

STATUTES AND RULES OF THE STAFF UNION OF THE UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA (ECA)

BACKGROUND

An Extraordinary General Assembly, held on 20 June 2019, was convened by the Board of Arbitration to revise the Statutes adopted on 14 January 2003. The meeting, which was attended by a record number of ECA staff, including staff members from the sub regional offices, unanimously adopted the Statutes.

The revised Statutes and Rules of the Staff Union of the United Nations Economic Commission for Africa has been amended in line with current UN reforms and updated staff rules and regulations. The Statutes provide clear guidance on the mandates of the staff union and its organs and enhance direct participation of the staff in all matters pertaining to their rights, privileges, obligations, interests and welfare at the workplace. These statutes supersede prior staff statutes and rules.

CHAPTER I

CONSTITUTION AND OBJECTIVES of the Union

Article 1

- 1) In application of Chapter VIII, Regulation 8.1¹ of the Staff Regulations of the United Nations, an association is hereby constituted which shall be known as the "Staff Union of the United Nations Economic Commission for Africa" (hereinafter referred to as the "Staff Union" or the "Union")

Article 2

The objectives of the Staff Union shall be:

- (a) To ensure that the working conditions enjoyed by the staff of the United Nations Economic Commission for Africa (hereinafter referred to as "ECA")

¹ Regulation 8.1:

(a) The Secretary-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies.

(b) Staff representative bodies shall be established and shall be entitled to initiate proposals to the Secretary-General for the purpose set forth in subparagraph 1(a) above. They shall be organized in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Secretary-General.

conform to the principles laid down in the Charter of the United Nations and to the provisions of all rules and regulations applicable to members of the United Nations Secretariat and, in particular, to ensure that these conditions contribute to the most efficient discharge of the functions assigned to the staff;

- (b) To promote, defend and safeguard the rights, privileges, interests and welfare of all staff members of the ECA, to ensure that the staff shall be treated on an equal basis with staff at Headquarters, and other regional economic commissions of the United Nations, in all matters as it relates to their terms and conditions of service
- (c) To ensure that staff-management relations are in conformity with the principles laid down in the United Nations Charter, the Universal Declaration of Human Rights, international labour norms and the United Nations Staff Rules and Regulations;
- (d) Advise the Secretary-General of the United Nations through his/her representatives, in particular the Executive Secretary of ECA, of the views and wishes of the staff on all matters of concern to them;
- (e) To ensure that all kinds of provisions and regulations are aligned with the legitimate interest of the staff;
- (f) To contribute to the promotion and achievement of the objectives of the United Nations Charter, the development goals of the Organization and its member States;
- (g) To maintain working relations and cooperation with other staff unions or associations of the United Nations System with a view to promoting our collective interest;
- (h) To promote a healthy and conducive work environment so as to enhance staff performance; and
- (i) To promote good work practices and ethics among Union members so as to contribute to the achievement of the objectives of ECA.

Article 3

These objectives shall be pursued through the following means, among others:

- (a) The establishment of the organs specified below in Article 5, for the purpose of enabling the staff to form and express its opinion on all matters of concern to it;
- (b) Co-operation with and recommendations to the Secretary General of the United Nations, his/her representatives, the Executive Secretary of ECA and its management in the promotion and implementation of the objectives set forth in Article 2.
- (c) Maintenance of close relations and cooperation with the staff associations of the United Nations at Headquarters and elsewhere, and with similar bodies established by the specialized agencies and in particular with the Coordinating Committee for International Unions and Associations (CCISUA) and Staff Management Committee (SMC) of the United Nations.

CHAPTER II: MEMBERSHIP

Article 4

1. Membership of the Staff Union shall be open to all staff members of ECA. However, only subscribing members are eligible to vote in elections and benefit from services offered by the Staff Union pursuant to paragraph (d) of Article 2;
2. Any staff member of ECA may become a Union member and may continue to be considered as such provided that he/she meets all financial obligations to the Union as and when due. However, only members who fully meet their financial obligations (subscription fees) of the Union of at least the last twelve (12) consecutive months are eligible to stand for election;
3. For the purpose of these Statutes, the term "staff member of ECA" shall mean any person whose employment in these offices is governed by a contract (letter of appointment). in accordance with the Charter of the United Nations, Staff Regulations Article 101;
4. Members of the Union whose term of employment in ECA is for less than one year are entitled to a pro rata rate of their membership dues or subscriptions; and
5. Members of the Union who have retired from service with ECA on reaching the age of retirement and are residing in their respective duty stations may continue their membership on payment of membership dues at half rates of their grade level at the time of retirement.

CHAPTER III: ORGANIZATION

Article 5

The functions of the union shall be exercised through the following:

- (a) Ordinary or Extraordinary General Meetings;
- (b) The Staff Council;
- (c) The Staff Executive Committee;
- (d) The Electoral Units;
- (e) The College of Polling Officers;
- (f) The Arbitration Committee; and
- (g) Any other organ that the General Meeting may wish to establish.

Article 6

- (1) Decisions taken by a referendum shall be final and binding on all organs of the Staff Union
- (2) Decisions taken by the General Meeting of the Staff Union shall be binding upon all organs of the Staff Union subject to their mandates as specified in these Statutes.
- (3) Decisions taken by the Staff Union Council shall be binding on the Staff Executive Committee.

CHAPTER IV: GENERAL MEETING Functions, Meetings and Procedure-

Article 7

- 1. The General Meetings has two components:
 - a) Extraordinary General Meeting
 - b) Ordinary General Meeting which shall be known and referred to as the "General Meeting"

- 2) The General Meetings shall consist of Union members duly convened for a predetermined purpose:
- 3) The General Meeting shall be the highest deliberative and decision-making organ of the Union as per these Statutes.
- 4) The Staff Council shall provide policy orientation, and guidance to the Union and its organs.
- 5) The Staff Executive Committee shall prepare the agenda for General Meetings, which shall be held twice each year - one before mid-year and the other towards the end of the year. In election years, the second meeting shall take place immediately before elections of the Staff Council.
- 6) The agenda of the General Meetings shall include a report of the Staff Executive Committee and any items proposed by the Staff Council.
- 7) During elections years, the agenda of the second meeting shall also include:
 - i) A final report of the outgoing Executive Committee;
 - ii) A financial report of the fiscal period (including an external auditor's report); and
 - iii) Any item proposed to the Staff Council for inclusion by at least thirty paid-up members of the Union.

Article 8

- 1) The Extraordinary General Meeting shall be a function where urgent matters and specific/ad hoc issues can be brought to the attention of union members.
- 2) Extraordinary General Meetings shall be convened by the Arbitration Committee upon a decision of the Staff Council or at the written request of at least one third of the paid-up Union members.
- 3) The provisional agenda of Extraordinary General Meetings shall include all items proposed by the Staff Council and any item proposed in writing by at least eighty (80) paid-up members.
- 4) The Chairperson of the Arbitration Committee shall preside over the Extraordinary General Meetings.

Article 9

The provisional agenda and reports to be discussed at any General Meeting of the Staff Union shall be circulated to Union members at least five working days in advance of the meeting, provided however, that this shall not apply to items proposed by at least twenty members of the Union in writing. In exceptional circumstances, the time limit may be reduced or waived by the Staff Council.

Article 10

The proceedings at all General Meetings shall be governed by the rules of procedure set out in these Statutes.

Article 11

After each General Meeting, the Staff Executive Committee shall issue a bulletin and post the same information on the Union Website within five (5) working days of the meeting to inform the staff on the follow-up actions regarding decisions and recommendations arising from the meeting.

Article 12

General Meetings of the Staff Union shall be held at the ECA Headquarters, unless, circumstances warranting, they may be convened elsewhere by a decision of the Staff Council.

Article 13

The Chairperson of the Staff Council shall preside over General Meetings of the Staff Union.

Article 14

The quorum for a General Meeting shall be eighty (80) paid-up members of the Union. If the quorum is not achieved, the meeting shall be postponed for a week, and the new quorum shall be fifty (50) paid-up members.

Article 15

The Chairperson of the Council shall declare the opening and closing of each General Meeting, direct its discussions, ensure observance of its rules, accord the right to speak, put questions and announce decisions. He or she shall rule on points of order. Subject to

these rules, he or she shall have complete control of the proceedings and over the maintenance of order at all General Meetings.

Article 16

No intervention by any member of the Staff Union on any agenda item may exceed five minutes, unless so permitted by the Chairperson of the General Meeting and even then, shall not exceed ten minutes.

Article 17

The General Meeting shall adopt or amend the provisional agenda drawn up in accordance with the provisions of these Statutes.

Article 18

- 1) During the discussion of any matter, a member may raise a point of order, and the Chairperson, in accordance with the rules, shall immediately decide on the point of order. Any member may appeal the ruling of the Chairperson, who shall endeavour to resolve the appeal by consensus before putting it to a vote.
- 2) During the discussion of any matter the Chairperson or any member may propose (i) to suspend the meeting; (ii) to adjourn the meeting; (iii) to adjourn debate on the item under discussion; or (iv) to close the debate on the item under discussion. One person may speak in favour and one against the motion. The Chairperson shall try to resolve the matter by consensus before putting it to a vote.
- 3) Members shall be accorded the right to speak in the order in which they ask for the floor, on the agenda item under consideration.

Article 19

- 1) Draft resolutions, which any member or group of members of the Staff Union wishes to submit to a General Meeting shall be submitted to the Staff Council in writing at least three working days in advance of the meeting.
- 2) The precise final wording of any such resolution after its adoption by the General Meeting shall be forthwith determined by the officers of the Staff Executive Committee in consultation with the sponsor or sponsors of the draft resolution.

Article 20

- 1) Each member of the Staff Union shall have one vote.
- 2) Without prejudice to the provisions of these Statutes, decisions shall be taken by a simple majority of the members present and voting.
- 3) Should the votes be equally distributed; the proposal shall be regarded as rejected. Parts of a proposal shall be voted on separately, if a member requests that the proposal be divided. The resulting proposal shall be put to the vote in its entirety.
- 4) When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the General Meeting shall vote first on the amendment furthest removed from the proposal.
- 5) If two or more proposals relate to the same question (s), the General Meeting shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The General Meeting may, after each vote on a proposal, decide whether to vote on the next proposal.
- 6) The Chairperson shall restate any motion before it is put to a vote.
- 7) Voting shall be conducted by a show of hands or by secret ballot as determined by the Chairperson of General Meeting.

Article 21

- 1) The General Meeting shall conduct its business in any of the working languages of ECA with interpretation provided.
- 2) Summary records of General Meetings shall be drawn up under the responsibility of the Chairperson with designated rapporteurs from the Executive Committee.
- 3) The summary of the proceedings shall be posted on the website of the Staff Union by the Staff Executive Committee.

Article 22

These rules of procedure may be amended by a two-thirds majority of the General Meeting after the Staff Council has reported on the proposed amendment.

Article 23

The Chairperson may decide on any matter not provided for in the rules of procedure, subject to requests or query arising from the General Meeting, however, in accordance with these Statutes.

CHAPTER IV: STAFF COUNCIL Function, Composition and Procedure

Article 24

The Staff Council hereinafter referred to as the "Council" shall:

- a) Act in conformity with decisions taken by a referendum of the Union or by the General Meeting;
- b) Establish policies for the guidance of the Staff Executive Committee;
- c) The Executive Committee will prepare the annual work program and budget for the adoption by the General Meeting. The Council will have the authority to approve revisions, amendments and new expenditures.
- (d) Supervise the implementation of all binding resolutions and decisions adopted by General Meetings;
- (e) Convene the General Meeting of the Union.

Article 25

- 1) Any staff member who meets all his/her financial obligations by paying membership dues (for the last 12 consecutive months) to the Staff Union is eligible to stand for election to any organ of the Staff Union, in accordance with these Statutes.
- 2) The College of Polling Officers shall determine the eligibility of nominees on the basis of Article 4.

Article 26

- 1) The Council shall consist of Union members elected from the Electoral Units for two years in the first instance and serve a maximum of two consecutive terms.
- 2) The Council shall have an equal number of members and alternates elected from the Electoral Units.
- 3) An electoral unit shall be a substantive or support division at the ECA Headquarters, the ECA Executive Office and the five sub regional offices. An Electoral Unit is defined to be the Organizational Unit/Division of ECA. The minimum representation from each electoral unit is two (one from the professional and one from the general service category – it being understood that staff from both categories are now considered international civil servants) and the maximum representation per electoral unit is four.
- 4) Each organizational unit of ECA having from five to fifty staff members shall have two representatives on the Staff Council. Organizational units having from fifty to one hundred staff members shall have three representatives, while organizational units whose staff strength exceeds one hundred shall have a maximum of four representatives.
- 5) Each of the Sub-regional offices will constitute as one electoral unit.
- 6) The ECA Offices in the sub-regions shall also elect two representatives each to handle staff matters at the duty station with their management and serve as focal points to co-ordinate directly with the Staff Union at Headquarters.
- 7) Alternates will automatically replace representatives who leave any organizational unit/division, except for positions in the Bureau.
- 8) The College of Polling Officers shall be responsible for allocating the number of representatives and alternates that each Electoral Unit in ECA will have in accordance with paragraphs 2) , 3) and 4) above.
- 9) During the term of office of the Council, a reorganization of ECA shall not entail an interim re-division of Electoral Units or interim elections. In the event organizational units disappear entirely or wholly within six months of the election of the Council, the Council may decide the formation or reconstitution of new electoral units as necessary. As with any elections, the Council will seek guidance of the Bureau of the College of Polling officers and may decide the formation or reconstitution of new electoral units as necessary.

Article 27 – Meetings and rules of Procedure

The Council shall hold regular meetings at least once every month. The Council may decide to hold regular meetings on specified days at specified hours, and special meetings whenever, one fifth of its members or the Staff Executive Committee so requests. The Executive committee must attend all regular meetings and brief the Council accordingly.

Article 28

Council Meetings shall be held at the ECA Headquarters, unless convened elsewhere by a decision of the Staff Council.

Article 29

Council meetings may be observed by any member of the Staff Union unless otherwise decided by the Council.

Article 30

The Secretary of the Council shall keep a register of attendance at Council meetings indicating which members or alternates are present. If a member(s) while present in the country absents him/herself from three consecutive Council meetings, the Council shall ask the member to explain his/her absence and if not satisfied may, at a meeting held for this particular purpose not more than one week after a written motion to this effect has been presented by at least half of the council members declare the seat(s) vacant and call for the polling officers to organize elections for a substitute member from the electoral units by a two-thirds majority of those present and voting through a secret ballot.

Article 31

The provisional agenda for each meeting shall be drawn-up by the Secretary of the Council in consultation with the Chairperson of the Council.

Article 32

The provisional agenda with an announcement of the date, hour and place of the meeting shall be posted on the Staff Union Website and all relevant documentation communicated to the members and alternate members of the Staff Council at least

three working days in advance of the meeting. In exceptional circumstances, the time limit may be reduced or waived by the Staff Council.

Article 33

The provisional agenda shall include but not be limited to:

- a) Adoption of the agenda;
- b) Approval of records of the previous meeting of the Council;
- c) Summaries of all communications addressed to the Council and the Executive Committee;
- d) Report of the Staff Executive Committee;
- e) Reports of the committees of the Council;
- f) Items which the Staff Executive Committee deems necessary to put before the Council;
- g) Items proposed by the Council at any previous meeting; and
- h) Items proposed in writing by any members of the Council.

Article 34

Election or Recall of Council Officers:

- a. The Council shall elect from among its members a Chairperson, a Vice-Chairperson, a Secretary and Assistant Secretary who constitute the Bureau of the Council. Members of the Bureau shall not be members of the Staff Executive Committee. These officers shall be elected by secret ballot and by a majority of the members present and voting. If in the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the largest number of votes in the first ballot.
- b. Members of the Council Bureau shall be recalled by a two third majority of Council members by secret ballot at a meeting held for this particular purpose not less than one week after a written motion for recall has been presented by at least one fifth of the Council members. The concerned member should be given prior notice to defend himself/herself and should not be present when such vote is taking place. Additionally, such a member shall be recalled from the Council by the Electoral Unit he/she represents, if the Unit so decides.

Article 35

If the Chairperson of the council is unable to continue in, the Vice Chairperson will assume the role of the Chairperson. This will also apply to the Secretary's position. If the Secretary of the council is unable to continue in office, the Deputy Secretary will assume

the role of Secretary. If any other member(s) of the Bureau is unable to continue in office, a new officer shall be elected from among the Council members under the supervision of the polling officers for the remaining term of office in accordance with the relevant provisions set forth in these Statutes.

Article 36

Duties of Officers

The Chairperson shall declare the opening and closing of each meeting of the Council, direct its discussions, ensure observance of these rules, accord the right to speak, put questions and announce decisions. The Chairperson shall rule on points of order, and subject to these rules, have complete control of the proceedings of the Council and over the maintenance of order at Council meetings.

Article 37

In the absence of the Chairperson during a meeting or any part thereof, the Vice-Chairperson shall assume the office, acting with the same powers and duties as the Chairperson.

Article 38

In the event that both the Chairperson and the Vice-Chairperson are absent, a representative of the Council elected from among the Council members present shall preside over ad hoc the meeting.

Article 39

Records of all Council meetings shall be posted, within ten working days after the date of the meeting, on the Union website.

Article 40

Whenever a member of the Council is unable to attend a Council meeting, his/her alternate shall take his/her place and exercise the full rights and responsibilities of the member being replaced. An alternate shall not, however, assume the executive or Bureau responsibilities of a representative.

Article 41

Without prejudice to Article 40 above, alternates may attend meetings of the Council as observers.

Article 42

The Council shall designate its members to work with the various statutory staff and /management bodies such as Joint Negotiation Committee, CRP, CRB among others.

Article 43

To address felt needs, the Council may establish Committees and subsidiary organs as deemed appropriate. Such committees or organs appointed by the Council shall perform the tasks, which fall within their terms of reference and report to the Council through the Staff Executive Committee:

- a) The Council shall coordinate the work of such Union representatives and designate specific Council members to maintain liaison with each committee.
- b) Membership of committees may be extended to alternate members
- c) of the Council. Members of committees may co-opt other members of the Staff Union who are not members of the Council.
- d) Each committee shall elect its Chairperson and Secretary and shall adopt its own rules of procedure consistent with these Statutes.
- e) Taking care not to intrude upon the privacy of any Union member, the Council or any committee appointed by it may call upon any staff member(s) for information and/or expert advice on any matter under consideration.

Article 44

The quorum of the Council meetings shall be half the membership plus one.

Article 45

Council decisions shall be reached by consensus, failing which they shall be put to a vote. No decision of the Council shall be valid unless made by a quorum of the Council.

Article 46

The Chairperson shall call upon speakers in the order in which they ask for the floor.

Article 47

During the discussion of any matter, any member may raise a point of order, and the Chairperson, in accordance with the rules, shall immediately decide on the point of order. Any member may appeal against the ruling of the Chairperson, who shall try to resolve the appeal by consensus before putting it to a vote.

Article 48

During the discussion of any matter, any Council member may move to:

- a) suspend the meeting;
- b) adjourn the meeting;
- c) adjourn the debate of the item under discussion, or
- d) close the debate on the item under discussion.

Article 49

One member may speak in favor and one against the motion, whereupon the Chairperson shall endeavor to resolve the matter by consensus before putting it to a vote.

CHAPTER V **STAFF EXECUTIVE COMMITTEE** **Composition, Function and Procedure**

Article 50

The Staff Executive Committee referred to as the "Executive Committee" shall:

- a) Be accountable to the Council on all matters of the Union;
- b) Report on its own activities at each Council Meeting, including agenda of external and internal concerns/ meetings/mission, provide mission reports, minutes of meetings etc;
- c) Coordinate matters concerning the positions, interests, welfare and duties of staff members;

- d) Negotiate so that the positions and interests of staff members are defended vis-à-vis Management in an equitable, consistent and unified manner;
- e) Negotiate, under the direction of the Council, with the Management of ECA with respect to the interest and terms of conditions of service of staff members;
- f) Recommend candidates for external auditor for Council's consideration;
- g) Act in conformity with decisions taken by a referendum, carry out directives given by a general meeting and guidance of the Council;
- h) Any subscribing member of the Union, except the college of electoral polling officers and arbitration committee, is eligible for election to the Executive Committee. The polling officers shall determine the eligibility of nominees, on the basis of Article 4.
- i) Any member of the Executive Committee who will be away from the duty station on official business or leave temporarily (of less than two weeks) shall inform the Executive Committee Secretary and Secretariat staff. If the President of the Executive Committee is away for any period from the duty station, an Officer in Charge must be designated for the duration of his/her absence and a memo shared with members of the Staff Union.
- j) if the Executive Committee member(s) while present in the duty station absents him/herself from three consecutive meetings without notification as per the provision, the Committee shall ask the member to explain his/her absence and if not satisfied may, at a meeting held for this particular purpose not more than one week decide by a two-thirds majority of the committee members those present and voting through a secret ballot to request the polling committee to organize elections to fill that vacant post, subject to the approval of the council by a two third vote.
- k) Perform such other functions as may be necessary or desirable with respect to the foregoing functions and as may be provided for elsewhere in these Statutes;

Article 51

The Staff Executive Committee shall have six members.

- 1) The members of the Staff Executive Committee shall comprise the President, Vice-President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer who shall be elected from the membership of the Council.

- 2) The terms of office of the Staff Executive Committee shall coincide with that of the Council.
- 3) The members of the Staff Executive Committee shall be elected by secret ballot and by a majority of the Council members present and voting, three days after the election of the Bureau of the Council. If on the first ballot no candidate obtains a majority, a second ballot shall be held which shall be confined to the two candidates obtaining the highest number of votes on the first ballot.
- 4) The Council may further recall any member of the Staff Executive Committee by a majority of its members present and voting by secret ballot at a meeting held for this particular purpose not less than one week after written motion for recall has been presented by at least one fifth of the Council members. The concerned member should be given prior occasion to defend himself/herself and should not be present when such vote is taking place. Additionally, such a member shall be recalled from the Council by the Electoral Unit he/she represents, if the Unit so decides. (unclear)
- 5) Any meeting held for the purpose of the said recall shall be presided over by the Chairperson of the Arbitration Committee or his or her representative, and voting shall be supervised by the College of Polling Officers.
- 6) Elections of the Executive Committee shall be conducted by the College of Polling Officers, in accordance with the electoral rules and procedures.

Article 52

- 1) The Executive Committee shall meet at least once every two weeks and whenever a majority of the members request a meeting. A majority of the members shall constitute a quorum for the purposes voting. If a quorum is not obtained for purposes of voting at the first convocation the Chairman will convene a second meeting and if a quorum is still not attained voting will be valid provided that at least one of the members of the Council are present. As regards to the convocation of the second meeting notice of at least 24 hours must be given to all members.
- 2) Decisions of the Executive Committee shall be taken by consensus or by a majority of those present and voting. When there is a tie, the President shall have a casting vote.

- 3) The provisional agenda and the minutes of the previous meeting shall be distributed at least two working days in advance of the meeting. In exceptional circumstances, the Executive Committee may waive the time limit, but still shall give at least a twenty- four hours lead time.
- 4) The approved minutes of meetings shall be sent to all members of the Council and posted on the Union Website within ten working days of the date of the meeting.
- 5) The Executive Committee may adopt any additional internal rules of procedures it may deem necessary consistent with the provisions of these Statutes.
- 6) Meetings of the Executive Committee shall be open to members of the Union unless the Committee decides otherwise attending staff member shall not partake in the discussion or in the voting. Approved minutes of the Executive Committee meeting shall be made available to all members of the Council and on request to other members of the staff union

Article 53

1. If a representative of the Executive Committee in one of the categories resigns or vacates his/her seat for any reason, the highest runner-up alternate in the same category shall automatically become a representative member on the Executive Committee and a vacancy shall arise for an alternate.
2. In the event of a vacancy for an alternate arise, the Polling Officers shall Immediately organize a by-election to fill such a vacancy.
3. If both the representative and his alternate should resign, the Polling Officers shall (within 20 working days) organize a by-election to fill the vacancies arising.
4. Resignations shall be addressed to the President of the Executive Committee, Chair of the Council and polling Officers. A resignation shall take effect on the date on which the chair of the Council shall be notified.
5. Without prejudice to provisions of these Statutes, the Executive Committee may establish sub-committees, as it considers appropriate.

CHAPTER VI ELECTORAL UNITS

Article 54

- 1) Electoral Units are defined to be the Organizational Units of ECA, meaning substantive and support divisions, the ECA executive office and ECA offices in the sub regions. These are considered the Electoral Units of ECA for the purposes of these Statutes.
- 2) Each Electoral Unit shall elect its representatives and an equivalent number of alternates to the Council.
- 3) Each Electoral Unit shall elect a polling officer.
- 4) Each Electoral Unit shall elect a candidate to the Arbitration Committee.
- 5) Electoral Unit representatives shall update and meet with their members as and when necessary. The electoral unit representatives must provide update the Council regarding their findings and concerns of their constituencies.
- 6) Each Elected Unit representative shall convene an introductory meeting with their Electoral Unit, within one month of their election.
- 7) The Secretary of the Unit shall keep records of all Electoral Unit meetings, including a register of attendance. The provisional agenda for each Unit meeting shall be drawn-up by the Secretary in consultation with the Chairperson. Records of all Unit meetings shall be posted, within ten working days after the date of the meeting, on the Union website.
- 8) Each electoral unit must have a minimum of two representatives and as much as its size as per the present rules and regulations
- 9) A representative must be nominated and seconded by a minimum of three members of the union
- 10) A candidate for representation of an electoral unit who is either nominated or a seconded by a non-union member is automatically disqualified.

- 11) In case of number of representatives greater than the number of places available, the polling officers organize elections in the electoral units with secret ballot.
- 12) The term of the electoral units representatives, include SROs, coincide with the term of the council and executive committee.
- 13) The local organization, particularly the social committee or any other internal arrangement does not apply to these statutes
- 14) Each Electoral Unit shall elect a candidate to the Arbitration Committee.

CHAPTER VII

COLLEGE OF POLLING OFFICERS

Article 55

1. There shall be normally as many Polling Officers as Electoral Units, unless the staff strength in a given electoral unit in terms of paid up Union members does not allow the application of this provision.
2. The College of Polling Officers shall be nominated and elected for three years by the Electoral Units.
3. The College of Polling Officers shall take office immediately upon election and elect their Chairperson, Vice-Chairperson, Secretary and Assistant Secretary.
- 4) The Chairperson of the Arbitration Committee shall convene and oversee the meeting of the election of the College of Polling Officers and . the election of the Bureau of the College of Polling officers.
- 5) Polling Officers shall serve until new ones have been elected as prescribed above.
- 6) If, for any reason, the number of Polling Officers falls below the prescribed number the Council Chairperson will inform the Chairperson of the concerned Electoral Unit for the purpose of filling the vacancies in accordance with the above provisions and use the best means, starting from the representative of the unit, to have their nomination completed.
- 7) If any member(s) of the bureau of the College of polling Officer (s) fails to discharge his/her duty as required, other members shall summon the bureau member for an explanation. If the member should fail to give satisfactory explanation to the bureau, the latter may decide to recall him/her. Such recall shall be made at a meeting convened for this purpose by the bureau of the college of the polling Officers. The recall will be considered effective only if it is approved by a simple majority done through a secret ballot of those present and voting. In the event that no majority is achieved or more than one member is failing to discharge their duties, the matter should be referred to the arbitration committee.

8) Members of the Bureau of the College of Polling Officers shall be recalled by a majority of College members by secret ballot at a meeting held for this particular purpose not less than one week after a written motion for recall has been presented by at least one fifth of the College members. Members of the Bureau of the College of Polling Officers shall be recalled.9) Polling Officers shall be eligible for re-election for a second term that is a maximum of six consecutive years.

10)No Polling Officer shall be a candidate for election to the Council, Executive Committee or the Arbitration Committee during their term, unless they resign at least twelve months before the general election.

Article 56

1) The Chairperson of the outgoing Polling Officers shall convene, within five working days after elections, a meeting of the newly elected Polling Officers for handing over purposes.

2) The Chairperson of the Arbitration Committee shall call and preside over the meeting of the newly elected Polling Officers until they have elected

1) their Officers in accordance with the relevant provisions of these Statutes.

Article 57

1) The College of Polling Officers shall conduct and supervise elections of all organs of the Union.

2) The College of Polling Officers shall conduct and supervise the election of members of the Council and the Executive Committee in such a way as to ensure the complete secrecy and fairness of the vote. Elections shall take place every two years and every

step necessary shall be taken to ensure that the time period is respected.

3) The College of Polling Officers shall conduct and supervise the elections at the level of all electoral Units simultaneously.

4) Any vacancy in the College of Polling Officers shall be filled immediately through election in the concerned Unit by the Arbitration Committee.

5) The College of Polling Officer shall draw-up its rules of procedure for the approval of the general assembly.

6) No Polling Officer shall conduct or supervise elections of his/her own electoral Unit.

7) The Chairperson of the polling Officers or the representatives deem it desirable, or whenever at least one-fifth of the members request a meeting in writing.

8). Representatives may be called to report on their activities to the Council meeting.

9). If, for any reason, a polling Officers post is vacated, the polling Officers shall immediately organize a by election to fill the vacancy by the Arbitration Committee.

CHAPTER VIII

ARBITRATION COMMITTEE

Article 58

To ensure accountability, fairness and justice in the affairs of the Union, an Arbitration Committee shall be established.

Article 59

1) The Arbitration Committee shall normally be composed of as many members as there are Electoral Units, unless the staff strength in a given electoral unit in terms of paid up Union members does not allow the application of this provision Each Electoral Unit will elect a candidate for the Arbitration Committee.

2) Members of the Arbitration Committee shall be nominated and elected for three years by the Electoral Units. The Unit Bureau shall establish the

procedure to be followed for the nomination of members to the Arbitration Committee.

3) An Arbitration Bureau composed of the Chairperson, Vice-Chairperson, Secretary and Assistant Secretary shall be elected by the General Meeting drawn from the list of arbitrators elected at the Electoral Unit level.

4) From all the arbitrators elected by the Units, four candidates shall be elected by the General Assembly to the Bureau of the Arbitration Committee.

5) The Chairperson shall be elected by more than fifty per cent of the members present and voting at the General Meeting, while the other three officers shall be elected by a simple majority.

6) The Arbitration Committee shall take office immediately upon election.

7) If, for any reason, the number of members in the Arbitration Committee falls below the prescribed number, the Council Chairperson will inform the Chairperson of the concerned Electoral Unit for the purpose of filling the vacancies in accordance with the provisions of these Statutes.

8) Members of the Arbitration Committee shall be eligible for re-election for a second term that is a maximum of six consecutive years.

9) No member of the Arbitration Committee shall be a candidate for election to the Council, Executive Committee or the College of Polling Officers during their term, unless they resign at least twelve months before the general election.

Article 60

Terms of Reference

1) The Arbitration Committee shall receive, consider and rule upon matters of dispute or complaint brought to its attention in writing by one or more members of the Union or any member of any organ of the Union, the Council and the Executive Committee, in accordance with the procedures set out in Article 61 below. Submissions to the Committee shall exclusively be related to the affairs of the Union in accordance with provisions of these Statutes.

2) The Arbitration Committee, as its first mandate, shall attempt to mediate

settlements between the parties involved. If the process of mediation and conciliation is not successful, the Arbitration Committee shall review and rule on the matter. Rulings of the Arbitration Committee shall be binding on all members and organs of the Staff Union.

Article 61

Procedures for submitting a complaint

1) Should any member of the Union or its organs be of the view that a decision of any Union organ or any of its officers is in violation of these

Statutes, he/she must submit the matter to the Arbitration Committee in accordance with its rules of procedure.

2) Any complaint to the Arbitration Committee shall be submitted in writing citing the relevant Article (s) and related rules, procedures and regulations of the Statutes that has/have been allegedly violated by any of the organs or members.

Article 62

Rules of Procedure

1) Detailed rules of procedure will be developed by the members of the Arbitration Committee and submitted to the General Meeting of the Union for consideration and adoption.

2) The rules of procedure shall include the following:

i) Procedures for ruling on the admissibility of a complaint; and

ii) The quorum needed for the purpose of reaching binding decisions, which shall be half plus one of the members in the Arbitration Committee.

3) The Arbitration Committee shall convene within five working days of the receipt of a request for arbitration and grant a hearing to the complainant at its first meeting. It shall conclude its work within a reasonable period of time to be specified at the review of the case. The Committee shall inform in writing the concerned parties about its decisions and findings within five working days of its ruling.

4) The Arbitration Committee shall report, its activities at each General Meeting of the Staff Union.

5) If, for any reason, any member of the Arbitration Committee post is vacated, the polling Officers shall immediately organize a by election to fill the vacancy.

CHAPTER

THE SECRETARIAT

ARTICLE

1) The Staff Union Secretariat will comprise of two/three regular staff members and occasional consultants and individual contractors.

2) The Secretariat will serve all organs of the Staff Union,

3) First reporting officer – Executive and Second Council

4) The secretariat should ensure that they adhere and conform to the principles laid down in the Charter of the United Nations and to the provisions of all rules and regulations applicable to members of the United Nations Secretariat and, in particular, to ensure that these conditions contribute to the most efficient discharge of the functions assigned to the staff;

CHAPTER IX

EXTERNAL AUDITOR

Article 63

a) The General Meeting shall appoint an External Auditor on the recommendation of the Council, which shall use its Audit Committee to short-list three professionally qualified auditors (individuals or firms) and submit to the General Meeting for selection.

b) The External Auditor shall hold office for a period of two years and may be eligible for reappointment by the General Meeting.

c) The External Auditor shall audit the books of accounts and records of the Staff Union and present an annual audit report to the Council for transmission to the General Meeting.

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d) In an election year, the annual audit report shall be prepared and presented to the General Meeting before the Council and the Executive Committee leave office.

e) The Council, the Executive Committee and the officers in Union organs directly associated with the activities of the Union shall be required to cooperate fully with the auditor as well as facilitate the auditing work as much as possible.

CHAPTER X

RELATIONS WITH MEMBERS OF OTHER UN STAFF UNIONS AND ASSOCIATIONS

Article 64

a) The Staff Union shall maintain working relationship and contact with representative bodies established by members of other UN Staff Unions and Associations. The relationship between the Staff Union and such representative bodies may be defined by agreements between the Council and the bodies concerned. On local level, the SU should work closely with the other SU and associations under FUNSA. It should play a key role to advocate for common interests as ECA membership constitutes a large base.

b) It shall also maintain contacts with other federations of international civil servants, as well as with staff associations of other UN system agencies, programmes and other international organizations.

CHAPTER XI

WORKING RELATIONS WITH MANAGEMENT

Article 65

Working relations with Management shall be guided by the overall objectives of the Union (see Chapter I of the present Statutes) operationalized through the annual work programme of the Executive Committee as approved by the Council and adopted by the General Meeting.

CHAPTER XII

MEMBERSHIP FEES AND FINANCE RULES AND REGULATIONS

Article 66

a) The funds of the Union shall be derived from membership dues and subscription, social, recreational and other fund-raising activities, grants, donations, etc. The General Meeting shall decide the membership fee, upon recommendation by the Council.

b) Every member of the Union shall pay to the union monthly membership fee as may be decided by the General Meeting.

c) The Treasurer shall establish procedures for the collection and custody of annual membership fees paid by members or any other resources of the Union.

d) The Executive Committee shall prepare financial rules and regulations for adoption by the Council. The Treasurer shall keep proper books of account and other records and shall ensure the safe keeping of the financial and other assets of the Union.

e) The Treasurer shall prepare an annual budget consistent with the work programme approved by the Council and adopted by the General Assembly. In addition, his/her duties shall be:

(a) To act as collecting and disbursing officer;

(b) To supervise the work of the finance assistant

(b) To submit a statement of accounts at the monthly meeting of the Council. (c) To submit to the Staff a written biennial financial report to be circulated to the members of the Union at least six working days before the Ordinary General Meeting.

Article 67

The audited financial statement shall be submitted by the auditor, for approval to the General Meeting to be convened as the term of office of the Council draws to a close.

Article 68

a) The Executive Committee shall deposit the funds of the Union in such financial institution(s) as approved by the Council. Such funds shall be invested in accordance with the financial rules and the investment policy approved by the Council.

b) All Union Budget and planned disbursements or financial transactions shall

be approved by the Council. All payments shall require two signatures, normally those of the President of the Executive Committee and the Treasurer of the Executive

Committee. However, in the absence of one or both of them, the Vice-President and the Assistant Treasurer shall sign in lieu of the President and the Treasurer respectively.

Rule IV

The Treasurer may make payments not exceeding 2000 USD currency, per week without prior authorization of the Council. Payments in excess of 2000 USD, shall be submitted to the Staff Council for prior approval, except that in an urgent matter and

in consultation with the Chairperson, the Treasurer may make a payment up to 2,000 USD

per week for an item included in the approved budget. The Treasurer shall decide at his discretion the account from which it is appropriate to draw for each payment.

Rule V

The Treasurer may, without prior authorization of the Staff Council, pay the reasonable expenses of an obituary notice in the local newspapers and of a wreath or other appropriate token of respect for a deceased or hospitalized staff member.

Rule VI

At any time, check must be signed by at least two persons.

Rule VII

The funds of the Association shall be deposited into an account(s) approved by the general meeting, the Executive Committee with the staff Council should provide guidance to the General Meeting on the options and benefits of accounts for its decision.

Rule VIII

The financial year of the Staff Association should be 1 January to 31 December.

Rule IX

These Rules may be amended by a simple majority vote of the General Assembly.

CHAPTER XIII

AMENDMENTS TO THE STATUTES

Article 69

a) Any amendment to these Statutes shall be made by a Union referendum of the members of the Staff Union. The proposal to amend the Statutes by such a referendum shall be made by a two-thirds majority in the General Meeting. The proposal shall then be presented to the members of the Union in a referendum and shall be approved by a simple majority. The draft

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amendment shall be made available to all paid-up members of the Union at least one week before the convening of the General Meeting for such a purpose.

b) Amendments to these Statutes shall enter into force on the third working

day following the Union referendum in which they have been approved.

CHAPTER XIV

DISSOLUTION

Article 70

A two-thirds majority of the paid-up members of the Union may in a Union referendum dissolve the Staff Union.

CHAPTER XV

ENTRY INTO FORCE

Article 71

a) These Statutes shall enter into force on the day following their adoption by the General Meeting or in a Union referendum conducted among all paid up Members by a simple majority.

CHAPTER XVI

TRANSITIONAL PROVISIONS

Article 72

1. Upon the entry into force these Statutes, shall entirely replace all the provisions of the former Statutes of the Staff Union. This is to say that any such Statutes shall cease to exist.

2. Upon the entry into force of the se Statutes, the assets and liabilities of the Staff Union

shall be handed over by the outgoing officers of all organs to the newly elected

officers of all corresponding organs. The Chairperson of the Council shall take every step necessary to facilitate the implementation of this provision.

3. Notwithstanding the provisions of these Statutes:

a) A General Meeting that adopts these Statutes shall elect ten transitional Polling Officers and ten members of a transitional Arbitration Committee.

Efforts shall be made to ensure adequate representation of all the organizational units of ECA in nominating these transitional officers.

b) The first election of officers from the Electoral Units shall be organized and conducted by the transitional Polling Officers within three weeks of their election.

c) Immediately following the elections at the Electoral Units level, the College of Polling Officers shall organize itself with the assistance of the Transitional Arbitration Committee members to elect its Bureau and carry out the functions of electing the officers of the various organs of the Union as provided for in these Statutes.

d) Following the inauguration of the Council, a first General meeting shall be called to elect the Bureau of the Arbitration Committee from among the arbitrators elected by the Electoral Units.

ANNEX OF ELECTORAL RULES AND PROCEDURES**ANNEX I**
ELECTION

ERP 1

Election of staff representatives and alternates

- a) Subject to the provision of article 26, each member of an Electoral Unit shall have the right to elect and to be elected to any office of the Union.
- b) Depending on its staff strength, each Electoral Unit shall vote for an equal number of representatives and their alternates from the professional and the general service categories, also taking into account gender balance.
- c) Candidates receiving the highest number of votes in each category shall be declared elected and those receiving the next highest number of votes in each category shall be alternates.
- d) Alternates shall assume the full powers of representatives at Council meetings whenever the latter is unable to participate, except that alternates shall not assume the executive and bureau responsibilities of representatives.
- e) Electoral Units shall elect members to the College of Polling Officers and the Arbitration Committee.

ERP 2

It shall be within the power of the Electoral Unit meetings to require an Electoral Unit referendum, which may recall the Unit representatives or alternates to the Council by a simple majority of those voting in the Unit referendum. The College of Polling Officers shall conduct the Unit referendum.

ERP3

- a) If representatives to the Council resign or are recalled, their alternates shall automatically assume the office of representative, and the office of alternate shall be considered vacant.
- b) Whenever the position of alternate becomes vacant, the College of Polling Officers shall immediately conduct a bye-election to fill the vacancy.

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- c) If both representative and alternate resign or are recalled, the College of Polling Officers shall immediately conduct a bye-election to fill the vacancies.
- d) Notification of any resignation or recall shall be forwarded to the Chairperson of the Council.
- e) The above provisions shall apply to other organs as appropriate.
- f) Alternates shall not assume the executive and bureau responsibilities of representatives.

ERP 4

- a) The first meeting of the Council after the election shall be convened, within five working days after the election, by the Chairperson of the College of Polling Officers, who shall preside over the meeting to elect the Bureau.
- b) The Council shall meet as soon as it is constituted so as to elect the Executive Committee.
- c) There shall be a break of at least one term (two years) after two consecutive terms of office (four years) for all members elected in Council and to the Executive Committee.
- d) Subject to the provisions of these Statutes, the positions of Council Chairperson and Vice-Chairperson shall alternate between professional and general service staff members of the Union every two years on a rotation basis.

ANNEX II **NOMINATION**

ERP 5

Nomination of representatives of Organizational Units (Electoral Units)

- a) The College of Polling Officers shall invite nominations for representatives and alternates to the Council and other officers provided for in these Statutes, in respect of each Electoral Unit. These nominated candidates must be paid-up members of the particular Units.
 - b) Nominations of candidates shall be signed by at least three paid-up members of the Electoral Unit concerned.
 - c) The nominations shall be accompanied by a declaration signed by each candidate in which he or she undertakes, if elected, to accept the office as specified in the Statutes.
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- d) If the College of Polling Officers receives fewer nominations than required for each Electoral Unit, the College of Polling Officers shall communicate the names of these candidates to the members of the Electoral Unit concerned, notifying them that if no more nominations are received within five working days, these candidates will be considered to have been elected without opposition.
 - e) The Polls shall remain open for at two consecutive working days for the various elections. However, the actual voting for a particular office shall be completed within one day.
 - f) Election results should be announced within a maximum of twenty-four hours from the completion of the voting.
 - g) No member shall run for more than one elected position at the Electoral Unit level.

ANNEX III **REFERENDUM**

ERP 6

- a) A Union referendum shall be called at the instance of the Council and upon

the written request of 80 paid-up Union members.

b) An Electoral Unit referendum shall be called upon the written request made by one third of the paid-up members of the Electoral Unit.

c) In both cases, an interval of at least five working days shall be allowed between the communication to the Arbitration Committee of any question to be submitted to a referendum and the recording of the votes.

d) The College of Polling Officers shall conduct both Union and Unit referendum. The Arbitration Committee shall communicate any request for referendum to the College of Polling Officer. The tasks of the Polling Officers end when they have communicated the results of the referendum to the members of the Staff Union or the Electoral Unit.

e) Decisions shall be taken by a simple majority of those voting in the referendum. Abstentions shall not count.

f) If the votes are tied, the issue shall be regarded as having been defeated.

g) If the issue is defeated it shall not be submitted to referendum again until at least twelve months have elapsed.

Confidentiality

Each elected member of the staff union should ensure that he/she adhere and conform to the principles laid down in the Charter of the United Nations and to the provisions of all rules and regulations applicable to members of the United Nations Secretariat and, in particular, to ensure that he respects confidentiality and interests of the union.

In case a member acts against the interest of the union publicly or informally, he can be referred to the arbitration committee which will decide on the matter. Amicable solution should be privileged but if the staff persists in the misconduct, he/she should be blamed, or sanctioned from reprimand to exclusion from the union. In this last case, he should not claim any right. The decision of the arbitration committee may be appealed in this particular case and reviewed by a forum of all the committee representatives (chair and deputy).

ANNEX IV

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DISCIPLINARY ACTION

ERP 7

Disciplinary action shall be taken against officers and members of the Union who engage in activities that are detrimental to the interests of the Union. Such anti-Union activities shall be investigated by the Arbitration Committee, which shall recommend thereon to the General Meeting appropriate disciplinary action to be taken.

ANNEX V

FINAL PROVISIONS

ERP 8

a) The provisions of these Annexes shall be subject to the provisions of the Statutes of the Union.

- b) These Annexes shall form an integral part of the Statutes of the Union.
- c) Any disagreement over the interpretation of any provision of these Statutes or the Annexes shall be referred to the Arbitration Committee for its final ruling.
- d) For the purpose of attaining the goals of the Union as specified in Article 2, all the organs of the Union shall adopt and operate on the basis of broad based consultation and an inclusive decision making process. In all matters, the officers of the Union shall act with tact and diplomacy and strive to respect and protect the rights and privacy of all members.

ADOPTED BY THE GENERAL MEETING OF UNION MEMBERS,
THIS 25TH DAY OF JUNE IN THE YEAR 2019