

## **MCA Armenia Program**

During the implementation phase of MCA Armenia Program, a Secretariat consisting of 7 members (Deputy Minister of Finance and Economy, 3 NGO representatives previously involved in the due diligence phase, 1 MCC representative, 1 local and 1 international NGO representatives) was formed in the April 6, 2006 meeting with the civil society representatives. The Secretariat has developed the following mechanism for the election of civil society representatives for the Stakeholders' Committee.

### **Mechanism for the Election of Civil Society Representatives for the Stakeholders' Committee.**

#### **The mechanism consists of the following steps.**

Participation in voting

Nomination

Election

Revocation (Call Back)

Accountability

#### **1. Participation in voting**

- 1.1. Eligible for participation in the voting are the Armenian and international NGOs, foundations and unions operating in Armenia that will have submitted a filled in and sealed Expression of Interest for participation in the election (available on the [www.mca.am](http://www.mca.am) website) to the Ministry of Finance and Economy, Room 328 by 18:00, April 26, 2006.
- 1.2. The voters must have their passports with them during the voting.

#### **2. Nomination**

- 2.1. For being elected as a civil society representative in the Stakeholders' Committee there must be a special note in Item 2.2 of the Expression of Interest.
- 2.2. Upon collecting sufficient votes from the organization, its authorized representative is elected into the Stakeholders' Committee. In the case of the given person leaving the organization, the vacancy in the Stakeholders' Committee is filled by the representative of the organization with the next highest rank as per voting results.
- 2.3. Information on candidates will be available on the [www.mca.am](http://www.mca.am) website and the Ministry of Finance and Economy, Room 328 from April 27 to May 2 inclusively.

### **3. Election**

- 3.1. The number of civil society representatives in the Stakeholders' Committee is 5. They are first elected for 2 different periods: 3 representatives for 2 years and 2 representatives for 1 year. The 3 organizations with higher number of votes are considered elected for 2 years.
- 3.2. If after formation the Stakeholders' Committee decides to augment its staff with additional civil society representatives increasing their number from 5 up to 9, then the augmentation with new members will be carried out in accordance with the candidates' ranking as per voting results. During the first year of the Committee's operation the 6<sup>th</sup> representative of civil society will undertake its responsibilities for a period of 2 years, the 7<sup>th</sup> representative – for 1 year, the 8<sup>th</sup> representative – for 2 years and the 9<sup>th</sup> representative – for 1 year.
- 3.3. Afterwards, the Stakeholders' Committee members will be elected for 2 years.
- 3.4. In case of a tie, the representative of the organization to be elected into the Stakeholders' Committee is determined by the Election Committee by drawing lots.
- 3.5. Each organization participating in the election has 5 votes. The organization is obliged to give them to 5 different organizations of its choice. In the case of a voting paper having more than 5 votes, it is considered invalid.
- 3.6. The 5 civil society representatives considered elected into the Stakeholders' Committee will be those who collect higher number of votes.
- 3.7. In the case of a representative of the Stakeholders' Committee being elected for the Governing Council, the vacancy in the Stakeholders' Committee is filled by the representative of the organization with the next highest rank as per voting results.
- 3.8. In the case of a vacancy of a civil society representative in the Stakeholders' Committee, it is filled by the representative of the organization with the next highest rank as per voting results.
- 3.9. In the case of an obvious and indisputable conflict of interest between the civil society representative in the Stakeholders' Committee and the organization he/she represents, the representative retires from the Stakeholders' Committee.
- 3.10. The election process will be organized by the Election Committee, which will ensure the transparency and publicity of the election process, the development of the required documents, as well as informing mass media.
- 3.11. The candidates' first and last names, as well as the organization he/she represents will be mentioned in the voting paper. The names of the candidates will be listed in alphabetical order. Marking on the voting paper must be done by putting a latin "V" sign in the cell beside the candidate's name.
- 3.12. The number of replicated voting papers will exceed the number of applicants (organizations having submitted the Expression of Interest) by 5%.
- 3.13. The form of the voting paper will be determined by the Election Committee.
- 3.14. The voting papers will be replicated by MCA Armenia team with the participation of the Election Committee.

- 3.15. The voting papers will be signed on the reverse side by the members of the Election Committee.
- 3.16. A representative of the MCA Armenia team will provide the voting papers to the chairman of the Election Committee on May 2, 2006, 9 a.m. at the voting site.
- 3.17. The candidates may sign the reverse side of voting papers (if they want to) on the day of voting between 9:00 and 9:45 a.m.
- 3.18. Details of election:
  - The election will take place on May 2, 2006, from 10:00 to 17:00 in the foyer of the American University of Armenia (address: 40 Baghramian Ave.).
  - The election will be close and secret.
  - The election results will be summarized the same day between 17:00 and 21:00 and announced immediately, the same day.
  - Any person or representative of a legal entity can participate in the election process as an observer without prior registration.
- 3.19. The Election Committee is formed during the general meeting of civil society representatives on April 21.
- 3.20. The Election Committee is formed by nomination or self-nomination and consists of 5 or 7 members.
- 3.21. The candidates for the Stakeholders' Committee cannot be members of the Election Committee.
- 3.22. The members of the Election Committee cannot participate in the voting.

#### **4. Revocation**

- 4.1. The revocation of a certain member of the Stakeholders' Committee is done by a written claim signed by more than half the organizations that have participated in the election of the given member and received voting papers.

#### **5. Accountability**

- 5.1. The civil society representative group of the Stakeholders' Committee will report on a quarterly basis during conferences for electing organizations, as well as submit written reports. Awareness on reporting will be ensured through announcements in a newspaper, on radio and TV at least 2 weeks before the reporting.

April 21, 2006

Approved during the meeting for election of civil society representatives.