



# UCLG

United Cities  
and Local Governments

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# Guide to UCLG 2022 electoral process

**UCLG**  
DAEJEON  
10-14 OCT 2022



UCLG CONGRESS  
WORLD SUMMIT OF LOCAL  
AND REGIONAL LEADERS

Local and Regional  
Governments  
Breaking Through  
As One



## **TABLE OF CONTENTS**

Guidelines for the electoral framework of the UCLG 2022 electoral process

Annex 1: Electoral calendar for the renewal of the Governing Bodies of UCLG

Annex 2: Constitution of the World Organization of UCLG

Annex 3: Electoral procedure rules

Annex 4: UCLG conduct of elections

Annex 5: List of countries by UCLG regions

## **Guidelines for the Electoral Framework of the UCLG 2022 Electoral Process**

The World Council in Barcelona approved the framework of elections upon recommendation of the Committee on Statutory Affairs.

This document aims at providing an overview of key rules and main procedures to be deployed for a smooth electoral process. The calendar, the Electoral Procedures Rules and Constitution of UCLG, as well as the UCLG Conduct of Elections, are the reference documents to be followed.

### **I. Calendar**

1. The electoral process was launched in March with the call for candidatures of the Presidency, the launch of the Section's nominations processes and a general information note including the Conduct of election were shared with the membership.
2. **The final deadline for presentation of candidatures is 1 August 2022, and the deadline for nominations of members to the governing bodies is set at the beginning of September.**
3. **The deadline for payments of membership fees is 31 July 2022.**
4. There will be several meetings of the Committee on Statutory Affairs devoted to examining proposals:
  - 10 May: virtual meeting
  - June: hybrid meeting in the framework of the Executive Bureau
  - 15 September: virtual meeting
5. A full calendar can be found in **Annex 1**.

### **II. Highlights of the Framework of the Elections**

6. The UCLG *Constitution and Electoral Procedure Rules* (**Annex 2 and 3**) as respectively amended in Chicago in 2010 and in Montevideo in 2019 are the reference documents for the organization of elections, together with recommendations of the Committee on Statutory Affairs and the *UCLG Conduct of Elections* (**Annex 4**).
7. The redistribution of seats agreed in view of the 2013 elections will also be applicable in the 2022 elections, with the amendments agreed in Montevideo in relation to a shift of seats from the North American Section to the MEWA Section. (See table 1).
8. According to rule 1 of the *UCLG Electoral Procedure Rules*, elections to the World Council and Executive Bureau shall be carried in each defined world region and Metropolitan Section.
9. Where a Section exists within a defined world region, it shall have responsibility for co-ordinating the electoral process and for liaison with the Committee on Statutory Affairs. If there is more than one regional section for such region, they shall have the duty of co-operating to ensure that the electoral process is properly carried out (Rule 6).
10. Within each region, the electoral process shall be conducted so as to ensure that there is an equitable geographical balance in the overall representation from the region, including in relation to each type of local government member. Members from different countries in a region may put forward proposals for common representation.

**Table 1 - Distribution of seats applicable for the 2022 Electoral Process**

<b>Sections</b>	<b>World Council</b>	<b>Executive Bureau</b>
Africa	45	15
Asia-Pacific	66	22+1
Europe	63+8+2	21+2
Eurasia	36	12
Middle East & West Asia	33+2	11+1
Latin America	39	13
North America	36-10-2	12-3-1
Metropolitan	21+1VP	7+1VP
Forum of Regions / UCLG Regions	1VP	1 VP
Host of the World Secretariat: Barcelona	1	1
<b>Total</b>	<b>342</b>	<b>116</b>

11. Two seats of the North American Section have been allocated to MEWA in order to better address the representation of Lebanon which has now both direct membership appointed through the UCLG Lebanon office and membership through UCLG-MEWA. The use of the additional seats is to be agreed within the Section.

### **III. Allocation of Seats by Section and Type of Member**

12. According to Article 7 of the Constitution, membership of UCLG is open to two types of local government members:
- a. Cities and individual local governments;
  - b. National Local Government Associations.
13. Under this Rule and the UCLG Constitution, “*individual cities and local governments*” is to be understood as: cities, towns, councils, provinces, regional authorities and other units of government that adhere directly to the World Organization.
14. According to Rule 5 of the Procedures each type of local government member shall be entitled to at least 30% of the seats on the World Council and Executive Bureau, even if (according to the calculation of population represented under Rule 4) its actual percentage is less.
15. In accordance with Rule 3 and 10, the Committee on Statutory Affairs will receive proposals from the regions and examine them to:
- a. Ensure proper coordination between the two types of members;
  - b. Guarantee that they are based on a high degree of consensus;
  - c. Reflect the requisite principles (including equitable geographical balance);
  - d. Balance the two types of local government members.
16. Where the total number of seats ascribed to one type of local government member across each defined world region totals less than of the 30% minimum required under Rule 5.1 above, the Committee on Statutory Affairs shall recommend to the General Assembly the means of achieving the required balance. Such recommendations may include allocating unfilled places from other world regions to the under-represented type in order to reach the 30% threshold.
17. The following Table 2 details the proposed minimum-maximum number of seats of any type of local government member represented in each Section.

**Table 2 - Minimum 30% maximum 70% representation for a specific type of membership (associations- individual) by Section**

Sections	World Council			Executive Bureau		
	Associations	Individual	Total	Associations	Individual	Total
<b>Africa</b>	14-31	14-31	<b>45</b>	5-10	5-10	<b>15</b>
<b>Asia-Pacific</b>	20-46	20-46	<b>66</b>	7-16	7-16	<b>23</b>
<b>Europe</b>	22-51	22-51	<b>73</b>	7-16	7-16	<b>23</b>
<b>Eurasia</b>	11-28	11-28	<b>36</b>	4-8	4-8	<b>12</b>
<b>Middle East &amp; West Asia</b>	11-24	11-24	<b>35</b>	4-8	4-8	<b>12</b>
<b>Latin America</b>	12-27	12-27	<b>39</b>	4-9	4-9	<b>13</b>
<b>North America</b>	7-17	7-17	<b>24</b>	2-6	2-6	<b>8</b>
<b>Regional totals</b>	95-223	95-223	<b>318</b>	32-74	32-74	<b>106</b>
Metropolitan		22	<b>22</b>		8	<b>8</b>
Host of the WS		1	<b>1</b>		1	<b>1</b>
Forum of Regions			<b>1</b>			<b>1</b>
<b>Global totals</b>	95-223	102-239	<b>342</b>	32-74	35-80	<b>116</b>

### Gender Equality

18. Gender equality remains an important goal for the organization and nominations by sections should take this aim into account. According to Rule 5, no gender should represent less than 30% since 2019. For the 2022 process, it is expected that female representation reaches at least 30%.

19. The following Table 3 details the proposed minimum number of seats by gender represented in Regional Sections.

**Table 3 - Minimum 30% representation by gender (women-men) by Section**

Sections	World Council			Executive Bureau		
	Women	Men	Total	Women	Men	Total
<b>Africa</b>	14	14	<b>45</b>	5	5	<b>15</b>
<b>Asia-Pacific</b>	20	20	<b>66</b>	7	7	<b>23</b>
<b>Europe</b>	22	22	<b>73</b>	7	7	<b>23</b>
<b>Eurasia</b>	11	11	<b>36</b>	4	4	<b>12</b>
<b>Middle East &amp; West Asia</b>	11	11	<b>35</b>	4	4	<b>12</b>
<b>Latin America</b>	12	12	<b>39</b>	4	4	<b>13</b>
<b>North America</b>	7	7	<b>24</b>	2	2	<b>8</b>
<b>Regional totals</b>	97	97	<b>318</b>	33	33	<b>106</b>
Metropolitan	7	7	<b>22</b>	2	2	<b>8</b>
Host of the WS			<b>1</b>			<b>1</b>
Forum of Regions			<b>1</b>			<b>1</b>
<b>Global totals</b>	104	104	<b>342</b>	35	35	<b>116</b>

20. The Committee on Statutory Affairs has expressed the importance of complying with the quota agreed and will revise nominations accordingly.

21. **The rule should be applied also to the Presidency and Vice-Presidencies.**

22. In cases where no candidatures are presented by women to the UCLG Presidency and in cases where the desired percentage of women is not achieved in the Presidency as a whole; it is proposed that the Chair of the Standing Committee on Gender Equality be appointed as member of the UCLG Presidency.

## **Representation of Regional Governments**

23. Art. 62 of the Constitution establishes that each Section will appoint a UCLG Vice-President.
24. The UCLG Assembly in Rabat adopted amendments to the Constitution that allowed for the creation of a specific Section for Regional Governments as per art. 24 b. This Section will be represented by a Vice-President.
25. Following the practice established in Rabat and until the firm establishment of a full fleshed Section, there will be no addition of specific seats for Regional Government. A Vice President will be however appointed in addition to the existing seats.

## **IV. Eligibility and Voting Rights**

26. According to art. 36 only members up to date with membership fees will have the right to vote. This rule shall be strictly verified and applied.
27. Equally, only members up to date with the payment of membership fees will be eligible.
28. **Deadline for payments of membership fees is set for 31 July 2022.**
29. The eligibility reference list, indicating the members that according to the records of the World Secretariat are able to be nominated, will be presented at each meeting of the Committee on Statutory Affairs and closely monitored with the Sections.
30. The eligibility reference lists and eligibility monitoring forms are included in the **Excel document prepared by the World Secretariat** and shared with each corresponding Section.
31. Additional eligibility criteria are set out in arts. 43, 44, 53, 54 of the Constitution. Representatives in the World Council (art. 43) and Executive Bureau (art. 53) must hold a political mandate from a local government. A definition of political mandate has been included in the Electoral Procedures Rules under rule 5.6.
32. Each member of the World Council (art. 44) and Executive Bureau (art. 54) may have one duly appointed standing substitute. The latter may only attend meetings as voting member in the absence of the full member. The substitute should hold a political mandate.
33. The Committee on Statutory Affairs advises that a general commitment should prevail within the organization to fostering the participation of members at the highest political level.

## **V. Role of the Committee on Statutory Affairs in the Oversight of Elections**

34. The Committee on Statutory Affairs is charged with resolving any disputes on the distribution of seats and representation by Section as well as membership population figures and number of seats for each type of local government member for each world region.
35. It is also up to the Committee on Statutory Affairs to clarify the boundaries of each defined world region, and to ensure that each voting member is ascribed to the appropriate world region.
36. Where there is more than one regional section with members in a defined world region, to ensure that there is proper co-ordination, and that the electoral process for that world region fairly treats the membership as a whole.

37. In view of the existing political situation in Ukraine and the impossibility to achieve an agreement between the Eurasian and the European Section, there will be no nominations to the governing bodies from this country. The Ukrainian membership, however, will be actively approached to participate.
38. The Committee is further charged with ensuring that the worldwide balance between the different types of local government members is achieved.
39. The balance between the different types of members does not necessarily need to be achieved within each country, but in the region as a whole.
40. All elections shall be fairly conducted, in accordance with good practice. Inter alia, a fair opportunity must be given for candidates to be nominated, and reasonable written notice of any election shall be given to all members entitled to vote.

## **VI. Presentation of Nominations**

41. The UCLG Sections are requested to present nominations by addressing a letter to the UCLG Secretary General.
42. Nominations should be presented in a list by country or sub-region, according to the geographic division agreed by the World Organization and included in **Annex 5**.
43. The nominations should be accompanied by a form, included in the **Excel shared by the World Secretariat with the Sections**, duly filled in with the full direct contact details of the nominee and a letter by the nominee agreeing to be appointed to the relevant World Body.
44. Finally, include a report from the Section explaining the process utilised, including meetings that have taken place and the challenges faced to comply with the rules, if any.

## ELECTORAL CALENDAR FOR THE RENEWAL OF THE GOVERNING BODIES OF UCLG Updated in June 2022



### **JUNE 2022**

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- The **call for candidatures for the Chairperson of the Standing Committee on Gender Equality will be launched by the World Secretariat.**
- The **call for candidatures for the 8<sup>th</sup> UCLG World Congress will be launched by the World Secretariat.**



### **JULY 2022**

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- 31 July: Deadline for the payment of **membership fees.**



### **AUGUST 2022**

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- 1 August: **Deadline for the presentation of candidatures for Presidency, Treasury and Chairperson of the Standing Committee.**



### **SEPTEMBER 2022**

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- 5 September: **Deadline for the nominations to the Governing Bodies.**
- 5 September: **Deadline for presentation of candidatures for the 8<sup>th</sup> UCLG World Congress.**
- 15 September: **An extraordinary online meeting of the Committee on Statutory Affairs** will take place to further consider the final nominations.
- **The Committee on Statutory Affairs** will consider if the final candidatures for the Presidency meet the agreed criteria.



### **OCTOBER 2022: WORLD CONGRESS, 10-14**

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- **The Committee on Statutory Affairs** will propose a process of appointment and election through reports to the Assembly and Council.
- **The General Assembly** will appoint the representatives of the World Council.
- **The World Council** will appoint the representatives of the Executive Bureau.
- **The World Council** will elect the Presidency and Treasurer.
- **The World Council** will take note of the candidatures received for the 8<sup>th</sup> UCLG World Congress and will select the pre-candidatures for a decision to be made by the 2023 World Council, according to the recommendations of the Committee on Statutory Affairs.

## **THE CONSTITUTION OF THE WORLD ORGANISATION OF UNITED CITIES AND LOCAL GOVERNMENTS**

**Adopted by Constitutive General Assembly, 5 May 2004, Paris, France  
Amended by Extraordinary General Assembly, 26 April 2010, Chicago, USA  
Amended by General Assembly, 3 October 2013, Rabat, Morocco**

### **PREAMBLE**

We, representatives of local governments the world over, serving the populations of rural and urban communities; small, medium and large towns, metropolises and regions; gathered in Paris, France on 5 May 2004 to create a new unified world organisation of local governments.

### **Recalling:**

- the Universal Declaration of Human Rights, and particularly the principle recognised in Article 21, that the will of the people is the basis of the authority of government;
- the considerable work achieved by the International Union of Local Authorities (IULA) since 1913 and the World Federation of United Towns and Cities (UTO) since 1957 in developing municipal international relations and strengthening local government worldwide;
- the United Towns Charter adopted by UTO in 1957;
- the IULA Worldwide Declaration of Local Self-Government, adopted by IULA in 1985 and amended in 1993, and ratified by the UTO in 1994;
- the Final Declaration of the World Assembly of Cities and Local Authorities adopted in Istanbul in 1996;
- the Habitat Agenda and the Declaration on Cities and other Human Settlements in the New Millennium, Agenda 21 and the Political Declaration of the World Summit on Sustainable Development, and the Millennium Declaration and Millennium Development Goals;

### **Considering:**

- that the world is being reshaped by changing economic, technological, demographic, environmental and social forces;
- that the traditional role of the State is profoundly affected by the above trends and that States cannot centrally manage and control the complex integrated cities and towns of today and tomorrow;
- that population growth and the continuing process of urbanisation makes the task of local governments, both rural and urban, more complex but all the more essential;
- that in this changing world, the essential value of democracy, grounding government's legitimacy in the people, remains stronger than ever;
- that local government is one of the main foundations of any democratic society, being the level of government closest to the people;

### **Recognising:**

- the vital role of local government as a force for sustainable development, good governance, sustainable urbanisation and promotion of the rights of the citizen;
- the vital role of local government as a force for promoting Human Rights -civil and political, social and economic - as recognised, codified and endorsed by the United Nations;
- local government's responsibility to take an active role in responding to the challenges facing humanity; to fight strongly against poverty, ignorance, intolerance, discrimination, exclusion, insecurity, environmental degradation and cultural levelling;
- the vital role of local government as a force for peace and solidarity between peoples;
- the diversity of democratic ways and means by which local communities can achieve these objectives;
- that local democracy is not just a formal value but must be continuously updated and revised, ensuring genuine equality and participation open to all, men and women;

### **Emphasising:**

- that strengthening local government in any country strengthens the entire nation and the world community by ensuring more effective and democratic public policies;
- that Municipal International Cooperation and decentralised cooperation, partnership, twinning, international local government diplomacy, sister city links, and mutual assistance through capacity-building programmes and international municipal solidarity initiatives, are a vital contribution to the construction of a peaceful and sustainably developed world;
- that the more united local governments are, at national, regional and world level, the stronger they are in voicing the will of the communities they serve;

### **Committed to:**

- local democracy and autonomy, i.e. to the principles of democratic decentralisation and subsidiarity in the spirit of inter-connecting spheres of government;
- citizen-centred, participative local governance within the principles of decentralisation and subsidiarity;
- high ethical standards of public service, efficiency, effectiveness and transparency;
- partnership with the international community and other spheres of government, civil society and other key actors;

*Ordain and establish the Constitution of the World Organisation of United Cities and Local Governments as follows:*

## **NAME, HEADQUARTERS AND LEGAL STATUS**

### **Article 1**

By the present constitution, a non-profit association, with full legal and operational capacities, governed by Spanish law is formed. Its name shall be the **World Organisation of United Cities and Local Governments**, (from here onwards referred to as 'the World Organisation').

Its legal seat shall be based at **15 Carrer Avinyó in Barcelona, Spain**.

The World Organisation shall be a non-profit international organisation with no affiliation to any political party or religion.

The association will be established for an indefinite period and its coverage will be worldwide.

## **OBJECTIVES**

### **Article 2 Mission**

The mission of the World Organisation is:

To be the united voice and world advocate of democratic local self-government, promoting its values, objectives and interests, through cooperation between local governments, and within the wider international community.

### **Article 3 Objectives**

To achieve this mission, the World Organisation shall pursue the following objectives:

- a. To promote strong and effective democratic local self-government throughout the world;
- b. To promote unity and cooperation amongst members;
- c. To ensure the effective political representation of local government to the international community, in particular the United Nations and its agencies;
- d. To be the worldwide source of key information and intelligence regarding local government;
- e. To be the worldwide source of learning, exchange and capacity-building, supporting the establishment and strengthening of free and autonomous local governments and their national associations;
- f. To promote economic, social, cultural, vocational and environmental development and service to the population based on the principles of good governance, sustainability and social inclusion;
- g. To promote race and gender equality, and to combat all forms of discrimination that are illegal with regard to international law, and/or illegitimate in relation to the values and policies of the organisation;
- h. To be a strong democratic organisation, reflecting in its composition and functioning the diversity of the local spheres of governance;
- i. To promote decentralised cooperation and international cooperation between local governments and their associations;
- j. To promote twinning and partnerships as a means for mutual learning and friendship between peoples;
- k. To develop policies, programmes and initiatives within the framework of the World Organisation's mission, values and objectives, this implies seeking appropriate means to implement them, within the internal rules of the organisation.

### **Article 4 Tasks**

In pursuance of these objectives, the World Organisation shall undertake such tasks and enterprises as may be determined appropriate and desirable in order to achieve its missions and objectives, including in particular:

- a. Engaging actively in lobbying and advocacy work to promote the role and status of local government in the international arena and to influence international policy making;
- b. Developing and promoting policies and positions on issues of key interest and importance to local government before the international community;
- c. Collaborating actively with the United Nations and its agencies, and other relevant international organisations;
- d. Developing initiatives and action programmes based on the principles of local self-government and international cooperation, particularly through decentralised cooperation/development projects between local governments and associations of local governments, seeking funding and the creation of financial tools to support these projects;
- e. Building an international platform of exchanges and partnerships, in order to strengthen the capacities of local governments and their associations;
- f. Supporting a strong network of local government members and developing services and global products to meet their needs and demands;
- g. Becoming a major world source of information on local self-government, local authorities, international solidarity and the exchange of know-how;
- h. Disseminating information amongst its members, through publications, seminars and new information technologies, on the situation and the evolution of local government all over the world;
- i. Organising congresses, other events and activities, and increasing the number of members, in order to reinforce the World Organisation's political influence and its financial autonomy.

### **Article 5 Adherence to the principles of international law and United Nations decisions**

In pursuing its mission, objectives and tasks, and in dealing with issues of membership and other decisions under this constitution, the World Organisation shall act in accordance with, and be guided by, the principles of international law and relevant decisions of the United Nations on recognition of states and other related matters.

## **MEMBERSHIP**

### **Article 6 Categories of membership**

The World Organisation consists of the following categories of members:

- a. Local government members;
- b. Regional sections;
- c. International organisation members;
- d. Associate members;
- e. Honorary members.

#### **Article 7 Local government members**

Local government membership of the World Organisation shall be open to:

- a. Individual cities and local governments;
- b. National associations of local government.

#### **Article 8 Regional sections**

Regional sections of the World Organisation, recognised in accordance with the provisions of this constitution, are members as of right.

#### **Article 9 International organisation members**

International organisation membership of the World Organisation shall be open to international local government organisations which represent specific categories of local governments, and/or whose purposes relate to specific sectoral or thematic issues.

#### **Article 10 Associate members**

Associate membership of the World Organisation shall be open to organizations which, though not themselves local government organizations, are strongly concerned with or involved in local government matters.

#### **Article 11 Honorary members**

Honorary membership may be granted to individuals or institutions who have rendered distinguished service to the association or to the cause of democratic local government. Nominations for Honorary membership shall be made by the Executive Bureau and approved by the World Council.

### **RIGHTS AND OBLIGATIONS OF MEMBERS**

#### **Article 12**

Members may participate in the various activities and programmes of the organisation and have equal access to information, data and documentation on local government matters and the activities and decisions of the organisation.

#### **Article 13**

Members undertake to support, promote and adhere to the World Organisation's mission, values and objectives.

#### **Article 14 Membership fees**

Local government members, international organisation members and associate members shall pay an annual membership fee. The World Council, upon proposal of the Executive Bureau, shall decide on the amount of the respective membership fees. The membership fees for local government members shall take the following into consideration:

- a. the number of inhabitants represented by the member;
- b. the state of the country's economic development.

The formula for membership fees shall be included in the General Rules of Procedure.

#### **Article 15**

Membership fees shall be paid in accordance with the General Rules of Procedure. Membership shall become effective upon receipt of the new member's first payment.

#### **Article 16**

Any member may resign at any time by giving a minimum of six months written notice to the Secretariat as specified in the General Rules of Procedure, provided that such a member shall remain liable to pay any outstanding membership dues, including any appropriate pro rata share.

### **ADMISSION**

#### **Article 17**

Applications for local government, international organisation and associate membership shall be decided by the Executive Bureau, whose task is to ensure that applicants meet the relevant requirement for membership. All applicants for membership must undertake to support, promote and adhere to the World Organisation's mission, values and objectives.

#### **Article 18**

An applicant complying with the relevant requirements for membership has a right to apply for membership in the World Organisation, directly at world level. For the sake of good coordination however, the relevant regional section shall be consulted on applications coming from their geographical area. Simultaneous membership shall be encouraged within the World Organisation and its regional sections.

#### **Article 19 Special Membership Committee**

A Special Membership Committee shall be appointed by the Executive Bureau to consider and advise on special issues that may arise in relation to membership questions.

### **EXCLUSION**

#### **Article 20**

A member is liable to exclusion or suspension:

- a. if it breaches the obligations and principles set out in this Constitution;
- b. if, without the consent of the Executive Bureau, membership fees are more than one year in arrears;
- c. if it no longer fulfils other conditions of membership set out in this Constitution.

#### **Article 21**

The decision to exclude or suspend a member shall rest, on the recommendation of the Executive Bureau, with the World Council, which shall decide by a two-thirds majority of the votes cast by World Council members in attendance.

#### **Article 22**

A member whose exclusion is proposed shall be given at least two months written notice of the relevant World Council meeting. The member shall be invited to make his written observations known before the World Council and shall be entitled to attend and speak at the meeting of the World Council dealing with the question.

#### **Article 23**

The same procedure shall apply to a member whose suspension is proposed. The suspension shall apply for the period until the next World Council where the decision will be taken whether to lift the sanction or, on the contrary, exclude the member.

## **METROPOLITAN SECTION AND SECTION OF REGIONAL GOVERNMENTS**

### **Article 24 a**

The World Organisation shall have a Metropolitan Section, whose membership shall be open to large metropolitan governments, as defined in the Rules of Procedure. The Metropolitan Section shall promote the specific policies of, and deal with matters of concern to, its members and promote the membership of metropolitan cities in the World Organisation.

### **Article 24 b**

The World Organisation shall have a Section dedicated to regional governments, known as Forum of Regions, whose membership shall be open to regional authorities, as defined in the Rules of Procedure. The Forum of Regions shall promote the specific policies of, and deal with matters of concern to, its members and promote the membership of regional governments in the World Organisation

## **REGIONAL SECTIONS**

### **Article 25**

Regional sections shall establish their own constitution and governing bodies and are established as independent legal entities. They set their own policies and administer their own affairs, provided these are not contrary to this Constitution.

### **Article 26**

Regional sections are part of the World Organisation's operating structure. They do not preclude direct membership in the World Organisation, but provide the World Organisation with institutional support within their agreed geographical area in pursuing its mission and objectives.

### **Article 27**

Regional sections co-ordinate and facilitate membership in their geographical area. With their members, they provide support to the policies and activities decided by the governing bodies of the World Organisation. They perform a policy, programming and administrative role within the World Organisation, and a co-ordinating role in relation to the electoral process, within the framework of this Constitution.

### **Article 28**

The formal establishment of a regional section shall be approved by the World Council, taking into account the existing situation and after full consultation with local government members affected by the establishment of the section.

### **Article 29**

There shall be a written agreement between the World Organisation and each regional section, in which the division of tasks and mutual responsibilities shall be defined and agreed. The conclusion of such an agreement shall be a precondition for the establishment of a regional section. These agreements shall take into account the diversity and specific needs of each regional section, in relation to its context and the characteristics of its membership and area

### **Article 30**

With the exception of particular conditions (if any) set out in such agreements, the World Organisation is not liable for debts and liabilities of the regional sections, nor shall regional sections have liability for debts and liabilities of the World Organisation.

### **Article 31**

The World Organisation shall coordinate, at world level, the multilateral activities of its members for which it has received a mandate.

## **GOVERNANCE STRUCTURE**

### **Article 32**

The governance of the World Organisation is executed by:

- a. the General Assembly;
- b. the World Council;
- c. the Executive Bureau;
- d. the Presidency, composed of President and Co-presidents;
- e. the Treasurer;
- f. the Secretary General.

## **THE GENERAL ASSEMBLY**

### **Article 33 Role**

The General Assembly is the supreme organ of the World Organisation. It has responsibility for the overall policy, direction and oversight of the organisation. In particular, the General Assembly shall:

- a. give guidance on the general policy direction of the organisation;
- b. receive the report of activities and financial report submitted by the World Council;
- c. appoint members of the World Council from among the local government members, after considering a report from the Committee on Statutory Affairs in relation to the validity of elections for this purpose to be duly held within each world region, as set out in the Electoral Procedure Rules;
- d. deal with all matters placed on its agenda by the World Council;
- e. adopt any revisions to the Constitution;
- f. decide on the dissolution and the liquidation of the World Organisation.

### **Article 34 Composition**

The General Assembly shall comprise all members of the World Organisation, through their duly appointed representatives.

### **Article 35 Sessions**

The General Assembly shall be convened by the World Council, normally at the time of the World Congress to which both the World Organisation members and non-members are invited. The World Council may convene extraordinary sessions in between ordinary meetings, in the conditions described in the General Rules of Procedure.

The announcement of ordinary and extraordinary meetings must be sent to members at least one month in advance, indicating the agenda items.

The World Council may invite persons and entities which are not members of the World Organisation to attend the General Assembly as observers.

The session will be chaired by the President of the World Organisation who will direct the discussions and give attendees a chance to speak. The Secretary General will act as the Secretary of the Assembly, noting the resolutions passed in the meeting minutes.

**Article 36 Participation and Voting**

Each member shall assign a delegate to represent it at the General Assembly and may also assign a substitute. The latter may only participate in the meeting as a voting member if the named delegate is absent. The substitute should hold a political mandate.

All members are entitled to participate in the sessions and to express their opinions and proposals publicly. If there are numerous requests to participate, the Chairman may moderate their length. The Chairman may also grant participating members the right to respond. Local Government members who are up to date in payments of their membership fees, up until the year preceding the meeting, shall have voting rights in the General Assembly. The President of each regional section or his/her mandated representative shall have one vote, and the same applies in relation to international organisation members. Associate members and honorary members shall not have voting rights in the General Assembly of the World Organisation.

**Article 37**

Each voting member of the General Assembly shall have an equal vote.

**Article 38**

Except in special cases provided for in the Constitution, decisions of the General Assembly shall be taken by a simple majority of the votes cast.

**THE WORLD COUNCIL**

**Article 39 Role**

The World Council is the principal policy-making body of the World Organisation. It decides the World Organisation's policies and ensures that general policies decided by the General Assembly are implemented.

**Article 40**

The World Council shall conduct its activities in accordance with this Constitution and the decisions of the General Assembly.

**Article 41**

The World Council shall in particular:

- a. elect the President, the Co-Presidents and the Treasurer of the World Organisation and ratify nominations for the Vice-Presidents;
- b. appoint members of the Executive Bureau from among its members, after considering a report from Committee on Statutory Affairs in relation to the validity of elections for this purpose to be duly held within each world region, as set out in the Electoral Procedure Rules;
- c. approve the annual budget and accounts submitted by the Executive Bureau;
- d. decide on applications, suspensions and cancellations of membership;
- e. decide on the level of membership fees;
- f. appoint any committee to consider particular problems and issues concerning the World Organisation, or to deal with any matters or issues it deems appropriate, and delegate tasks accordingly. It may delegate this function to the Executive Bureau.

**Article 42 Composition**

The World Council shall comprise the following members:

- a. the President, the Co-Presidents and the Treasurer;
- b. the Vice-Presidents;
- c. 340 local government members appointed by the General Assembly after elections held in each region on the basis of two colleges representing the two types of local government members, for the term between two ordinary sessions of the General Assembly;
- d. a political representative of the city which hosts the seat of the World Secretariat;
- e. the Secretary General (non-voting and ex officio);
- f. designated representatives of international local government organisations and associate members (both non-voting);

The Mayors or Deputy Mayors and Presidents or Vice-Presidents of regional authorities (or those holding equivalent office) and the Presidents and Vice-Presidents of associations, representing members of UCLG, may participate in the World Council (non-voting).

The members of the World Council fulfil their function without remuneration.

**Article 43**

Representatives in the World Council must hold a political mandate from a local government.

**Article 44 Substitutes**

Each member of the World Council may have one duly appointed standing substitute. The latter may only attend meetings as voting member in the absence of the full member. The substitute should hold a political mandate.

**Article 45 Sessions**

The World Council shall meet at least once a year, as convened by the President or at the request of at least one third of its members.

The announcement of ordinary and extraordinary meetings must be sent to members of the World Council at least one month in advance, indicating the agenda items.

The session will be chaired by the President of the World Organisation who will direct the discussions and give attendees a chance to speak. The Secretary General will act as the Secretary of the World Council, noting the resolutions passed in the meeting minutes.

All members of the World Council are entitled to participate in the sessions and to express their opinions and proposals publicly. If there are numerous requests to participate, the Chairman may moderate their length. The Chairman may also grant participating members the right to respond.

**Article 46 Voting**

Each member of the World Council has one vote.

**Article 47**

Except in special cases provided for in the Constitution, decisions of the World Council shall be carried by a simple majority of the votes cast. In case of equal voting, the President of the session shall have a casting vote.

## **THE EXECUTIVE BUREAU**

### **Article 48 Role**

The Executive Bureau is responsible for initiating proposals and carrying out the decisions of the World Council and for any other matter delegated to it by the World Council. It is in charge of the World Organisation's administrative and financial management. It prepares the meetings of the World Council and of the General Assembly.

### **Article 49**

The Executive Bureau shall in particular:

- a. approve and submit the annual budget, accounts and reports to the World Council;
- b. appoint the Committee on Statutory Affairs;
- c. appoint the Special Membership Committee;
- d. appoint the Financial Management Committee;
- e. appoint the independent external auditors for the organisation;
- f. be empowered to enter into agreements for the acquisition, alienation and encumbering of property, the creation or transfer of interests in which require public registration and to enter into agreements whereby the Association acts as surety or undertakes to be severally liable as co-debtor, agrees to answer for another party or provides security for any debt of another party.

### **Article 50**

The Executive Bureau shall be entitled to make policy decisions between meetings of the World Council within existing policy guidelines on matters that cannot reasonably await the next meeting of the World Council.

### **Article 51**

The Executive Bureau shall exercise all other powers that are not reserved to the General Assembly and the World Council. The President or the Secretary General, under the terms set out herein, shall act as the legal representative of the World Organisation.

### **Article 52 Composition**

The Executive Bureau shall comprise the following membership:

- a. the President, the Co-Presidents, and the Treasurer;
- b. the Vice-Presidents (non-voting);
- c. 114 members elected by the World Council from among its members following the same proportion between the two types of local government member as in the World Council, for the term between two ordinary sessions of the General Assembly;
- d. a political representative of the city which hosts the seat of the World Secretariat;
- e. the Secretary General (non-voting and ex officio);
- f. designated representatives of international organisation members (non-voting);

The Mayors or Deputy Mayors and Presidents or Vice-Presidents of regional authorities (or those holding equivalent office) and the Presidents and Vice-Presidents of associations, representing members of UCLG, may participate in the Executive Bureau (non-voting).

The Executive Bureau may co-opt up to 3 non-voting members for different purposes, which may include the representative of the host of the next congress of the World Organisation.

The members of the Executive Bureau fulfil their function without remuneration.

### **Article 53**

Representatives in the Executive Bureau must hold a political mandate from a local government.

### **Article 54 Substitutes**

Each member of the Executive Bureau may have one duly appointed standing substitute. The latter may only attend meetings as voting member in the absence of the full member. The substitute should hold a political mandate.

### **Article 55 Sessions**

The Executive Bureau shall meet at least twice a year, as convened by the President or at the request of at least one third of its members.

The announcement of ordinary and extraordinary meetings must be sent to members of the Executive Bureau at least one month in advance, indicating the agenda items.

The session will be chaired by the President of the World Organisation who will direct the discussions and give attendees a chance to speak. The Secretary General will act as the Secretary of the Executive Bureau, noting the resolutions passed in the meeting minutes.

All members of the Executive Bureau are entitled to participate in the sessions and to express their opinions and proposals publicly. If there are numerous requests to participate, the Chairman may moderate their length. The Chairman may also grant participating members the right to respond.

### **Article 56 Voting**

Each voting member of the Executive Bureau has one vote.

### **Article 57**

Except in special cases provided for in the Constitution, decisions of the Executive Bureau shall be taken by a simple majority of the votes cast. In case of equal voting, the President of the session shall have a casting vote.

## **THE PRESIDENCY**

### **Article 58**

The Presidency, comprising the President and up to 5 Co-Presidents is elected by the World Council from among local government members for a renewable term between two ordinary sessions of the General Assembly. At least one of the above office-holders must come from an individual local government member; at least one must come from a national association and at least one must come from a member of the Metropolitan Section.

The President and Co-Presidents act on behalf of the World Organization, not of a specific Section.

In case no gender balance is reached, and at the recommendation of the Committee on Statutory Affairs, the Chairperson of the Standing Committee on Gender Equality, appointed as defined in the Rules of Procedure, can become an ex-officio member of the Presidency with full rights.

The Treasurer shall participate in the work and deliberations of the Presidency.

The members of the Presidency fulfill their function without remuneration.

### **Article 59**

Candidacies for the President and Co-Presidents may be presented by:

- a. the Executive Bureau; or
- b. at least 6 Local Government members from different countries and at least two different world regions.

**Article 60 President**

The President is the principal representative of the World Organisation and chairs the meetings of the General Assembly, the World Council and the Executive Bureau. She/He shall ensure the continuity of the policies of the organisation between meetings of the Executive Bureau.

**Article 61 Co-Presidents**

The Co-Presidents assist the President in carrying out her/his responsibilities and when necessary assume the role of President.

**Article 62 Vice-Presidents**

The World Organisation has Vice-Presidents, one being nominated by each of its sections. Vice-Presidents shall also represent the World Organisation when appropriate and so mandated, and carry out other responsibilities as necessary.

The Vice-Presidents fulfil their function without remuneration.

**Article 63**

Members of the Presidency shall hold a local electoral mandate; they must also be at the head of a) a local government or b) a national association of local governments.

In the case offices described under a) or b) are lost; their function within the Presidency will terminate at the date of the next meeting of the Executive Bureau.

The Executive Bureau shall declare the vacancy and hold the responsibility of organising, if need arise, the process for electing his/ her replacement.

**Article 64**

The President, the Co-Presidents and the Vice-Presidents have the right to resign.

**FINANCES****Article 65**

The World Organisation shall derive its finances from membership fees, income from activities, grants and other sources.

**Article 66**

The operational and financial year will coincide with the calendar year and will be closed on 31 December each year. The accounts should be closed on 31 December each year.

**Article 67 The Treasurer**

The Treasurer is responsible for the oversight of the financial strategy, accounting and management of the World Organisation's finances. Every year, she/he shall present to the Executive Bureau:

- a. the accounts of the previous financial year, certified by an independent external auditor appointed by the Executive Bureau which shall be submitted to the World Council for final approval;
- b. the budget for the next financial year;
- c. other significant financial reports.

The Treasurer fulfils his/her functions without remuneration.

**Article 68 The Financial Management Committee**

The Financial Management Committee shall be appointed by the Executive Bureau, chaired by the Treasurer and composed of representatives of the 6 members paying the highest membership fees and 6 elected representatives of other members, taking into account the geographical diversity and representation of the local government membership.

The members of the Financial Management Committee fulfil their function without financial remuneration.

**Article 69**

The Financial Management Committee's role is to advise the Treasurer and the Executive Bureau on financial matters. The Committee shall be consulted on the preparation and execution of the budget, and may propose a mechanism for internal audit to the Executive Bureau including the appointment of a maximum of 3 Honorary Auditors.

**THE SECRETARY GENERAL****Article 70**

The Secretary General is the chief executive officer of the World Organisation. She/he directs the daily activities of the World Organisation and carries out the decisions of the General Assembly, the World Council and the Executive Bureau. The Secretary General manages the General Secretariat and the activities, programmes and finances of the organisation under the guidance of the Presidency and the responsibility of the Executive Bureau.

**Article 71**

The Secretary General is appointed by the Executive Bureau and may be dismissed by the Executive Bureau.

**Article 72**

The Secretary General is responsible for the employment of the General Secretariat's personnel.

**Article 73**

In his/her daily activities, the Secretary General has a general authorization to represent the World Organisation on behalf of the Executive Bureau.

**Article 74**

The Secretary General, as the duly authorised representative of the World Organisation, is authorised to work with banks and other credit institutions, to order payments and execute all kinds of contracts as allowed under civil, mercantile and administrative law.

The Secretary General may also represent the World Organisation before public administrations and courts, and have power to appoint legal counsel and court attorneys.

**CONDUCT OF ELECTIONS****Article 75**

The Electoral Procedure Rules, annexed to this constitution, shall have effect for regulating the conduct of elections to the World Council and Executive Bureau, and for defining the role of the Committee on Statutory Affairs.

**Article 76**

The Electoral Procedure Rules may be amended by the World Council, by a majority of not less than two-thirds of those voting, upon a resolution of the Executive Bureau recommending such amendment. All members of the World Organisation shall have at least two month's written notice of the meeting of the World Council at which any proposed amendment to the Electoral Procedure Rules is to be voted on.

## **LIABILITY**

### **Article 77**

The World Organisation is liable as a legal entity only to the extent of its assets; members are not individually liable for such corporate debts and liabilities.

## **GENERAL RULES OF PROCEDURE**

### **Article 78**

The Executive Bureau approves the General Rules of Procedure, which shall deal with details concerning the internal operation and regulation of the World Organisation. They shall be ratified by the World Council.

### **Article 79**

Any point which is not dealt with in these statutes shall be ruled by the law of Spain.

## **AMENDMENTS TO THE CONSTITUTION, MERGER, DISSOLUTION AND LIQUIDATION OF THE WORLD ORGANISATION**

### **Article 80**

Any proposal for a revision of the Constitution or the merger, dissolution or liquidation of the World Organisation shall emanate from the Executive Bureau or from six or more local government members from different countries.

### **Article 81**

The members of the World Organisation shall be notified in writing of the proposals at least two months before the meeting of the General Assembly at which they shall be considered.

### **Article 82**

No decision on amendments to the Constitution or merger, dissolution or liquidation of the World Organisation shall be adopted unless two-thirds of the Local Government members are represented and it is approved by a two-thirds majority of the valid votes cast.

### **Article 83**

If less than two-thirds of the local government members were represented at the first meeting, the General Assembly shall at the subsequent meeting be entitled to make a binding decision irrespective of the number of the local government members represented.

### **Article 84**

In the event of dissolution, the General Assembly shall make the necessary and adequate arrangements to determine the destination of the goods and rights of the Association. The Assembly will also make arrangements related to the ending, winding down and liquidation of any pending activity of the Association.

The net residues resulting from the liquidation will be given directly to a non-profit public or private entity in the same territory, and active in a similar field, to the Association, or dedicated to charity.

The Association will be dissolved by decision of its members explicitly expressed in a special session of the General Assembly called to this effect. At least two thirds of the local government members need to be in agreement, and express their consent with two-thirds of the valid votes, as established in article 82 of this constitution and according to the causes contained in article 39 of the Civil Code and by Court Order.

## **OFFICIAL LANGUAGES**

### **Article 85**

The initial official languages of the World Organisation shall be English, French and Spanish. The World Council may make subsequent decisions on official and working languages, taking into account the development of membership and resources available.

## **ELECTORAL PROCEDURE RULES**

**Adopted by Constitutive General Assembly, 5 May 2004, Paris, France  
Amended by Executive Bureau, 6 April 2019, Montevideo, Uruguay**

### **PART I - GENERAL PRINCIPLES**

#### **Rule 1**

- 1.1 Elections to the World Council and Executive Bureau shall be carried out through elections held in each defined world region.
- 1.2 The local government members in each defined world region shall be entitled to elect the number of their representatives to the World Council as set out in Rule 2.
- 1.3 The representatives for the World Council in each defined world region shall be entitled to elect the number of their representatives to the Executive Bureau as set out in Rule 2.

#### **Rule 2**

- 2.1. The defined world regions and the respective number of representatives to the World Council and Executive Bureau respectively are as set out in the following table:

<b>Sections</b>	<b>World Council</b>	<b>Executive Bureau</b>
Africa	45	15
Asia-Pacific	66	22+1
Europe	63+8+2	21+2
Eurasia	36	12
Middle East & West Asia	33+2	11+1
Latin America	39	13
North America	36-10-2	12-3-1
Metropolitan	21+1VP	7+1VP
Forum of Regions/UCLG Regions	1VP	1VP
Host of the World Secretariat: Barcelona	1	1
<b>Total</b>	<b>342</b>	<b>116</b>

- 2.2. The above distribution of seats is based on respective total population size and in the case of Europe on historic active engagement of members from a large number of countries. It is also based on the principles that no world region should have more than one quarter of the overall number of seats nor more than twice the number allocated to any other world region.

#### **Rule 3**

- 3.1. Within each defined world region, seats for the World Council and Executive Bureau are divided between representatives of the two types of local government members, namely
  - (a) individual cities and local governments<sup>1</sup>
  - (b) national associations of local government,
 taking into account the number of inhabitants represented by each type of local government member in that region.

<sup>1</sup> Under this Rules and the UCLG Constitution "*individual cities and local governments*" is to be understood as: cities, towns, councils, provinces, regional authorities and other units of government that adhere directly to the World Organization.

- 3.2. The division of seats on the World Council and Executive Bureau as a whole shall ensure that the two types of local government member are duly represented.

## **PART II - DIVISION OF SEATS BETWEEN TYPES OF MEMBER**

### **Rule 4**

- 4.1. In order to calculate the division of seats between the two types of local government members<sup>2</sup>, the total population represented by each type of member shall be calculated. This calculation shall be done for the world organisation as a whole and for each world region separately.
- 4.2. Each type of member (refer to note 2), within each world region, is entitled to;
- 10% of the seats wherever it represents up to 10% of the population represented by the whole membership in that world region;
  - 30% of the seats whenever it represents more than 10% but no more than 30% of such population;
  - a share of the seats directly proportional to its share of the population wherever it represents more than 30% of such population.
- 4.3. In making the calculations set out above, the following shall apply:
- The actual population represented by a national local government association, through its own members, is taken into account (as against using the total national population, and excluding any individual member that is not a member of that association)
  - The total population represented by each local government member is calculated, even if this means that the same population is accounted for more than once

The best available statistics and evidence shall be used in relation to these calculations; the decision of the Committee on Statutory Affairs shall be final in this regard. To this end, each member will provide on request information on their current membership including population.

### **Rule 5**

- 5.1. Each type of local government member (as described in note 2) shall be entitled to at least 30% of the seats on the World Council and Executive Bureau even if (according to the calculation of population represented under Rule 4 above) its actual percentage is less.
- 5.2. Where the total number of seats ascribed to one type of local government member across each defined world region totals less than the 30% minimum required under Rule 5.1 above, the Committee on Statutory Affairs shall recommend to the General Assembly the means of achieving the required balance. Such recommendations may include allocating unfilled places from other world regions to the under-represented type in order to reach the 30% threshold.
- 5.3. Sections will make due efforts to promote an equitable gender balance in such representation: no gender should represent less than 10% in the sections nominations in 2010. This percentage should be increased to 20% for 2013; 25% for 2016 and 30% for 2019.
- 5.4. In the event that the Section is not in a position to meet these targets, it shall submit a written report of explanation to the Executive Bureau.
- 5.5. Countries with more than three representatives in the World Council shall submit candidacies ensuring a balanced representation of all spheres of government which are members of UCLG within that country.

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<sup>2</sup> There are two types of local government members under the UCLG Constitution: the cities, local and regional authorities adhering directly as explained under footnote 1 and the national associations of local governments<sup>17</sup>

- 5.6. To the effects of UCLG Constitution, the following definition applies to political mandate and representation: A political mandate refers to the mandate fulfilled by ***a political representative: a person holding a public office, being part of a deliberative body in charge of defining and implementing public local or regional policies.***

### **PART III – WORLD COUNCIL ELECTION PROCESS**

#### **Rule 6**

- 6.1. Where a regional section exists within a defined world region, it shall have responsibility for co-ordinating the electoral process, and for liaison with the Committee on Statutory Affairs. If there is more than one regional section for such region, they shall have the duty of co-operating to ensure that the electoral process is properly carried out.
- 6.2. Within each region, the electoral process shall be conducted so as to ensure that there is an equitable geographical balance in the overall representation from the region, including in relation to each type of local government member. Members from different countries in a region may put forward proposals for common representation.
- 6.3. Where there is a high degree of consensus among the members within a region as to the means by which the electoral process shall be carried out, including any proposed geographical or national distribution of seats within the region, this shall be put to the Committee on Statutory Affairs as soon as possible, and if approved by the Commission, shall be implemented. Any such consensus proposal shall ensure that the lesser represented of the two types of local government member is entitled to not less than its share of the seats in that region, calculated under Rule 4.2.
- 6.4. Where there is no consensus proposal put forward, the process within a region must ensure that each type of local government member is entitled to its relevant number of seats, as calculated under these Rules, as well as ensuring an equitable geographical balance.
- 6.5. Within each region, the members within each type shall elect their representation on the World Council, constituting for that purpose the two colleges referred to in Article 42 of the constitution (composition of World Council).
- 6.6. All elections shall be fairly conducted, in accordance with good practice. Inter alia, a fair opportunity must be given for candidates to be nominated, and reasonable written notice of any election shall be given to all members entitled to vote.
- 6.7. Members within each world region, and those organising elections, shall ensure that candidates for election have the required political mandate. Due regard shall be had to the need to ensure an equitable gender balance in such representation.

### **PART IV – EXECUTIVE BUREAU ELECTION PROCESS**

#### **Rule 7**

- 7.1. The members of the Executive Bureau are elected, within each world region, by and from among the members elected for that region to the World Council.
- 7.2. The election of the Executive Bureau members, within each world region, shall take place as soon as reasonably practicable after the World Council elections within that region.
- 7.3. The provisions of Rule 6 shall apply, mutatis mutandis, to elections of members of the Executive Bureau. A consensus proposal under Rule 6.2 may deal jointly with elections to the World Council and to the Executive Bureau.

## **PART V – ELECTION TIMETABLE**

### **Rule 8**

- 8.1. The Committee on Statutory Affairs shall, subject to these Rules, set the timetable for the electoral process, and supervise its effective implementation, leading up to the next ordinary General Assembly meeting at which the World Council is formally elected.
- 8.2. The relevant calculations of population and other matters required under these rules shall be completed and communicated to the world regional sections between 6 and 12 months before the relevant meeting of the General Assembly.
- 8.3. The elections within each world region shall take place not earlier than 5 months before the relevant meeting of the General Assembly.

## **PART VI – COMMITTEE ON STATUTORY AFFAIRS**

### **Rule 9**

- 9.1. A Committee on Statutory Affairs shall be established with the composition and responsibilities set out in this and the following Article.
- 9.2. The Committee on Statutory Affairs shall comprise:
  - a. The President (who will act as Chair),
  - b. The Immediate Past President,
  - c. The Co-Presidents,
  - d. The Treasurer,
  - e. Three political representatives of the three members paying the highest membership-fees,
  - f. The political representative of the seat of the World Organization.

### **Rule 10**

The responsibilities of the Committee on Statutory Affairs are as follows:

#### *Overall:*

- to ensure that the principles and requirements set out in these Rules for elections are complied with, and to encourage consensual working and good practice within world regions in relation to elections;

#### *Step 1 – providing the framework*

- to clarify the boundaries of each defined world region, and to ensure that each voting member is ascribed to the appropriate world region;
- to calculate the membership population figures (including determining any disputes of fact), and the respective percentages, represented by the two types of local government member within each world region and for the whole organisation;
- to calculate the number of seats on the World Council to which each type of local government member within each region is thus entitled;
- to advise each regional section (where they exist) of the relevant calculations;
- where no regional section exists in a defined world region, to ensure via the World Organisation that, in accordance with these Rules, fair elections are held which reflect the appropriate balance of membership and principles, including the requirement of equitable geographical balance;
- where there is more than one regional section with members in a defined world region, to ensure that there is proper co-ordination, and that the electoral process for that world region fairly treats the membership as a whole;

*Step 2 - approving the electoral process*

- to consider proposals from a regional section, based on a high degree of consensus of members within the defined world region, as to the means by which the relevant electoral process will be carried out, that reflects the requisite principles (including equitable geographical representation) and fairly balances the two types of local government members, and if so satisfied, to approve implementation of such proposals;
- in default of such approved consensus proposals, to determine the basis of election within each world region, to ensure that the principles are met and the correct balances achieved;

*Step 3 – ensuring the validity of the electoral process*

- to receive the results of elections held in each world region, and to confirm their procedural validity;
- to resolve any significant disputes over the conduct of elections in a world region, if necessary in serious cases by requiring a new election to be held for that world region;

*Step 4 – reporting to the General Assembly*

- to ensure that the worldwide balance between the two types of local government member is achieved;
- to report to the General Assembly on the validity of the electoral process and in particular the results of the elections in each defined world region, and the overall balance between the two types of local government member, as the basis for the General Assembly's decision on formal appointment of the World Council;
- to report likewise to the first meeting of the new World Council, to provide the basis for the World Council's decision on formal appointment of the Executive Bureau.

**UCLG CONDUCT OF ELECTIONS  
FOR THE 2022 WORLD CONGRESS IN DAEJEON  
Adopted by the 2019 Executive Bureau in Montevideo  
Amended by the 2022 Executive Bureau in Seville**

1. The *Conduct of Elections* recalls the main rules to be followed in the electoral process and the procedures of the elections themselves during the Congress.
2. The *UCLG Constitution and Electoral Procedure Rules* are the reference documents for the organization of elections, together with the recommendations of the Committee on Statutory Affairs.
3. Due to the great reach and diversity of its network, UCLG usually seeks broad consensus in the appointment of its representatives. However, its vocation of inclusivity and transparency also envisages the possibility of several candidatures for a single post or event. This document summarizes how elections are organized.

**Electoral process: Who elects who?**

4. The World Council is appointed by the General Assembly from a list previously agreed and recommended by the Committee on Statutory Affairs at the advice of the Sections.
5. The Executive Bureau is appointed by the World Council within its members according to the list agreed at the General Assembly.
6. The election of the Presidency takes place at the World Council.

**Calls for candidatures**

7. The call for candidatures is facilitated by the World Secretariat following the instructions of the Executive Bureau, at the recommendation of the Committee on Statutory Affairs. The calls for candidatures are attached to the Electoral Calendar defined by the Executive Bureau at the proposal of the Committee on Statutory Affairs.

**Key electoral rules**

8. According to Article 7 of the Constitution, UCLG membership is open to two types of local government members:
  - Cities and individual local governments.
  - National local government associations.
9. According to Rule 5 of the Procedures, each type of local government member shall be entitled to at least 30% of the seats in the World Council and Executive Bureau, even if its actual percentage is less.

### ***Gender equality***

10. According to Rule 5, no gender should represent less than 30% for 2019. For the 2022 process, it is recommended to comply with a strict minimum of 30%.
11. This rule should also be applied to the Presidency and Vice-Presidencies.

### ***Eligibility***

12. Only members up to date with the payment of membership fees will be eligible. The deadline for payment of membership fees was set as 30 June. The Secretaries General of the Sections received an eligibility reference with the launch of the Electoral Process, indicating the members that, according to the records of the World Secretariat, are able to be nominated as per up-to-date membership fee payments.
13. In virtue of the Constitution, representatives of the Governing Bodies must hold a political mandate from a local government.
14. According to Rule 5.6 of the Electoral Rules of Procedure, under the UCLG Constitution a political mandate is to be understood as: ***A mandate fulfilled by a political representative: a person holding a public office, being part of a deliberative body in charge of defining and implementing public local or regional policies.***

### **Voting rights**

15. **Only members officially appointed to the World Council** and up to date with their membership fees have the right to vote. Should the official member not be able to attend, his/her official substitute, duly appointed to the World Council, will have the right to vote.
16. **An official member appointed to the World Council cannot be the substitute of another member in the same governing body.**
17. **A substitute can be appointed to represent up to two official members,** granting him/her the right to cast two votes, on behalf of the two members he/she substitutes.
18. **An official member representing two different entities can have two votes,** on behalf of the two entities he/she represents.
19. **There are no proxies** and therefore only members in the actual representation lists, adopted by the General Assembly, are able to vote.
20. Both official members and substitutes must be political representatives, as described above.

### **Conduct of elections in situ: Voting ballots**

21. The voting ballots are designed and distributed by the World Secretariat.
22. They are distributed to the previously-appointed World Council members at the end of the General Assembly.
23. One voting ballot will be distributed to each member (principal or substitute) of the World Council upon presentation of their ID and his/her letter of acceptance of nomination.

24. There will be registration tables organized by continent in order to facilitate distribution.
25. Ballots are personal and cannot be transferred to other representatives.
26. There may be ballots of different colours to be used for different decisions or opportunities.

### **Casting the votes**

27. Voting will take place during the relevant item of the Council.
28. Ballot boxes will be placed in the same room where the Council meeting is taking place.
29. **Should the number of candidatures received for the post of President exceed four it will be necessary to organize the votes in two rounds.**
30. In this case, the **first round** of voting will take place immediately after the General Assembly. A brief session will be held to formally establish the newly appointed World Council. Voting members of the World Council will then be invited to cast their votes to elect the President of UCLG.
31. After counting the votes, **the two candidates with the highest numbers of votes remain for the second round.**
32. The candidates selected after the first round are then invited to **compose their ticket, including up to five co-presidents** (who can be selected from the list of candidates for the Co-Presidency and for the Presidency), **a treasurer and a deputy treasurer.**
33. The **second round** of voting will be decided by majority of votes casted and will take place during the formal session of the World Council. Voting members of the World Council will be invited to cast their votes to elect the President of UCLG and his/her presidential ticket.

### **Composition of the presidential ticket**

34. The following criteria should be sought as far as possible to reach a balanced ticket:
  - i. **Geographical balance:** ensure, as far as possible, a balanced regional representation in the Presidency team.
  - ii. **Gender balance:** ensure, as far as possible, the most balanced representation between female and male elected officials in the Presidency.
  - iii. **Representation of different types of membership:** according to article 58 of the Constitution, the Presidency should include at least one individual local government member; at least one from a national association; and at least one from the metropolitan members. In addition to article 58, a special mention was made to include intermediary cities members.

### **Vote counting**

35. The vote counting will take place during the meeting by a *sub-committee* of the Committee on Statutory Affairs (the Electoral Oversight Committee), which will include five representatives of at least three Sections and a member of staff of the World Secretariat (composition subject to agreement of the Committee on Statutory Affairs).

36. Candidates or representatives of candidates subject to election are able to participate as observers only.
37. The number of ballots cast and the registered votes will be announced and checked.
38. The results of the vote will be transmitted to the Chair of the Session and the UCLG Secretary General.
39. The Chair of the Session will announce the results to the World Council at a moment of their choice according to the agenda, and preferably by the end of the meeting.
40. It will be up to the chair to inform of the detail of the results.

## **Electoral governance and key rules**

### ***Rules***

41. The *UCLG Constitution and Electoral Procedure Rules* as amended in Chicago in 2010 and in Montevideo in 2019 respectively, are the reference documents for the organization of elections, together with the recommendations of the Committee on Statutory Affairs.

### ***Key actors of the electoral process***

- **The World Secretariat**; as facilitator of the process.
- **The Committee on Statutory Affairs**; providing the recommendations to conduct the elections.
- **The UCLG Governing Bodies**; providing political oversight of the recommendations of the Committee on Statutory Affairs.
- **The political representation of the Sections**; providing oversight in each region and Section.
- **The Secretariats of Sections**; as facilitators of the implementation of decisions.
- **The Electoral Oversight Committee.**

### ***Responsibilities of the World Secretariat***

- a) Providing all relevant documents for decision of the Committee on Statutory Affairs.
- b) Informing the Secretariats of the Sections of the decisions of the Committee on Statutory Affairs.
- c) Informing the membership of the Electoral Procedure Rules.
- d) Publishing the agreed calendar of elections.
- e) Facilitating the Conduct of Elections.

### ***Responsibilities of the Committee on Statutory Affairs***

- a) As per the Electoral Procedure Rules, the Committee on Statutory Affairs should guarantee that the principles and requirements set out in the framework of elections are complied with.
- b) The Committee should also encourage consensus and good practice within world regions throughout the process.
- c) The task of the Committee will be to:
  - Provide the framework for the elections, including the clarification of the boundaries of each defined world region and safeguarding the

- percentages relating to the different types of member represented as well as coordination among the different members in the respective Section;
  - Revise the candidatures and nominations according to the eligibility criteria;
  - Approve the proposals from regional Sections, based on a high degree of consensus of members within the defined world region;
  - Ensure the validity of the results of elections and resolve any significant disputes over the conduct of elections in a world region; in serious cases by requiring a new election to be held for that world region, if necessary.
- d) The Committee is further tasked with reporting to the General Assembly and World Council on the electoral process and its results.

### ***Responsibilities of the Sections***

- a) According to the requirements of the Electoral Process, the Sections are invited to provide the following information before the deadline, in order to enable the Committee on Statutory Affairs to prepare its report to the General Assembly.
- b) The following materials are to be submitted according to an agreed calendar:
- A letter summarizing the arrangements made for the electoral process;
  - The list of nominations for the Section;
  - One contact form duly filled in per nominee;
  - A letter by each nominee agreeing to be part of the UCLG Governing Bodies.
- c) Sections will need to actively follow up with members to ensure that eligible nominations are put through, by ensuring compliance with the following issues:
- Allocation of seats by Section and type of member;
  - Gender equality;
  - Eligibility.
- d) Sections should aim to present nominations built on consensus and to include all the members of UCLG in the region under their responsibility in the process.
- e) Where a Section exists within a defined world region, it shall have responsibility for coordinating the electoral process and for liaison with the Committee on Statutory Affairs. If there is more than one regional Section per region, they shall have the duty of co-operating to ensure that the electoral process is properly carried out.

### ***Responsibilities of the Electoral Oversight Committee***

42. As agreed by the 2021 World Council, the Electoral Oversight Committee is appointed at the beginning of the electoral process, to support the World Secretariat and the Sections.
43. The tasks of the Electoral Oversight Committee include:
- a) Accompanying the electoral process through the works of the Committee on Statutory Affairs.
  - b) Supervising the practical arrangements of the placement of the ballot boxes.
  - c) Supervising the casting of votes.
  - d) Receiving reports on the distribution of ballots.
  - e) Counting of votes.

- f) Comparing the casting of votes and the report of the distribution of ballots.
- g) Preparing a report to be presented to the Chair of the World Council containing the electoral results and accounting for any incidents undertaken.

## **COUNTRIES BY UCLG WORLD REGIONS**

List approved by the Electoral Commission of Paris in March 2007

Amended by the Executive Bureau in 2022

<b>Africa</b>	<b>Asia-Pacific</b>	<b>Europe</b>	<b>Eurasia</b>	<b>Middle-East and West Asia</b>	<b>Latin America</b>	<b>North America</b>
Algeria	Australia	Albania	Armenia	Afghanistan	Argentina	Antigua and Barbuda
Angola	Bangladesh	Andorra	Azerbaijan	Bahrain	Belize	Bahamas
Benin	Bhutan	Austria	Belarus	Iran	Bolivia	Barbados
Botswana	Brunei	Belgium	Kazakhstan	Iraq	Brazil	Canada
Burkina Faso	Cambodia	Bosnia-Herzegovina	Kyrgyzstan	Jordan	Chile	Dominica
Burundi	China	Bulgaria	Mongolia	Kuwait	Colombia	Grenada
Cameroon	Fiji	Croatia	Russian Federation	Lebanon	Costa Rica	Haiti
Cape Verde	India	Cyprus	Tajikistan	Oman	Cuba	Jamaica
Central African Republic	Indonesia	Czech Republic	Turkmenistan	Palestinian Authority	Dominican Republic	Saint Kitts and Nevis
Chad	Japan	Denmark	Uzbekistan	Qatar	Ecuador	Saint Lucia
Comoros	Kiribati	Estonia		Saudi Arabia	El Salvador	Saint Vincent and the Grenadines
Congo	Laos	Finland		Syria	Guatemala	Trinidad and Tobago
Dem. Republic of the Congo	Malaysia	France		Turkey	Guyana	United States of America
Djibouti	Maldives	Georgia		United Arab Emirates	Honduras	
Egypt	Marshall Islands	Germany		Yemen	Mexico	
Equatorial Guinea	Micronesia	Greece			Nicaragua	
Eritrea	Myanmar	Hungary			Panama	
Ethiopia	Nauru	Iceland			Paraguay	
Gabon	Nepal	Ireland			Peru	
Gambia	New Zealand	Israel			Suriname	
Ghana	North Korea	Italy			Uruguay	
Guinea	Pakistan	Latvia			Venezuela	

Africa	Asia-Pacific	Europe	Eurasia	Middle-East and West Asia	Latin America	North America
Guinea-Bissau	Palau	Liechtenstein				
Ivory Coast	Papua New Guinea	Lithuania				
Kenya	Philippines	Luxembourg				
Lesotho	Samoa	Macedonia				
Liberia	Singapore	Malta				
Libya	Solomon Islands	Moldova				
Madagascar	South Korea	Monaco				
Malawi	Sri Lanka	Montenegro				
Mali	Thailand	Netherlands				
Mauritania	Timor-Leste	Norway				
Mauritius	Tonga	Poland				
Morocco	Tuvalu	Portugal				
Mozambique	Vanuatu	Romania				
Namibia	Vietnam	San Marino				
Niger		Serbia				
Nigeria		Slovakia				
Rwanda		Slovenia				
Sao Tome and Principe		Spain				
Senegal		Sweden				
Seychelles		Switzerland				
Sierra Leone		Ukraine				
Somalia		United Kingdom				
South Africa						
South Sudan						
Sudan						
Swaziland						
Tanzania						
Togo						
Tunisia						

Africa	Asia-Pacific	Europe	Eurasia	Middle-East and West Asia	Latin America	North America
Uganda						
Zambia						
Zimbabwe						