process will be conducted online. The Secretariat will accept nominations via email or mail.

Candidates must provide:

* An application form including short bio;
* An applicant agreement (once eligibility is determined);
* Resume or CV ;
* Two letters of endorsement by existing GSTC members;
* A photograph;
* A description of the organization they represent;
* Statement of what the applicant would bring to the board.

### Process and Timeline

The Secretariat will receive the nomination applications, review and request missing information.

1. One week after receiving the applications, the Secretariat will develop a matrix with the information of candidates per sector and per region and submit to the Election Committee.
2. After receiving the applications the Election Committee will have one week for review. At the end of that week the Election Committee will hold a meeting to review the candidates and determine if they fulfill the criteria for selection.
3. The Election Committee will inform candidates, via the Secretariat, of the requirements for being a fully engaged and contributing Board Director; and, will verify their consent to run as candidates. They will also verify the information provided on the applications and the credentials. This will be done via a conference call with the candidates.
4. The Candidates will be presented on the GSTC website and will have the opportunity during the Membership Council meetings to interact with the members.
5. Elections will be held for at least two weeks following the Membership Council meetings through online or ballot procedures.
6. The Election Committee will oversee the voting process
7. The Election Committee will announce the new Board Members to the Membership Council.
8. Board Members will occupy their positions on August 1st.

### Voting Rights

The Board of Directors will be elected by the Membership.  Each member of the Membership Council has the right to one vote, cast by their main representative.  The votes are not transferable.

The voting member must be in good standing with the organization and must have paid the annual dues.

### Procedures

1. Candidates will be featured online for a period of two (2) weeks. The website will include pictures and information about the candidates.
2. Election period will be open for two (2) weeks:
	1. Members will log in to the Members Only Section of the GSTC website using their membership password.
	2. Members will visit the Board of Directors Election link clearly marked on the site.
	3. As part of the voting process, members will be asked to identify themselves, their organization and provide an answer to a security question. Members will also be required to indicate they are ‘members in good standing.’
	4. On the voting page members will find the names of the candidates, their organization and supporting candidate information.
	5. Members will be required to select their top 4 candidates in ranked order.
	6. If submitting by email or mail post members will need to list the full name of the candidates and rank them in order.

### Security

To ensure basic protection for the election process, security measures include:

* Signing in to the GSTC members only section;
* Providing personal and organizational information that can be cross referenced;
* Providing an answer to a security question;
* IP address;

The voting database will be audited by the Election Committee to ensure no voter fraud has taken place.

Election Committee

The GSTC will nominate an Election Committee to oversee and manage the Election Process. The Election Committee will be composed of 5 members, including the Executive Director, seeking balance whenever possible. The GSTC Executive Director will provide support the Election Committee.

The Election Committee will receive nominations of board candidates and coordinate the election process. The committee is responsible for:

1. Receiving the nomination applications.
2. Informing potential candidates of the requirements for being a fully engaged and contributing Board Director.
3. Contacting the candidates when necessary if information and credentials must be verified.
4. Meeting by phone with other Election Committee members to discuss candidates, any potential issues with candidates and to ensure the candidates fulfill the criteria for selection.
5. Vetting the candidates using candidate-provided information and telephone conversations.
6. Reviewing the composition of the board to determine where balance is needed as defined in the by-laws and notifying the Secretariat and Membership Council if balance will can not be achieved through the current pool of candidates.
7. Announcing the final candidates to the Board and Secretariat
8. Overseeing the voting process by the Membership Council
9. Announcing the new Board Members to the Membership Council

### Application Process for Election Committee

Members of the GSTC are eligible to serve on the Election Committee. Members may self-nominate or nominate any individual provided the qualifications outlined below are met and detailed in submitted nomination documentation.

The Election Committee of the previous election process will coordinate the selection of the new Election Committee.

Election Committee applicants must:

* Be a member of the GSTC membership council in good standing;
* Demonstrate willingness and commitment to review candidate applications and log their evaluation;
* Not have a conflict of interest that could possibly corrupt the motivation of the GSTC nomination and election process;
* The member does not have the right or interest to run as a Board Member in the current or upcoming election;

### Election Process

The steps to electing the committee members:

* Secretariat announces a call for Election Committee members via membership emails and the GSTC website
* Interested members send an email expressing interest to the Secretariat including a biographical statement
* The Secretariat informs potential candidates of the requirements for serving as a qualified Election Committee member
* The Secretariat submits the candidates to the Membership Council in case there is an objection to a particular member to serve on the committee. In the event that the Secretariat receives the same number of interested candidates as the number of open seats, the Secretariat will simply announce the candidates to the Membership Council and will remain open to objections.

### Term

Members shall serve on the Election Committee for a term of three years, after which point elections will be held. Election Committee members are eligible for reelection for up to three periods. If a member of the Election Committee resigns during their term the Board shall select an interim member to serve as a replacement for the duration of the Election Committee cycle.