STAFF HEALTH INSURANCE FUND

Amendment to Appendix II of the SHIF Regulations

Rules for Elections

1. The process for the election of the new representatives of the insured members on the SHIF Management Committee will begin within the coming weeks.

2. Attached, please find the amended Appendix II ("Rules for Elections") of the SHIF Regulations, as approved by the SHIF Management Committee at their 222nd meeting held on 15th May 2014.

The amendment attached is being communicated in application of Article 4.17, Paragraph 2 of the SHIF Regulations, which states:

"Any proposed amendment approved by the Management Committee shall be notified to the insured persons. Upon the written request of 200 insured persons received by the Management Committee within three weeks after such notifications, the Management Committee shall submit the proposed amendment in writing to the insured persons for vote. If more than two thirds of the votes cast are against the proposed amendment and at least 30 per cent of all insured persons have voted, the amendment shall not be proceeded with."

Clifford Kunstler
Executive Secretary
Staff Health Insurance Fund

13 June 2014
Appendix II
Rules for elections

Electorate and eligibility

1. Elections shall be held for the six members of the Management Committee representing the insured persons of the International Labour Office.

2. All insured persons shall be eligible, with the exception of the following:
   (a) the Director-General of the ILO, as well as the members of his/her Office;
   (b) members of the Fund Secretariat;
   (c) all persons previously found responsible for fraudulent acts against the interests of the Fund;
   (d) all persons declared ineligible, pursuant to a decision taken in application of the provisions of paragraph 22 d).

Organization of elections

3. The election of members of the Management Committee shall be organized by three electoral officers appointed amongst the insured persons by the Management Committee not later than 1 August of the year preceding the year in which the term of office of the persons to be elected is to begin.

4. The electoral officers may not be candidates in the election. Members of the Management Committee and members of the Fund Secretariat may not be appointed as electoral officers.

5. The electoral officers shall ensure that the present Rules are applied and that the election meets democratic electoral principles. They shall carry out their duties in an entirely impartial and independent manner. All decisions of the electoral officers shall be considered to be collectively endorsed. The Fund Secretariat shall implement the decisions of the electoral officers, who may request legal advice from the ILO as they deem necessary.

6. Within the limits of the present Rules, the electoral officers establish the detailed rules regarding the submission of candidatures, election publicity and voting procedures, with due consideration to the principle of equal opportunity between candidates, in particular with respect to means of communication.

7. Not later than 1 September, the electoral officers shall send to all insured persons a notice of election, together with such other document as may be appropriate. This notice shall detail the rules established according to paragraph 6. A period of at least five weeks shall be allowed for the nomination of candidates, as well as a second period of at least five weeks for voting, in order to enable insured persons in duty stations away from Geneva to vote.

8. Nominations shall be signed by at least ten insured persons and be accompanied by the signed acceptance of the candidates.
9. In support of their nomination, candidates may provide an individual statement of particulars relating to their qualifications and experience and commitments should they be elected, in keeping with the procedures established by the electoral officers.

10. The electoral officers shall verify the candidatures and supporting statements. This procedure is strictly confidential. The relevant services at the ILO shall provide the electoral officers with all the information required so that the present Rules can be applied. Candidatures failing to meet the requirements established in the present Rules, or received after the deadline, shall be rejected.

11. Should the electoral officers consider that a statement submitted according to Rule 9 fails to meet the requirements established in the notice of election, they shall request the candidate in question to amend the parts concerned within two working days, failing which the electoral officers shall either delete these parts or reject the entire statement.

12. Candidates are responsible for all other election publicity, whether undertaken by themselves or on their behalf. They refrain from any use of means of communication not accessible to all candidates.

13. Not later than 1 November, the electoral officers shall distribute to all insured persons voting slips bearing the names of all the candidates whose candidatures fulfill the conditions of the present Rules, together with any statements submitted under Rule 9.

14. In elections of members representing the insured persons, each insured person may vote for not more than six candidates. The three candidates who receive the highest number of votes shall be declared titular members and the three candidates with the next highest number of votes shall be declared substitute members.

15. The electoral officers shall count the votes and make a report on the number of votes cast for each candidate and on the results of the elections. In the event of an equal number of votes being recorded between candidates, the electoral officers shall decide by lot.

16. The electoral officers shall send a notice to all insured persons to announce the election results. A copy of the electoral officers’ report shall be posted on the staff notice board and posted on the SHIF web site. The original shall be placed in the archives of the Fund.

17. The electoral officers may decide that voting will be conducted either partially or in full by electronic means. Such being the case, they apply the present Rules with the necessary adjustments.

Settlement of disputes

18. The electoral officers shall examine all comments and complaints concerning the organization of the election and election procedures, and shall take any measure they deem necessary to ensure the regularity of the election. Their decision is final, except when the election result is contested in accordance with the paragraphs below.
19. The election result may be appealed before an Appeals Board, whose decisions cannot be further appealed.

20. To be receivable, any appeal against the election result must:
   (a) be presented with reasons specified and submitted in writing to the Executive Secretary of the Fund by a candidate, or a person insured by the Fund, or by the Management Committee; and
   (b) be made within 10 working days of the announcement of the election results.

21. The Executive Secretary of the Fund shall set up an Appeals Board composed of three insured persons, excluding the appellant or appellants, the electoral officers, the candidates to the election and the members of the Management Committee, namely:
   (a) one person designated by the appellant or appellants;
   (b) one person designated by the electoral officers;
   (c) one chairperson designated by the two above-designated persons or, in the event of a disagreement that lasts for over 10 working days, by the Director-General of the ILO.

22. The decision of the Appeals Board shall be adopted by a majority and shall either:
   (a) uphold the election result, without making a recommendation; or
   (b) uphold the election result, with an accompanying recommendation that shall then be examined by the incoming Management Committee; or
   (c) cancel the election completely or partially; the Chairperson of the outgoing Management Committee, as well as the Director-General of the ILO, shall be notified of this decision; or
   (d) invalidate a candidate’s election and, where appropriate, render him/her ineligible for a certain period.

23. The election shall not be completely or partially cancelled if it is clear that an observed irregularity did not influence the election results.

24. The Appeals Board shall reach a decision within 30 working days of its constitution. Should the Appeals Board be unable to reach a decision within this period, the appeal, together with an explanatory note on the reasons for the Board’s failure to reach a decision within the given period, shall be sent to the Director-General of the ILO for decision. The decision reached by either the Appeals Board or the Director-General of the ILO is irrevocable.

25. Should the election be completely or partially cancelled, members of the outgoing Management Committee who represent insured persons shall remain in office for a sixth-month period commencing on the date the Chairperson of the Committee receives notification from the Chairperson of the Appeals Board of the decision to cancel the election. During this period, the Management Committee shall deal with the day-to-day running of the Fund and organize new elections, full or partial as applicable, the results of which must be announced before the end of the six-month period.