

## **APC Handbook**

### **Chapter 2.9 APC EB Elections sub-regional representatives**

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**Asian Paralympic Committee**

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## 1. General provisions

Each APC sub-region shall elect one (1) individual to represent its sub-region on the APC Executive Board, in accordance with the following nomination and elections procedures:

- The elections shall happen the year of, but before, the election of the APC Executive Board (i.e., every four years), so that the complete newly elected Executive Board is operational straight after the APC General Assembly. The APC will send out a reminder to all sub-regions to organise elections in due time.
- The APC shall oversee the whole elections process for each sub-region.
- Elections shall preferably be held during a meeting of all the NPCs in the sub-region (e.g., gathering or sports event). If this is not possible, electronic voting can be organised but must be supervised by the APC at all times.

## 2. Nomination process

At least six (6) weeks prior to the elections, the APC management team shall circulate a call for nominations to the relevant NPCs in the sub-region, including the following:

- nomination form (template available from APC);
- a request for a letter of support from the nominating NPC;
- a request for CV, passport copy and photo of the candidate;
- undertaking to be signed by the candidate (template available from APC);
- guidelines for candidates (available from APC);
- APC Code of Ethics (available on APC [website](#)).

Subject to the following, each NPC in good standing in the sub-region as of the date of the call for nominations shall be permitted to nominate one (1) candidate.

The APC management team shall circulate to NPCs a list of the nominees at least 10 days prior to the meeting at which elections will be held.

All voting NPCs will be provided the following information in standardised form with respect to each nominee:

- CV;
- nomination form and letter of support from NPC;
- presentation of candidate's programme (if provided)
  - CV;
  - nomination form;
  - presentation of candidate's programme (if provided).

## 3. Election process

- 3.1** Each member of the relevant sub-region in good standing with the APC within the timelines as established by the APC shall be entitled to one (1) vote for the position of sub-regional representative.
- 3.2** If no nominations are received for the position of sub-regional representative, the APC Executive Board serving at the time of the election shall appoint sub-regional representative from within the membership of the relevant sub-region to serve until the next election process for sub-regional representatives .
- 3.3** If one nomination is received for the position of sub-regional representative, that individual shall be elected to the position of sub-regional representative with a majority of the votes cast (ie, 50% of the votes cast plus one vote). In the case such majority vote is not reached, article 3.2 shall apply.
- 3.4** If two or more nominations are received for the position of sub-regional representative, the following process shall be followed:
- 3.4.1** A nominee with the majority of votes cast (i.e., 50% of the votes cast plus one vote) in any round shall be deemed elected sub-regional representative;
  - 3.4.2** A nominee with no votes cast in their favour in any voting round shall not proceed to subsequent voting rounds;
  - 3.4.3** A first round of voting shall occur to determine if any nominee receives votes from a majority of voting members;
  - 3.4.4** Where more than five (5) nominations are received, and no one nominee receives a majority of the votes cast in the first round, the five individuals with the most votes cast in their favour shall proceed to the next round of votes. In the event that a tie would result in more than five individuals proceeding to the next round, individuals tied for the final place shall not proceed to the next round, except where removing the individuals would result in only one nominee proceeding to the next round (without a majority), in which case a re-vote shall occur between those individuals tied. In the event of a re-vote, the individual receiving the most votes shall proceed to the next round;
  - 3.4.5** Where there are five (5) remaining nominees, and no one nominee receives a majority of the votes cast, the individual receiving the least number of votes shall not proceed to the next round. In the event that a tie would result in more than four individuals proceeding to the next round, individuals tied for the final place shall not proceed to the next round, except where removing the individuals would

result in only one nominee proceeding to the next round (without a majority), in which case a re-vote shall occur between those individuals tied. In the event of a re-vote, the individual receiving the most votes shall proceed to the next round;

- 3.4.6** Where there are four (4) remaining nominees, and no one nominee receives a majority of the votes cast, the individual receiving the least number of votes shall not proceed to the next round. In the event that a tie would result in more than three individuals proceeding to the next round, individuals tied for the final place shall not proceed to the next round, except where removing the individuals would result in only one nominee proceeding to the next round (without a majority), in which case a re-vote shall occur between those individuals tied. In the event of a re-vote, the individual receiving the most votes shall proceed to the next round;
- 3.4.7** Where there are three (3) remaining nominees, and no one nominee receives a majority of the votes cast, the individual receiving the least number of votes shall not proceed to the next round. In the event that a tie would result in all three nominees proceeding, a re-vote shall occur between those individuals tied. In the event of a re-vote, the individual receiving the most votes shall proceed to the next round; If the tie is not broken in the re-vote, then a draw will take place to determine which nominee is eliminated in this round.
- 3.4.8** Where there are two (2) remaining nominees, the nominee receiving a majority of the votes cast shall be deemed elected sub-regional representative. In the event of a tie, a re-vote shall occur, with the individual receiving a majority of votes being deemed elected sub-regional representative.
- 3.5.1** The APC shall be invited to take part in the election meeting to witness and supervise the process.
- 3.5.2** In the event that the current president of the sub-regional Committee is standing for elections, he/she shall not preside the elections meeting. The NPCs shall agree on appointing a Chairperson for the elections.
- 3.5.3** Proxies will not be permitted.
- 3.5.4** The number of votes obtained by each candidate shall be disclosed and recorded. The minutes of the meeting shall be provided to the APC.