Elections Procedure

1. The Vice President of the Executive Committee assigns all Union Syndicale Eurojust members with unique identification numbers
2. The Vice President of the Executive Committee distributes voting ballots to each Union Syndicale Eurojust member with their unique identification number via email
3. Electoral Board members receive ballot boxes
4. Electoral Board members receive list of all unique identification numbers (without names to keep the elections anonymous)
5. Voting:
   a. Standard voting on 26/07/2019:
      i. USEJ member selects names on his/her voting ballot
      ii. USEJ member places his/her voting ballot in the ballot box in the Staff Committee office on the 4th floor (04.124)
   b. Voting via email:
      i. USEJ member selects names on his/her voting ballot
      ii. USEJ emails the filled out ballot to vote@usej.eu latest by 26 July 2019, 17:00
   c. Anonymous voting by email:
      i. USEJ member selects names on his/her voting ballot
      ii. USEJ member sends the filled out ballot from an email account which does not reflect their names to vote@usej.eu latest by 26 July 2019, 17:00
6. Counting & verification of votes:
   a. On election day:
      i. Before a ballot is placed in the ballot box, a member of the Electoral Board will mark the identification number of the ballot on the list of identification numbers
      ii. Election Board members will cast any early / anonymous votes sent to them into the ballot box
      iii. Election Board members will print and cast votes sent to them via email into the ballot box
   b. When the elections close, the Electoral Board members will:
      i. Review their respective list of identification numbers to count the number of votes cast and to ensure that no one has voted twice
      ii. Identify any invalid ballots
      iii. Count the votes for the respective candidates
      iv. Prepare a statement of the results by 2 August 2019
      v. Send the statement of the result to the Secretary of Union Syndicale Eurojust
   c. The Vice President of Union Syndicale Eurojust will distribute the election results to all Union Syndicale Eurojust members via email