

Annex A

Steering Group Chair Selection Process

1. The Secretariat shall initiate the selection process at a Steering Group meeting and via email soliciting expressions of interest three months before the Annual Conference in odd-numbered years.
2. If the Chair leaves before the end of the two-year term, the Secretariat shall solicit expressions of interest at a Steering Group meeting and via email to all Steering Group Members within a month of the announcement of the Chair's departure to select a new Chair.
3. After the deadline for expressions of interest, the list of candidates shall be circulated to the Steering Group.
4. If there is only one interested candidate, the Secretariat can confirm that there are no other interested candidates.
5. The candidate(s) shall prepare a note to the Steering Group supporting their candidacy, which can be further elaborated and discussed at a Steering Group meeting.

6. Selection

- (i) Steering Group Members shall be asked to make their selection by secret ballot, via email, to the Secretariat. If one of the candidates is from the Secretariat's agency, votes shall be sent to the outgoing Chair's office. If the outgoing Chair is being considered for re-election, the outgoing Chair shall designate another Steering Group Member's agency to manage the selection and disclosure processes.
- (ii) A quorum shall consist of one half of the total membership of the Steering Group for the selection process to be considered valid. At the close of the selection period, if a quorum has not been met, the Secretariat shall contact all Steering Group members who did not make a selection and invite them to do so within a specified period of time. If a quorum is reached following this period, the selection process shall be considered valid.

7. One Candidate

In the event there is only one candidate, the Steering Group shall select the candidate by acclamation at a special Steering Group meeting during the Annual Conference, or as soon as possible, following the departure of the Chair.

8. Multiple Candidates

- (i) Steering Group Members shall be asked to make their selection via email indicating their preferred candidate to the Secretariat (or the designated agency).
- (ii) If a candidate receives a simple majority (more than 50%) of votes, they shall be the Chair-elect.
- (iii) If no candidate receives a simple majority of votes, a run-off shall be held between the two candidates who received the most votes. If more than two candidates tie for the most number of votes, they all shall be included in the run-off ballot. If one candidate receives the most votes and two or more candidates tie for the second most number of votes, they shall all be included in the run-off ballot. If a candidate receives a simple majority of the votes in the run-off ballot, they shall be considered the Chair-elect.
- (iv) If a Chair-elect cannot be determined because of a tie or lack of simple majority, the matter shall be referred to the Steering Group for decision. Options may include, but shall not be limited to, a ranked choice voting, a tie-breaking process, or additional discussions to identify other solutions.

9. Disclosure of the Results

The Secretariat (or the outgoing Chair or designated agency) shall, upon a candidate's request, inform the candidate of the total number of votes and the number of votes the candidate received. Specific member choices and other candidates' voting results shall be kept confidential.

10. Announcement of the Chair

- (i) The Secretariat (or the outgoing Chair or the designated agency) shall announce the new Chair-elect to the Steering Group, and subsequently to Members.
- (ii) The Chair-elect becomes the Chair upon completion of the outgoing Chair's term, or in the event the outgoing Chair has left/is leaving before the end of their term, upon selection.