



## **ELECTORAL REGULATIONS**

**For the Election of the Headquarters,  
Presidency, Regional Vice Presidencies,  
Treasurer and Secretary of the Pan  
American Federation of Engineering  
Societies**

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# **Regulations for the Election of the Headquarters, Presidency, Regional Vice Presidencies, Treasurer and Secretary of the Pan American Federation of Engineering Societies**

## **CHAPTER I. OF THE HEADQUARTERS:**

**Art. 1st)** The Organization will have a Headquarters, for an indefinite period, located in the country designated by the General Assembly in a qualified vote, of two-thirds of all UPADI members, in accordance with the provisions of Article 16 of its Statutes.

**Art. 2nd)** For the appointment of a new headquarters, in the case of the provisions of article 16.4 of the UPADI Statutes, the Board of Directors will call elections to choose the Permanent Headquarters, one year before the appointment of the Headquarters.

**Art. 3rd)** To host, the proposed country must meet the following requirements:

- a) Have the necessary means to enable the international flow of financial resources, such as contributions, membership payments and donations.
- b) Have legislation that allows such transactions, without restrictions of any kind.

**Art. 4th)** The proposal to aspire a Member Organization to be elected UPADI Headquarters must be submitted at least six (6) months before the date of the General Electoral Assembly meeting.

**Art. 5th)** The proposal to host the UPADI Headquarters must be presented by the Member Organization to the Presidency of the Board of Directors, before the expiration of the term established in article four above. The presentation may be made directly, against receipt, by certified mail, by email, or by any other electronic means that guarantees confirmation of receipt.

**Art. 6th)** The proposal must contain the following:

- a) Statement of knowledge of the commitments that will be assumed for the proper functioning of UPADI Headquarters in all sectors: Administrative, Technical, Economic and Legal.
- b) The express consent to be responsible for all expenses arising from the change of the UPADI Headquarters, such as the installation of the new Headquarters, transportation of furniture and supplies, documents, files and everything that makes up UPADI's heritage; as well as the travel of the personnel necessary for the transfer of the Headquarters and others that are required.
- c) A certification from the Legal Representative of the Organization that indicates that the proposing UPADI Member has secured an economic

allocation, that allows the sustainability of the headquarters for at least 4 years of operation.

**Art. 7th)** Once the deadline for submitting proposals has ended and within a period of no less than three months before the installation of the General Electoral Assembly, the Directory will send, for knowledge and consideration to the Member Organizations of UPADI, all duly substantiated documentation, referring to the candidatures for Headquarters and with a statement from the Board of Directors, certifying that the candidacies for Headquarters meet the requirements stipulated in these regulations.

## **CHAPTER II. OF THE PRESIDENCY AND MEMBERS OF THE BOARD**

**Art. 8th)** The General Assembly will convene, when appropriate, at the election of the positions of President, Vice President, Treasurer and Secretary, indicating the vacant positions to be filled in the next Electoral Assembly, and will designate the members of the Electoral Tribunal for said Electoral Assembly

**Art. 9th)** The Electoral Tribunal will be made up of three regular members and three alternates. They will be appointed by the General Assembly at the proposal of the Advisory Council and the member organizations. During the Assembly, it will hold its first session and appoint the President from among its members. Resolutions will be adopted by majority vote of the titular members.

**Art. 10th)** In the event that any of the members of the Electoral Tribunal is nominated for an elective office, or has a conflict of interest, they will resign from their position and will be replaced by the alternate, and if the Electoral Tribunal cannot be constituted with three members, the Directory, in agreement with the Consultive Council, will designate the members to complete it.

**Art. 11th)** The Electoral Tribunal will draw up the electoral calendar, establishing the deadlines for the presentation of candidacies, publication of candidacies and periods of blackouts and claims. The calendar will be published on the UPADI website, and sent to member organizations within a period of no more than 30 days from its designation.

**Art. 12th)** The powers of the Electoral Tribunal are:

- a) Organize, direct and supervise the electoral process;
- b) Establish the start of the electoral process and calendar;
- c) Strictly comply with the Statutes and Regulations for the electoral process;
- d) Resolve, in a single instance, challenges or claims that the nominees or member organizations make with respect to the fulfillment of the requirement of the candidacies, the electoral calendar. In the event of complaints to the electoral act or the results of the elections, the Electoral

Tribunal will present its recommendations to the Electoral Assembly for it to resolve

- e) To become a Vote Counting Committee during the electoral act; and organize, direct and supervise the electoral act;
- f) Verify the scrutiny and proclaim the elected candidates for the different positions.

**Art. 13th)** In the event that during the electoral act the Electoral Tribunal is not constituted with three members, the Assembly will designate the members until they are completed.

**Art. 14th)** The Board of Directors must send the list of vacant positions to the member organizations six (6) months before the Electoral Assembly. This report must be resubmitted (2nd notice), four (4) months before the Electoral Assembly. These deadlines may be adjusted by the Electoral Court taking into account the period between the call and the electoral act.

**Art. 15th)** The presentation of candidates for positions on the Board of Directors must be made through the proposing Member Organization, within the term established in the electoral calendar.

**Art. 16th)** The candidatures will be presented in writing to the Electoral Tribunal via email, accompanied by the background, documents, curriculum vitae and information that is deemed pertinent in support of it. The document must be signed by the signatures of the legal representatives of the Member Organization that presents it and with the express declaration that the candidate will accept, in his case, to perform ad honorem, the position to which he is proposed.

**Art. 17th)** The Electoral Tribunal will verify that the proposed candidatures meet the established requirements, and within the term established in the electoral schedule, it will forward them to the Directory to inform the member organizations, and they will be published on the UPADI website. In the event that no candidatures are presented for a vacant position, it will establish a deadline for the presentation of candidatures and will inform the Board of Directors for communication to member organizations. If no candidatures are presented within this period, they may be presented 12 hours before the Electoral Assembly.

**Art. 18th)** The electoral calendar must be adapted to the following terms:

- Deadline for submitting candidacies: up to 90 days before the electoral act;
- Publication of candidatures: up to 15 days after the presentation of candidatures;
- Deadline for blackouts and claims: up to 15 days after the presentation of candidatures;

- Deadline for publication of the end of candidacies, up to 50 days before the election act;
- Deadline for closing the electoral roll, up to 12 hours before the election act.

These deadlines may be adjusted by the Electoral Court taking into account the period between the call for elections and the electoral act.

**Art. 19th)** In the first fortnight of January, the Board of Directors must inform the Electoral Tribunal of the pre-electoral roll, with the list of member organizations up to date, in relation to the year passed. The Treasurer must verify the payment and submit the electoral roll to the Electoral Tribunal 12 hours before the electoral act. Member organizations will be able to access the pre-register and the electoral register.

**Art. 20th)** For the presentation of candidatures, the member organization must be up to date with its financial obligations in the expired fiscal period. To exercise the right to vote and be elected, the member organization must be up to date with its financial obligations in the current fiscal period. In special cases, the General Assembly may establish the required fiscal period.

**Art. 21st)** The candidates proposed for positions on the Board of Directors must be engineers, active members of the member organizations that nominate them and endorse their candidacy.

**Art. 22nd)** No person may hold two positions on the Board of Directors, except in the case provided in article 14.7.2 of the Statute. If a candidate is elected to occupy a position on the Board of Directors, he must choose one of them, unless he must assume it once his term has ended.

**Art. 23rd)** For voting purposes, the voting receiving table will be installed. The authorities of the table will be the members of the Electoral Tribunal. Member Organizations that submitted nominations may designate an observer at the voting table

**Art. 24th)** The vote will be cast in bulletins made in a single color and of a single size, to be defined by the Electoral Tribunal. The names of all the candidates to be voted on, for each position, will appear in the voting bulletin. For the validity of the vote, it is an essential requirement that the bulletin bear the signatures of at least two authorities of the receiving table. The vote will be secret. Once the election is made, the database with the voting record must be destroyed.

**Art. 25th)** In the event that the general assembly defines voting electronically through the Internet (i-voting), there must be a system that guarantees secret voting and voter control. The Electoral Tribunal shall define and supervise the electoral mechanism and process. Once the election is made, the database with the voting record must be destroyed.

**Art. 26th)** The Principal Delegate of the member organization exercises the right to vote. Each voter will deposit the vote in the ballot box before the Electoral Tribunal personally, marking the candidates they vote on the list. If more than one candidate is selected for the same position, the vote for that position will be considered void. Void and blank votes will not be counted in the final result

**Art. 27th)** Once the voting is concluded, the Electoral Tribunal will carry out the general scrutiny for each position, and the one with the highest number of votes will be proclaimed elected. In the event of a tie, a second round will be held for that position. If the tie continues for the same position, the president will decide the mechanism that he considers most appropriate.

**Art. 28th) Proxy Voting:** In the case that in a face-to-face election, a member organization cannot attend the Electoral Assembly may grant power to another member organization to vote on its behalf. The power of attorney must be sent by official note from the granting member organization to the Electoral Tribunal up to 24 hours before the election act. To exercise the right to vote, both organizations must be authorized to vote. Each member organization may only exercise a single proxy vote.

Approved in Ordinary Assembly, December 2020