

21ST TV ASSEMBLY

SPG 15-19613
25.03.2015

Elections - Television, elections and voting guidelines

These Guidelines have been drawn by the Media Department with the assistance of the Legal Department in order to clarify the applicable procedures to elections and voting for bodies in the EBU Television sector. The Guidelines will be kept under review by the Television Committee and modified if necessary.

The Guidelines summarize the procedure for election and/or appointment of Specialised Groups, Bureaux, Reference Groups and Steering Groups in the Television area as well as voting procedure in the aforementioned Groups. The election and voting procedure applicable to the Television Assembly and Television Committee is set out in the EBU Statutes, Bye-Laws and relevant Terms of Reference.

This document is adopted by the Television Committee, on 26 March 2014.

1. EBU bodies in the Television sector:

- Television Assembly and Television Committee
- Specialised Groups ("**Expert Groups**")
- Bureaux ("**Bureaux**")
- Eurovision Song Contest Reference Group and Junior Eurovision Song Contest Reference Group ("**Reference Groups**")
- Steering/Working Groups ("**Steering Groups**")

2. Composition

2.1. Expert Groups

Expert Groups are created and/or dissolved by decision of the Television Committee. The Groups hold plenary meetings, attendance of which is open to experts representing the EBU Members (and Associated Members in certain cases, like for the Eurovision Creative Forum)

2.2. Bureaux

Bureaux are created and/or dissolved by decision of the Television Committee. The Committee decides on the number of Bureau members. Bureaux are created for a certain television genre or for a project (e.g. *Music & Dance Bureau, Young Musicians, Young Dancers, VPO, Music Offers, Science & Knowledge Bureau, Children & Youth Experts Bureau, Formats Core Group*). Members of the Bureaux are elected by the Expert Groups. In principle, the Chairman and Vice-Chairman of the Expert Group assume the same functions on the respective Bureau.

2.3. Reference Groups

Chairmen and members of the Eurovision Song Contest (ESC) Reference Group and Junior Eurovision Song Contest (JESC) Reference Group are elected and/or appointed in accordance with the ESC and the JESC rules respectively.

ESC and JESC Reference Groups report directly to the Television Committee, which also nominates Chairmen of the ESC and JESC Groups.

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2.4. Steering Groups

Steering Groups are created and/or dissolved by decision of a Bureau. The Bureau decides on the number of Group members and appoints them. In principle, the Chairman of a Group is a member of a Bureau. The Steering Groups are created to steer an event or a major project.

3. Term of office

The Chairman and other members of Bureaux are normally elected for a period of two consecutive years, taking effect immediately after the meeting at which elections are held. Candidates are elected on an *ad personam* basis and shall not be entitled to send a deputy to a meeting.

At the end of their period of office, the Chairmen and members of a Bureau are eligible for re-election.

A mandate shall automatically cease if the member of the Bureau, Reference Group or Steering Group leaves his or her organisation. Such cessation takes effect on the date of departure from his or her organisation or such earlier date as may be agreed with the Head of Television in consultation with Chairman of the Television Committee.

If a vacancy arises during the term of office, the relevant body, if it so chooses, may elect, a replacement to complete the rest of the term. Any such election should take place at the earliest possibility.

4. Candidates

4.1. Eligibility criteria for (s)election of Candidates to Bureaux and Steering Groups

- "Television decision-maker" (e.g. CEO or Director of Television or a person closely connected to same or Head of respective Television area);
- A person who has commissioning power (e.g. Director or Adviser to the Director, Channel controller or Commissioning editor) and Natural point of collecting and spreading information within their own organisation and who is authorised to represent the Television decision-maker);
- Experience in international networking;
- Profound interest in international cooperation;
- Willing to represent the EBU's collective interest rather than his/her own organisation;
- Languages: proficiency in spoken and written English and/or French;
- Be employed by a Member organisation.

4.2. Invitation and announcement of Candidacies

For each post, candidates are invited to announce their intention to stand for election at least three weeks prior to the session at which the elections will be held (except for urgent cases where the notification period may be shorter).

Candidates for the elected posts must announce in writing to the Secretary of the Television Committee, or any other person identified in the invitation, their intention to stand within the deadline specified in the invitation. By the same deadline they shall also submit a CV and motivation statement, if they so wish.

Candidates, who had not previously announced their intention to stand, may do so during the meeting at which elections are held, under exceptional circumstances. In such cases, the Chairman during the meeting, prior to election, shall ask the participants to indicate by show of hands whether they agree that the candidate may stand for election.

Save for exceptional circumstances which have been duly explained to and accepted by the Chairman, any candidate who is not present at the meeting during which voting takes place shall not be entitled to stand for election.

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5. Delegation of votes (proxies)

With regard to elections, Members may delegate their voting power to other Members. However, no Member may act as a proxy for more than one other Member, not counting Members in its own country.

Written notification from the Member delegating its votes must reach the Secretary at least 24 hours before the scheduled starting time of the first or only day of the meeting. A signed scanned version of the notification sent by email should be considered sufficient written notification.

6. Elections

Only Active Members have the right to vote and the right of eligibility. EBU staff and representatives from Associate Members or Approved Participants are not entitled to vote nor are they eligible to stand for election.

No quorum requirements apply with regard to elections.

In case of delegation of voting powers, the Chairman indicates which Member has delegated its votes to which other Member.

The 24 votes per country voting system shall apply when the election takes place by a secret ballot. For a detailed procedure of the 24 votes per country voting, please refer to the Bye-Laws, Part II, Article 1.2.

A secret ballot is used only where there are two or more candidates for the same post. Where there is only one candidate, election shall be by show of hands, except in cases where a candidate is seeking a fourth or further term and the election shall always be by secret ballot. If the Chairman is not certain of the result of a vote by show of hands, or if the result announced is questioned by at least three Members from different countries, voting shall be repeated by secret ballot.

Before proceeding to a secret ballot, three tellers from different countries are appointed upon proposal of the Chairman.

Block voting may be used if the number of seats is bigger or equal to the number of candidates.

Majority required: unless otherwise specified in the Statutes, Bye-Laws or relevant Terms of Reference, and absolute majority (i.e. more than half) of the votes validly cast is required.

7. Voting on proposals in Expert Groups, Bureaux and Steering Groups

Expert Groups, Bureaux and Steering Groups customarily take their decisions by consensus but in exceptional cases votes may be cast.

In Bureaux and Steering Groups one member of the Bureau/Group holds one vote. If there is more than one representative from the same Member organisation, the "one vote per Active Member" system shall be applied. The representatives shall agree among themselves who will vote.

Only those present are entitled to vote. When voting results in a tie, the Chairman has the casting vote.

8. Secretariat

The Head of Television is the Secretary to the Bureaux and Steering Groups, unless he/she delegates this responsibility to any other EBU employee.

For more detailed procedure on elections and voting, please refer to Annex 1 "Bye-Laws relating to elections and voting, Part II".