

Stage 1: Appointment of Independent Scrutineer

1. The Board will agree with the Election Committee the maximum level of remuneration of the Independent Scrutineer (“Scrutineer”) that the Election Committee may commit to on behalf of World Sailing. The Board shall have no involvement in the appointment of the Scrutineer itself.
2. The Election Committee will then proceed to identify a Scrutineer for appointment.
3. The Scrutineer must be an admitted and practising accountant, barrister, solicitor, attorney or notary public with at least seven years’ experience and with an appropriate level of professional indemnity insurance.
4. The Scrutineer must provide a written declaration confirming he or she has no conflict of interest, professional or close personal connection to World Sailing, its Members, any candidate for election, any Council Member, any committee/commission member, any staff member nor any professional involvement with the sport of sailing. If the Scrutineer becomes aware of any conflicts of interest, professional or close personal connections at any time, he or she must notify the Election Committee as soon as possible.
5. The Chairman of the Election Committee will inform all MNAs of the name and qualifications of the person appointed. Any MNA may object to the appointment in writing within 5 days.
6. The decision of the Election Committee on the appointment of the Scrutineer is final.

Stage 2: Voter Registration

7. The Chief Executive Officer will notify the Election Committee and the Scrutineer of the official addresses of each MNA as of 1 October 2020. Unless the Chief Executive Officer is notified in writing by the MNA of a different official address by 30 September 2020, the primary address listed in the WS Yearbook will be used. At the same time, the Chief Executive Officer will publish the list of MNAs who are suspended and are in arrears. This list will also be given to the Election Committee and the Scrutineer.
8. The Election Committee reminds MNAs it is in their interests to clear any arrears and become eligible to vote well before voting opening.
9. The Election Committee will prepare and approve the voting pack and send it to the Chief Executive Officer for distribution to eligible MNAs.

10. If an MNA is suspended or in arrears (and therefore is not eligible to vote), upon the Chief Executive Officer certifying they are in good standing the Election Committee will direct the Chief Executive Officer to send the MNA a voting pack. While the Election Committee and Chief Executive Officer will use reasonable endeavours to act expeditiously, MNAs are responsible for clearing any arrears in sufficient time to allow voting packs to be sent to them and returned before the deadline.
11. On Monday 19 October 2020, the Chief Executive Officer will send each eligible MNA a voting pack.
12. The voting pack will consist of three parts:
 - a. Part A – MNA Voter Certificate
 - b. Part B – President Ballot Paper
 - c. Part C – Vice President Ballot Paper

Stage 3: Voting

13. Voting will open when the Chief Executive Officer sends the voting packs on Monday 19 October 2020
14. The voting pack must be completed by an officer of the MNA listed in the WS Yearbook.
15. The MNA officer must complete and sign Part A to certify this is the vote cast on behalf of the MNA.
16. The MNA officer then votes on the ballot papers in Parts B and C. No identifying information of the voter or the MNA must be entered on Parts B and C (e.g. the ballot paper must not be signed or stamped by the MNA).
17. If any identifying information is entered on a ballot paper, the ballot paper will be ruled invalid for a breach of Regulation 4.4 (requirement for secret ballot).
18. The MNA then sends Parts A, B and C direct to the Scrutineer (not to World Sailing). The message to the Scrutineer must come from the official address of the MNA. If it does not, the Scrutineer will reject the entire voting pack and it must be resubmitted via the proper address by the deadline.
19. The Scrutineer will acknowledge receipt to the MNA, noting the date and time that the vote was received.
20. The Scrutineer will check the certificate in Part A against the details held in the WS Yearbook. If the Scrutineer cannot verify the details of the MNA officer who completed the certificate, or if the MNA is suspended or in arrears, the entire voting pack will be rejected and a fresh pack must be submitted by the deadline.

21. The Scrutineer will not check the validity of the Part B and C ballot papers themselves nor that they have been properly completed. They will only inform the MNA of a technical problem (such as the files cannot be opened or read properly).
22. If the Scrutineer is satisfied that Part A matches the details held in the Yearbook, they will then send **Parts B and C only** to the members of the Election Committee and confirm to them they are ballot papers received from an eligible voter. The Scrutineer must not inform the Election Committee which MNA cast the vote and does not send Part A to the Committee.
23. The Election Committee will count the ballot papers as usual and prepare the result.

Stage 4: Results & Further Votes

24. The intended voting periods are stated in these Procedures. The Election Committee may change the voting periods following the close of nominations to reflect the actual number of candidates nominated. As a principle, the Committee will seek to maximise the time allowed for MNAs to cast their votes, whilst ensuring a result is obtained by the time required under the Constitution.
25. Voting opens when the Chief Executive Officer sends the voting packs on Monday 19 October 2020.
26. Voting closes at 1200hrs UTC on Monday 26 October 2020. Any votes not received by the Scrutineer by this time will not be accepted. The Scrutineer will determine the time and date of receipt of any voting pack and the decision of the Scrutineer is final.
27. If there is a result which does not require a further round of balloting, the Chairman of the Election Committee will inform the MNAs and candidates that there is a result and that no further voting is necessary. The Committee will not communicate the result of the vote until the General Assembly, when the Chairman of the Election Committee will announce the result in the normal way.
28. If there is a tie or a further round of balloting is needed in the Presidential election, the Election Committee will send the Chief Executive Officer a new voting pack for immediate distribution and inform MNAs of the names of the candidates who have been removed from the ballot.
29. The next round of Presidential voting will open as soon as these are sent by the Chief Executive Officer to MNAs and voting will close at a date and time specified by the Election Committee.
30. If there is a tie or a further round of balloting needed in the Vice Presidential election, the Election Committee will inform the Chief Executive Officer that a partial result has been declared. The Committee will not communicate the

result of the vote until the General Assembly, when the Chairman of the Election Committee will announce the result in the normal way and explain the candidates who remain eligible for election.

31. Following the conclusion of the General Assembly, the Election Committee will send the Chief Executive Officer a new Vice Presidential voting pack for distribution on Sunday 1 November 2020 after the meeting concludes. The next round of voting will open once these are sent by the Chief Executive Officer to MNAs and voting will close at 1200hrs UTC on Tuesday 3 November 2020. The result will be declared in writing by the Election Committee to all MNAs.
32. At all times, the number of votes received by a candidate will not be published until the declaration of all results.
33. In the event that a tie must be broken under Regulation 4.3(e)(ii) (for Vice Presidents only), the tie will be broken by the Chairman in the presence of a witness and during the General Assembly itself.

General

34. In the event that a situation arises where these procedures do not set out the action to be taken, the Election Committee will decide the matter after such consultation as the Election Committee shall think fit.
35. Following the elections, the Scrutineer and the Election Committee will retain copies of all documents they hold for 6 months.
36. With the approval of the Election Committee and the Independent Scrutineer, the sending and receiving of certain documents by email may instead take place via an alternative secure system.