

Voting at the Members' Assembly of the IUCN World Conservation Congress

Guidelines for delegates attending the Members' Assembly on 4¹, and from 8 to 10 September 2021

I. BACKGROUND

The Members' Assembly will use an electronic system for Members to exercise their speaking rights, vote on motions, and any decision items other than elections.

The voting system will be operated by Conference Rental, a company with long-standing experience providing similar systems for international organisations.

The voting system has been programmed in accordance with [IUCN's Statutes, Rules of Procedure of the World Conservation Congress \("Rules of Procedure"\) and Regulations](#). In accordance with Regulation 40*bis*, the Election Officer ensures the accuracy of the voting process.

II. VOTING/SPEAKING CARDS

You need a voting/speaking card to log on to your device.

Any duly accredited Member, recognised National and Regional Committee and observer delegation is represented by a unique "Head of Delegation" at the Members' Assembly. Therefore, only the "Head of Delegation" (assigned through the Accreditation platform²) will be provided with an electronic card to be able to exercise their right to speak and vote at the Members' Assembly. Please refer to the [Accreditation guidelines](#) for more information on the Accreditation process for the Members' Assembly.

¹ The 1st sitting of the Members' Assembly will be held on 4 September in the morning, just before the official opening of the Forum.

² Except for observers who may be accredited through a separate process (accreditation@iucn.org)

Each of the voting/speaking cards will be programmed in advance according to the accreditation data registered through the Accreditation platform and will contain relevant

information about the accredited Member, recognised National/Regional Committee and observer delegation (i.e. name of organisation/institution or Committee, number of votes, proxy vote, speaking rights, etc.).

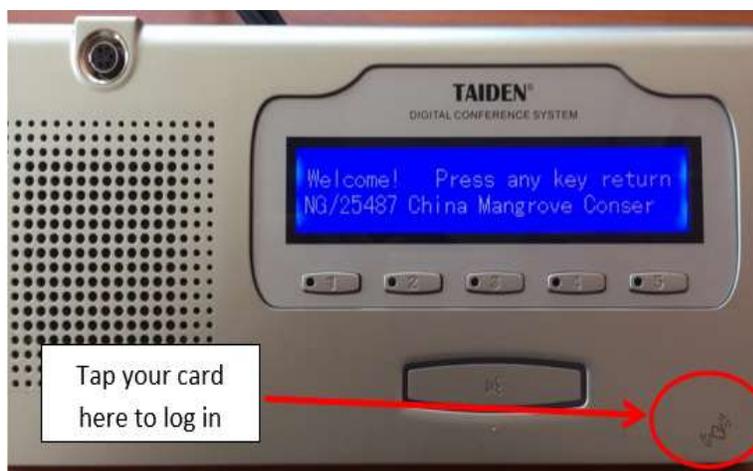
The voting/speaking cards can be collected exclusively by the Head of Delegation (assigned through the online accreditation system), at the Accreditation desk in the Members' Lounge, located in Hall 9, Palais des Congrès from 3 September onwards.

Please note that the opening hours of the Members' Lounge will be made available in due course on the Congress website or on the mobile app. Please contact the Accreditation Staff in the Members' Lounge (or at the voting card desks located at the entrance of the room) for any problems you may have with your card or in cases of card loss and replacement. For more information please refer to section 9 of the [Guidelines on Accreditation](#) to the IUCN Members' Assembly.

III. OPERATIONAL GUIDE

A. The device

Image 1: How to Log in the speaking / voting device



The device will be used to request the floor, vote on motions and any decision items other than elections. The assigned Heads of Delegations will have to log in to the device by tapping their card (see page 2) into the lower right corner.

Image 2: Screen welcoming the Member delegate

A screen appears welcoming the Member delegate. Press any key to continue to the default screen.

You need to log in at the beginning of each sitting and log out at the end of each sitting. Please also ensure you log out of the device whenever you leave the room during a sitting, otherwise others could use your device to speak or vote on behalf of your organisation.



The name displayed on the screen of the device (and on screen in the Plenary) when a Member/Committee or observer with the right to speak, is given the floor to speak during the Assembly, will be in one of the IUCN's statutory languages (English, French, Spanish). If the name of the organisation/Committee is registered in the IUCN database in a different language, the name will be displayed in English by default.

One fixed voting/speaking device will be made available to each accredited Member delegation of Categories A, B and C. Devices will be placed on designated tables in the Members' Assembly Hall.

For sanitary reasons related to the COVID-19 pandemic and the requirements by the French Government, please note that only the Head of Delegation (i.e. a maximum of one (1) person) may sit in the section at the front of the Members' Assembly Hall reserved for IUCN Members. There will be assigned fixed seating for each delegation for the entire duration of the Members' Assembly. Seat allocation will be made upon collection of the voting/speaking card at the Accreditation desk in the Members' Lounge. Clear seating maps will be displayed so that Members know where they are assigned to seat.

Additional delegates of delegations consisting of more than one person will be seated at the back of the Plenary Hall. Observers will also be seated in the back of the Members' Assembly Hall, without any microphone immediately in front of them. A few devices with microphone will be available in the row immediately behind the section reserved for Members or for any observer who has been granted a recognition card for the right to speak.

Please seat where you have been assigned for the full duration of the Assembly.

B. Speaking (requesting the floor)

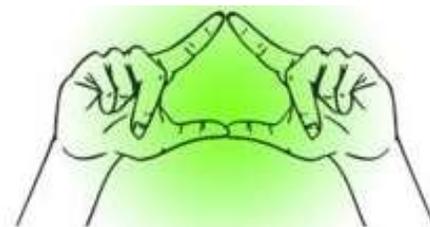
Image 3: How to request for the floor – standard screen



Request: By clicking the number **1 key**, you may request the floor to speak. This should be the main button.

Logout: By clicking the number **3 key** in this view, you may log out of the voting / speaking device.

In order to make a **point of order** (as governed by Articles 41 to 44 of the Rules of Procedure), please stand up and use the internationally recognised hand sign. The Chair will then suspend the discussion in order to give you the floor.



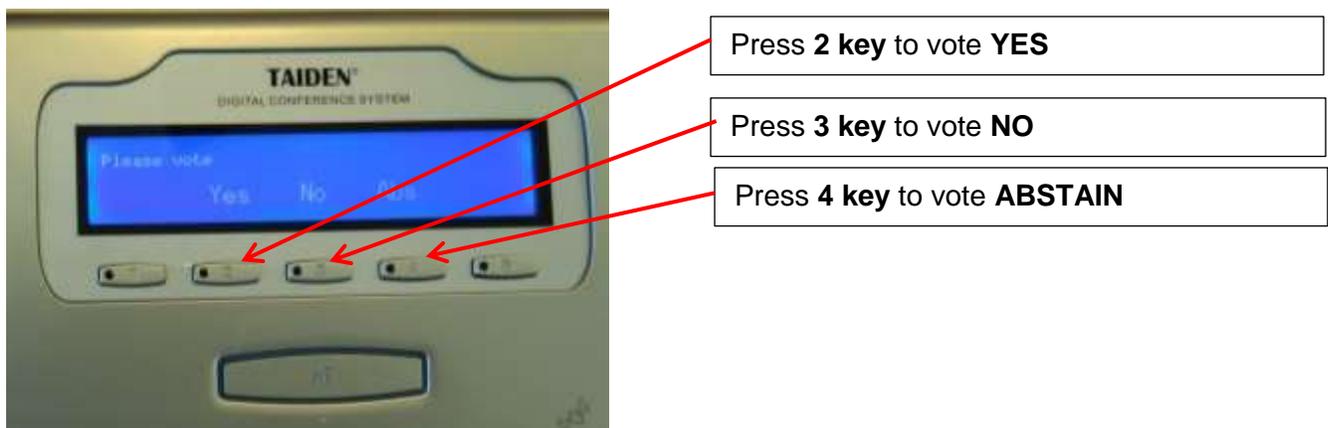
POINT OF ORDER

C. Voting on Motions and other decisions

Voting on motions and other decision items, except elections, will take place during the Members' Assembly in Marseille by duly accredited delegates of IUCN Members.

A motion means a draft in writing of any decision, which the Congress is requested to take. For motions to be approved, a simple majority of votes cast in Category A and in Categories B and C combined is in principle required, with a few exceptions requiring a 2/3 majority, such as motions to amend IUCN Statutes. Abstentions do not count as votes cast. There is no quorum requirement.

Image 4: How to vote on motions using the Speaking/Voting device – voting standard



In order to vote on a motion, you may select **YES**, **NO** or **ABSTAIN**. In the time available for a vote (countdown is usually displayed on the screen) and you may change your vote simply by clicking on one of the three keys. **The last pressed key will be the vote that will be recorded.**

Motions will be brought to the Plenary at the sittings determined in the [agenda](#). The order in which they are presented in the Plenary depends on their status in the process i.e. in the contact groups, drafting groups, etc. However, it is always possible for the Chair to change the order in function of, e.g., the progress made in the negotiation of motions in contact groups.

The discussion of motions sometimes leads to one or several amendments from the floor or proposed by a Congress Committee following discussion in contact groups³. In case two or more amendments relate to the same part of a motion, the amendment which is the furthest removed from the original motion is voted first. Voting continues until an amendment and/or the original motion (amended as the case may be) is approved or all are rejected.

Procedural motions including points of order can be raised at any time from the floor and may have to be voted upon as indicated by the Chair. (Cf. Rules 41-44)

Summary process for the onsite vote on motions and other decision items except elections:

Which IUCN Members can vote?	Members in categories A, B or C, dues paid up to and including 2020 (payments must have been received and recorded by IUCN HQ by 20 August 2021 at the latest).
Requirements	Get accredited for participation in person or by giving a proxy via the Accreditation system .
Who can vote?	Head of Delegation
How to vote	Voting Card – voting station in the Plenary Hall
When to vote	During the Members' Assembly i.e. 4 ⁴ , and again from 8 to 10 September 2021 (votes open for about 30 seconds ⁵)
Assign / vote by proxy?	Yes

³ Contact groups will be established as required and scheduled to meet virtually during the Forum and the Members' Assembly days. The actual timetable of the contact groups will be communicated by the Motions Working Group prior to Congress.

⁴ The 1st sitting of the Members' Assembly will be held on 4 September in the morning, just before the official opening of the Forum.

⁵ If large proxy holders require more time, this period could be extended.

D. Online voting on elections

During its 104th Meeting on 22 June 2021, the IUCN Council decided to hold the elections exclusively by online vote before the Members' Assembly sittings of 8–10 September 2021. The vote on elections will be **open on 4 September 2021 at 07h00⁶ GMT/UTC and close on 7 September 2021 at 18h00 GMT/UTC**. If a second round for the election of the President is needed in accordance with Rule 81, paragraph (i.), **an additional online vote** will be opened for 24 hours during the Members' Assembly (8–10 September 2021) in time for the results to be announced before the closing of the Congress.

The online vote will be held under the supervision of the Election Officer and Deputy Election Officer. The online voting system will allow elections to be held during Congress in the most secure way possible and under conditions that apply equally to all IUCN Members worldwide.

IUCN's online voting system will be used as Members know it from the vote on motions (October 2020) and the IUCN Programme 2021–2024 and other decision items (February 2021). Authorized Vote Holders (AVH) of all IUCN Members eligible to vote, whether or not they are present onsite in Marseille, will receive by e-mail a secured URL to cast their vote online. As always, Members will have an opportunity to designate **by 20 August 2021** their AVH and, if they so wish, may designate their Head of Delegation for voting onsite at Congress as the AVH for the online vote on elections.

Independently of whether the AVH is present in Marseille or not, they will cast their vote from a laptop, tablet or smart phone where they can receive the email with the URL and open the URL in order to cast their vote online.

⁶ Or after the end of the 1st sitting of the Members' Assembly, whichever is later. The adoption of the Council motion referred to in agenda item 1.7 of the [draft Congress Agenda](#), may postpone the opening of the online vote on elections by 3 to 6 hours, to be confirmed during the 1st Sitting of the Members' Assembly.

Summary process for the online vote on elections:

Which IUCN Members can vote?	Members in categories A, B or C, dues paid up to and including 2020 (payments must have been received and recorded by IUCN HQ by 20 August 2021 at the latest)
Requirements	Allocated Authorized Vote Holder via Union Portal (deadline: 20 August 2021)
Who can vote?	Authorized Vote Holder
How to vote	URL sent to Authorized Vote Holder by email – email sent by the online voting system.
When to vote	4 September (07h00 GMT/UTC) ⁷ to 7 September (18h00 GMT/UTC) 2021
Assign / vote by proxy?	No

The detailed guidelines for the online vote on elections will be provided during the last week of August 2021, a few days before the online vote opens on 4 September 2021.

⁷ Or after the end of the 1st sitting of the Members' Assembly, whichever is later. The adoption of the Council motion referred to in agenda item 1.7 of the [draft Congress Agenda](#), may postpone the opening of the online vote on elections by 3 to 6 hours, to be confirmed during the 1st Sitting of the Members' Assembly.

E. Proxies

Several Members will be voting and/or speaking on behalf of other Members who have transferred their voting/speaking rights to them through a written expression of permission in accordance with Rule 66.

“Written” means that delegates can only give or receive proxy votes through the online [accreditation system](#). Members must get accredited in order to give or receive one or more proxies. The total voting rights of proxy holders will be programmed and updated daily in accordance with the accreditation database and voting cards will be configured accordingly.

Members not able to be onsite are recommended to allocate their proxy to the same Member/Committee for the whole of the Members’ Assembly. Members onsite wishing to give their proxy, are recommended to do it for a minimum of two sittings on the same day. **If changes are done during the Assembly, the change will only be valid from the next day, if done before 17h00 Marseille time.**

Members or Committees that receive a proxy (proxy holder) from other eligible Member(s) through the online accreditation system will be using their own voting/speaking card, which will be automatically configured so that it contains the total amount of votes corresponding to the voting power of the Member + the proxy givers.

Before giving a proxy through the Accreditation platform, **proxy givers are recommended to select proxy holders whose vote on specific questions put to the vote, are likely to be the same.**

Proxy holders will be given two options for casting the proxy votes that they hold:

1. If all the proxy holder’s own votes are identical to all the votes to be cast by proxy, a single electronic card programmed for the proxy holder and the proxies received, will be used and the total votes (including the proxies) will be automatically counted.
2. If a Member has provided specific voting instructions to the proxy holder which differ from the proxy holder’s own votes, one or more additional electronic proxy card(s) (‘correction cards’) will be produced for each of the proxy givers which have given such a voting

instruction. These ‘correction cards’ will only be distributed to the proxy holder, per sitting for the proxy votes that are different from the votes cast by the proxy holder. If one of your proxy givers will continuously vote different from your own delegation, you may request a correction card for this Member / proxy giver for the entire duration of the Members’ Assembly.

In any case, such proxy holders **are encouraged to inform accreditation@iucn.org ahead of the Congress so that cards can be programmed accordingly in due time.**

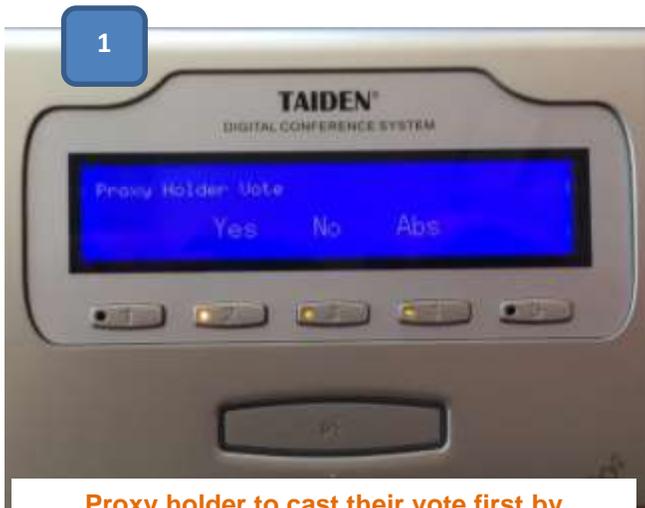
For Members holding more than 5 proxies with specific (different) voting instructions, a specific area will be reserved in the Plenary Hall in order to allow the systems operator to give them quick assistance if necessary. The Chair of the Members’ Assembly may extend the voting time (usually 30”) in order to allow “big proxy holders” to cast all their votes while making use of the correction cards.

A training session will be held before the beginning of the Members’ Assembly, **for delegations carrying more than 5 proxies**, in order to make themselves familiar with the voting system and the use of the “correction cards”. Any other proxy holders are requested to contact accreditation@iucn.org in order to be invited for the training. “Big proxy holders” are encouraged to solicit the support of the Accreditation desk in the Members’ Lounge for any queries they might have.

**More detailed information on proxy allocation is available
in the [Accreditation guidelines](#).**

Image 5: How to vote for proxy holders with correction cards

Refer to instructions below:



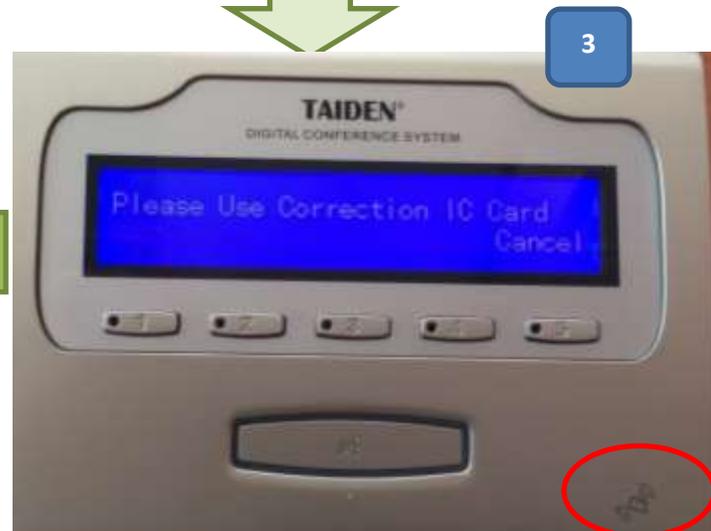
Proxy holder to cast their vote first by clicking: Yes (2) – No (3) – Abstain (4)



Press the CRCTN key if proxy vote is different



Cast the proxy vote by clicking: Yes (2) – No (3) – Abstain (4)



Tap the correction card on the right corner of the device.

Repeat step 3 and 4 for each correction card.

Important note:

- There is a security element built into proxy voting which requires that Members using the same unit to cast all their and the proxy votes, cast the vote for their own organisation first in order for the system to recognise them as a proxy vote holder. The Member can then 'correct', if necessary, the proxy votes it is holding for each Member that has given specific voting instructions.

F. Results of the onsite vote on motions

The results of a vote are announced as soon as possible after the end of the vote by the Chair while a slide is projected presenting the topic on which the Assembly voted, for each Category i.e. A, B and C, the percentages and total number of yes and no votes, and abstentions, and the mention 'approved' or 'not approved'.

The complete voting record of each IUCN Member at the Members' Assembly on each vote (except elections and other secret ballots) shall be made available, within 24 hours after each sitting, to all Members by publishing them on the Congress website.

G. Contingency plan

In the highly unlikely event of a failure of the voting system, the contingency plan will be in accordance to Rules 67 and 68 of the Rules of Procedure of the World Conservation Congress, whereby the vote will be by delegates holding up voting cards and the votes counted by Secretariat staff.