



Election Rules

Rules for the election of AET Council members by the AET General Assembly

Third version

as adopted by the General Assembly
on 6 October 2009

The second version of the Election became effective on 19 October 2000, after it was adopted by the AET General Assembly at its meeting of 11 September 2000 in Cambridge (UK), according to article 17:1d of the Statutes of the Association. Changes in the Statutes were proposed to the General Assembly on 6 October 2009 and approved. These changes are only related to the abolishment of the two constituencies in the Council and the change of Chair for the General Assembly.

Decision on the size of the Council

- 1 The AET Council has between 12 and 24 members.
- 2 Before the Board announces the schedule for the elections to the members of the Association (see Rule 12), the General Assembly will decide on the number of members in the Council, between 12 and 24 members. This decision will be valid until a new decision is taken.

Voting in the General Assembly and by correspondence

- 3 All paid-up individual and organisational members, who are not suspended, have the right to vote in the elections. The members do this in a meeting of the General Assembly. Those who expect that they will not be able to come to the General Assembly, may decide to vote by correspondence and send in their vote in advance. These votes count in the first round of voting and not in the subsequent ones. Those who sent in their vote in advance, cannot also vote in person in the first round at the General Assembly meeting. A member cannot give a mandate (proxy) to another member to vote on his/her behalf in an election for the Council.
If in a group a second or subsequent voting round is needed, the voting will be done by the members present at the meeting only.

Candidates who are both individual and organisational member

- 4 An individual AET member who at the same time represents a member organisation, must announce if he is a candidate as an individual member or as an organisational member, when putting forward his candidature.

The Chair leading the election process at the General Assembly

- 5 The election process at the General Assembly will be led by the Chair of the General Assembly. However, if the Chair of the General Assembly is a candidate in the elections, the election process will be led by the deputy Chair or another Council member designated by

the Council, who is not a candidate.

The nationality of the Council members

- 6 No more than half of the Council members shall be from one nationality.

Ballot papers

- 7 The voting in the elections should be done using anonymous ballot papers.

The Election Committee

- 8 For each election, the Board will appoint an Election Committee made up of a minimum of two and a maximum of six AET members ("returning officers"), who are not themselves candidates in the election, members of the Council or members of the Board.

The tasks of the Election Committee

- 9 The Election Committee should:
 - a) check all ballot papers sent in through the mail for their validity;
 - b) check that each member voting by correspondence or in person has the right to vote according to the Statutes;
 - c) establish that each organisational member voting by correspondence or in person received the correct number of ballot papers;
 - d) establish who are the candidates at the start of each election round; and
 - e) distribute the ballot papers for voting according to the number of votes for each member, receive them back and count (and, if necessary, recount) the votes, including the votes sent in by correspondence.

The timing of the elections

- 10 The General Assembly will elect new members to the Council annually.
- 11 The annual election of Council members should coincide as far as possible with the European Transport Conference organised on behalf of AET.

The schedule for the preparation of the elections

- 12 Not later than 77 days (eleven weeks) before the date of the elections, the Board announces the schedule for the elections. The Board is responsible for adhering to this schedule.
In this announcement, the Board calls on members to put forward their candidatures.
- 13 Any member can stand for election to the Council of AET. No seconding from other members is necessary. Members should make their candidature known to the Board not later than 56 days (eight weeks) before the date of the elections. If they wish, they may include a short text supporting their candidature, to be distributed to the members.
- 14 Not later than 42 days (six weeks) before the date of the elections, the Board invites all members to the elections, announcing the names of the candidates, including any short supporting texts, announcing the number of vacant seats and their place in the rotation schedule, and announcing the time and the location of the elections. At the same time the Board sends postal ballot papers and envelopes to all members. Members should use these if they choose to vote by correspondence.

- 15 If members choose to vote by correspondence, they should send in their ballot papers, using the envelopes in the way laid down in Rule 21, to arrive at the indicated address not later than 14 days (two weeks) before the date of the elections.
- 16 In order to have the right to vote at the elections, new members have to be accepted by the Board (according to article 7 sub 2 of the Statutes) as members not later than 14 days (two weeks) before the date of the elections. New members who are accepted after the invitation to the elections is sent out, according to Rule 14, can only vote in person in these elections.

The term of office of the Council members

- 17 The Council members are elected for three years. Each year, a third of the Council members will stand down according to a rotation schedule. They may be re-elected immediately without any limit on the number of times.

The case of Council members being appointed to the Board

- 18 If a Council member is appointed by the Council as a member of the Board, he or she will resign from the Council.

Withdrawals of Council members and candidates during the preparation period

- 19 At the meeting at which the elections are held, before the start of the elections, the Chair of the General Assembly announces the number of vacant seats with their place in the rotation schedule, and the number of candidates. These numbers may be different from those announced according to Rule 14. In the intervening period, Council members who were not yet at the end of their term may have resigned or otherwise relinquished their seat, increasing the number of vacant seats. And also candidates may have withdrawn, decreasing the number of candidates.
If candidates have withdrawn, the Chair of the General Assembly will ask the voters at the meeting to cross out their name on the ballot paper.

The number of candidates relative to the number of vacant seats

- 20 If the number of candidates is equal to or less than the number of members to be elected, and if it can be seen that application of Rule 27 will not lead to more than 50% of Council members in one group belonging to the same nationality, the Chair of the General Assembly will propose the election of all candidates by "acclamation" in the following way. The Chair of the General Assembly asks the voters present at the meeting, if they are prepared to accept all candidates to be elected without the casting or counting of votes. If no one objects, the Chair of the General Assembly declares all candidates to be duly elected. In that case, the votes sent in through the mail are not counted. If at least one member from the group does object, or if it can be seen that application of Rule 27 will lead to more than 50% of Council members belonging to the same nationality, the voting will be done according to Rule 22, the votes cast at the meeting being added to the votes sent in through the mail.

The voting by correspondence

- 21 With the invitation for the elections, the Board sends a voting form (ballot paper) and two envelopes, a smaller and a larger one, to each member. Organisational members receive a form and the two envelopes for each vote they have.
The voter may choose to vote through correspondence or in person at the meeting at which the elections are held.
On the ballot paper, all candidates are identified by name and nationality. For individual

candidates, this is the nationality of the individual member. For organisational candidates, the name of the member organisation represented by the candidate is also indicated and the nationality is that of the member organisation.

If the voter chooses to vote through correspondence, he or she puts ticks on each ballot paper in the boxes next to the names of the candidates he or she wants to vote for. The number of ticks should be equal to or smaller than the number of vacant seats. A vote is invalid if the number of candidates ticked is larger than the number of members to be elected. The maximum number of ticks should be indicated on the ballot form.

The voter then folds the ballot paper and puts it in the smaller envelope. This envelope is blank and should be left unmarked. It should not be sealed.

Next, the voter puts the smaller envelope in the larger envelope. This envelope is marked with the address to which it should be sent. In the left hand top or bottom corner the voter puts his or her name (in the case of an organisational member also the name of the member organisation) and address, and his or her signature. The voter then puts sufficient postage on the larger envelope and sends this to the AET manager at the address indicated.

When the envelopes arrive at the AET manager's offices, the larger envelopes are not opened. But the information on the outside is used to make a record of the voting by correspondence. This record should indicate the name of the voter and the date the envelope was received. It should also indicate if the voters has the right to vote, as indicated in Rule 9, on the date given by Rule 16. For organisational members, it should also indicate the name of the organisational member and the number of envelopes received from the organisational member.

The voting in person at the meeting in the first round

- 22 If the number of candidates is larger than the number of members to be elected, or if at least one member objects to election by acclamation or, if it can be seen that application of Rule 27 will not lead to more than 50% of Council members belonging to the same nationality, see Rule 20), a first voting round must be held.

On the ballot paper, all candidates are identified by name and nationality. For individual candidates, this is the nationality of the individual member. For organisational candidates, this is the nationality of the member organisation represented by the candidate. The colour of the ballot papers is different from the postal ballot papers.

The voters who are present at the meeting and have not chosen to vote by correspondence each receive a number of ballot papers equal to the number of votes they are allowed to cast. On each ballot paper, the voter puts ticks in the boxes next to the names of the candidates he or she wants to vote for. A vote is invalid if the number of candidates ticked is larger than the number of members to be elected. The maximum number of ticks should be indicated on the ballot form.

The counting of the votes

- 23 The counting of the votes is done by the Election Committee.

Each candidate ticked on a valid ballot paper represents one vote for that candidate. The candidates receiving the highest number of votes are elected to the vacant seats. Any candidate receiving less than 5% of the number of votes received by the candidate who received the highest number of votes, will not be elected.

In the case of a first round of voting, the votes cast by correspondence are counted with those cast in person. The Election Committee opens, shortly before the elections, the larger envelopes from the voters who have the right to vote as indicated in Rule 3, and which arrived before the date given by Rule 15. The unmarked smaller envelopes are assembled. Every larger envelope should contain only one smaller envelope of the right colour and nothing else. If this is not the case, the votes are declared invalid and discarded.

Before the counting of the votes, the Election Committee opens the smaller envelopes and adds the ballot papers to the ballot papers received from the voters at the meeting. The ballot papers from those smaller envelopes which are sealed or which contain other things than just one ballot paper, are declared invalid and discarded.

If the Chair of the General Assembly has asked the voters at the meeting to cross out one or more names on the ballot paper, according to Rule 19, the votes for that candidate on

the postal ballot forms are not counted. The other votes on the same postal ballot paper remain valid and are counted.

Second and subsequent voting rounds

- 24 In two cases a second and possibly a third or more voting rounds are needed.
First: if there are more candidates with the same number of votes than the number of seats available, a second and possibly subsequent voting round is held between those candidates.
Second: if the results of a voting round are challenged, the majority of the General Assembly may decide to hold a new round for all candidates.
The counting for second and subsequent rounds is done in the way described in Rule 23, except that only the votes cast in person at the meeting count.

The establishment of the rotation schedule

- 25 In the first elections, in September 1998, a third of the Council members was elected for three years, a third for two years and a third for one year. This established the rotation schedule.

A seat becoming vacant before the end of its term

- 26 If a Council member resigns, or ceases to be a Council member for any other reason, before the end of the three years for which he or she is elected, his or her seat remains vacant until the next election. The new Council member elected to occupy this seat will take the place in the rotation schedule of his or her predecessor. The member occupying this seat will be the elected candidate who receives the lowest number of votes (in excess of 5% of the highest) in this election.
If two or more seats have become vacant in this way, these seats will be occupied by the two or more candidates elected with the lowest number of votes (in excess of 5% of the highest) in this election. Of these two or more candidates, the ones with the highest number of votes in this election will occupy the seats with the highest number of years still to go according to the rotation schedule.

Applying the nationality rule to the election results

- 27 After the voting, the Chair of the General Assembly and the Election Committee should look at the nationality composition of the Council (i.e. the Council members elected in this election, together with those elected in the two previous years and not standing for election this time according to the rotation schedule), to see if any nationality has passed the 50% mark (see Rule 6). If this is the case, the candidate or candidates of this nationality elected with lowest number of votes will then be declared not elected. In their place, the candidates who have received the next lower number of votes (in excess of 5% of the highest), from any different nationality, will be declared elected.

Decisions on the election results

- 28 After voting has taken place and the votes are counted, the Chair of the General Assembly will consult the members of the Election Committee and reach a conclusion on the results. He or she will announce this conclusion to the members of the General Assembly.