



PROCEDURE FOR THE ELECTION OF THE MEMBERS OF THE EXECUTIVE BOARD & CHAIRPERSON OF ICC ALBANIA (2024-2027 term)

This Procedure outlines the process for electing members to the Executive Board of the International Chamber of Commerce in Albania ("ICC Albania") for the 2024–2027 term. This Procedure has been proposed by the ICC Albania Secretariat and approved by the Executive Board.

Any objections to this proposed procedure must be submitted in writing to the ICC Albania Secretariat by *September 9, 2024*. If no objections are received by this date, the procedure will be deemed accepted. The procedure will be formally presented for approval at the start of the General Assembly meeting.

Quorum: 2/3 of all members present or represented¹

GENERAL ELECTION PROCEDURE FOR THE EXECUTIVE BOARD MEMBERS AND CHAIRPERSON

1. Forms of voting

Voting Members may cast their vote by attending the General Assembly Meeting of ICC Albania in person on the designated date at 16:00 and submitting a ballot.

2. Register of Voting Members

The ICC Albania Secretariat will create a Voter's Register, listing all Voting members eligible to vote.

ICC Albania Members who are entitled to vote will be included in the Voters' Register. Members may be represented by the Legal representative Executive or an Authorized Senior Representative through an official representation letter.

3. Supervision

The election will be overseen by a notary and an Election Committee appointed by the Secretariat with the Chairperson's approval. The Election Committee must consist of representatives from member companies of ICC Albania who are in good standing and have no connections to any of the candidates.

¹ [ICC Albania Articles of Association](#): Chapter VI, Par. 6.2.2 VI).



4. Documentation

Following the announcement of the voting results for members of the Executive Board and that of the Chairperson, the Election Committee will transfer the ballots to the Secretary General or a designated member of ICC Albania. The results of the Executive Board members and Chairperson election, including the final vote count, will be documented and filed by the Secretary General. The documentation will include details of the nominations, the Voters' Register, the signed vote count results, the cast ballots, and any tie-breaking procedures applied.

5. Publication of results

The results of the Executive Board members and Chairperson election will be published on the ICC Albania website and through other communication channels. However, the vote count for each candidate will not be disclosed.

6. Effective Date

The elected members of the Executive Board and Chairperson will assume their duties on the date of the Court Decision regarding the General Assembly Decision of ICC Albania. The members of the Executive board and Chairperson will serve until the end of their term as specified in the organization's governing documents.

ELECTION PROCEDURE FOR MEMBERS OF THE EXECUTIVE BOARD

1. Voting method

The election will be conducted via secret ballot.

This method ensures the confidentiality and autonomy of each Voting Member's decision.

2. Casting the vote

Each Voting Member will receive one ballot paper at the General Meeting, distributed by the Election Committee.

The Chair of the Executive Board of ICC Albania will announce the opening and closing of the polls. Ballots must be deposited into a ballot box, which the Election Committee will ensure is empty before use. The ballot box will be locked during the voting process, with the key held by the Notary. The Election Committee members will supervise the ballot casting.



Before voting, each Voting Member must present their ID card and, if applicable, an official authorization letter of representation, and have their name recorded on the Voters' Register.

Votes must be cast by the Voting Member themselves or their authorized Representative as listed in the Voters' Register.

A Voting Member may delegate their vote to the Chairperson or another Voting Member by signing a proxy statement in the format provided by the ICC Albania Secretariat. This proxy statement must be sent to the Secretary General's email no later than three working days before the General Assembly Meeting.

3. Counting the votes

- i. In accordance with this Procedure, the notary, assisted by the Election Committee, will examine each ballot, discard invalid ones, count the votes on valid ballots, verify if the quorum is met, and tabulate the votes for each candidate.
- ii. A ballot will be considered invalid and rejected in the following cases:
 - a) the ballot is torn, contains names, notes, or other remarks written onto it, has drawings on it or is otherwise defaced, unless there can be no reasonable doubt as to the votes cast;
 - b) the ballot contains more than five (5) votes;
- iii. A ballot that contains no vote for any candidate will be counted as an abstention.
- iv. Any disputes regarding the eligibility of Voting Members to vote, occurring before or during the General Assembly Meeting, will be resolved by the Notary and the Election Committee on the spot, in accordance with this Procedure.
- v. After the closure of the poll at the General Assembly Meeting, the Election Committee shall convene to count the votes and tabulate the results. The five candidates with the highest number of votes will be elected to the ICC Albania Executive Board.

The final result will be reported to the Secretary General of ICC Albania.

4. Announcement of Results

The results will be announced immediately to the members of the General Assembly Meeting, including whether the quorum was met and, if so, the names of the Candidates elected to the ICC Albania Executive Board, listed in order of the votes received.

i. Split Votes

If two or more candidates receive the same number of votes and are tied for fifth place (or a higher position in the case of a tie at another ranking), the Election Committee will request



that the Voting Members present at the General Meeting cast additional ballots in a run-off vote between the tied candidates. The candidate who receives the most votes in the run-off will be elected member to the Executive Board.

ELECTION PROCEDURE FOR THE CHAIRPERSON

1. Eligibility to be nominated for the Chairperson

i. Eligibility

Only the members of the Executive Board who have been duly elected in the current election are eligible to be considered for the position of Chairperson. The outgoing chairperson is not eligible to run for another term as Chairperson.

2. Timing

The election of the Chairperson will take place immediately following the conclusion of the Executive Board election.

3. Nomination Process

i. Nominations

After announcing the results for the Executive Board members, the current Chair or a designated individual will solicit nominations for the next Chairperson.

Members may nominate themselves or other elected Executive Board members.

Each nomination must be seconded by another Board member to be valid.

ii. Acceptance

Each nominee must confirm their acceptance of the nomination.

Nominees will be given an opportunity to address the Board briefly if they wish.

4. Voting Process

i. Voting Method:

The Chairperson election will be conducted by secret ballot if there is more than one candidate. If only one candidate is nominated, the General Assembly members will decide whether to proceed with a secret ballot or a public election process.



ii. Secret Ballot Casting

Voting members will cast their votes by marking their choice on the ballot paper and deposit it into a ballot box, which the Election Committee will ensure is empty before use. The same rules for casting votes used in the election of Executive Board members will also apply to the Chairperson election.

5. Vote Counting

The Election Committee will collect and count the votes. The same rules for counting votes used in the election of Executive Board members will also apply to the Chairperson election.

6. Announcement of results

The result of the Chairperson election will be announced immediately after the votes are counted. The nominee with the majority of votes will be declared the Chairperson.

i. Split votes

In the event of a tie, a run-off vote will be conducted between the tied candidates. If further ties occur, additional voting rounds may be held until a majority decision is reached.