

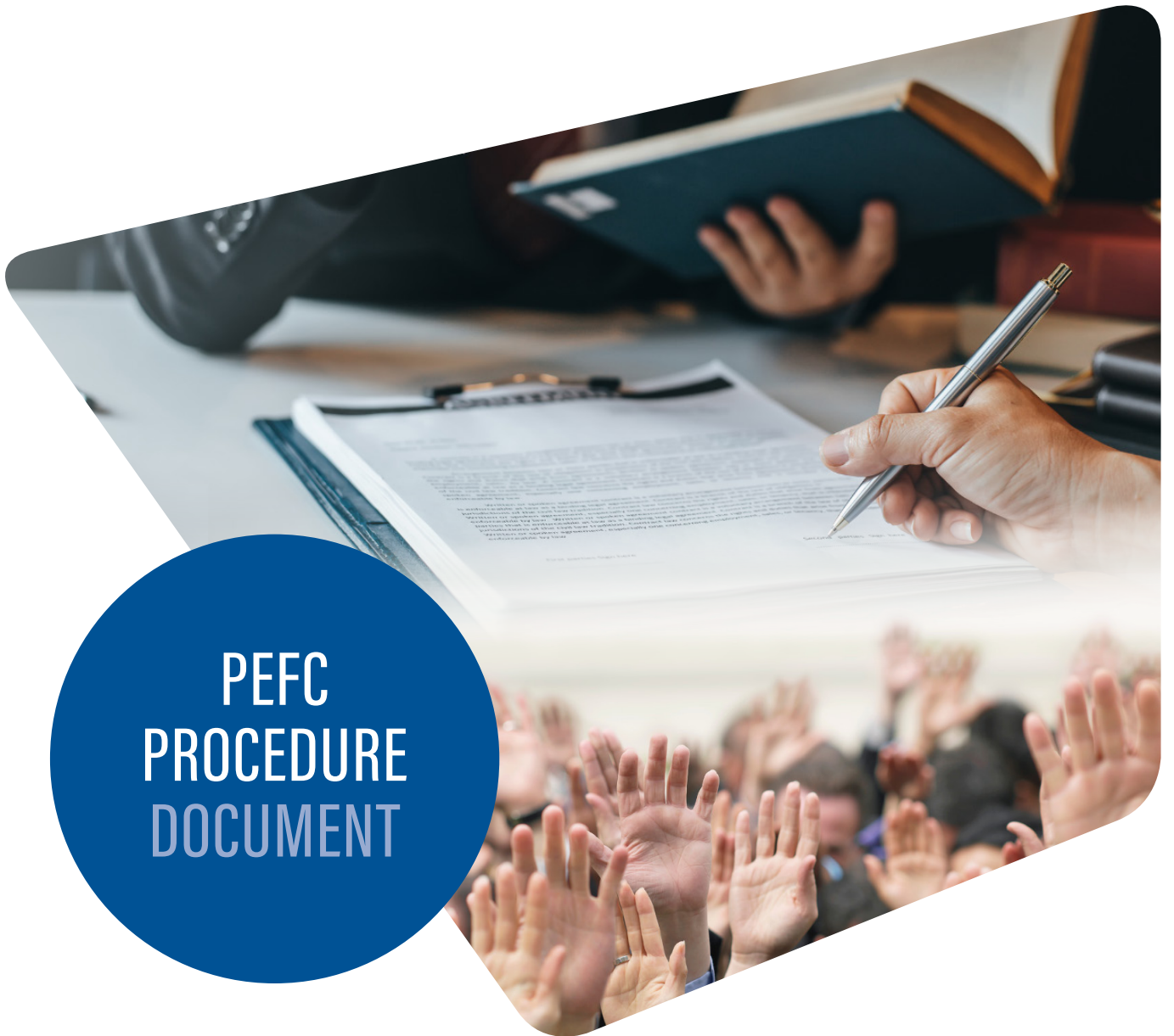


PEFC

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PEFC GD 1009:2024

Nomination and Election Procedures for the PEFC Council Board



**PEFC
PROCEDURE
DOCUMENT**

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Foreword

The PEFC Council (the Programme for the Endorsement of Forest Certification Schemes) is a global organisation promoting sustainable forest management through forest certification and labelling of forest based products. Products with a PEFC claim and/or label deliver confidence that raw material originates in sustainably managed forests, recycled material, and/or controlled sources.

The PEFC Council provides endorsement of national forest certification schemes, which are required to comply with the PEFC Council requirements subject to regular evaluations.

Introduction

The objective of this procedure document is to describe the rules and procedures for nominations and election of the Chair, two Vice Chairs, and members of the Board.

This guide replaces PEFC GD 1009:2018.

1. Scope

These guidelines set out the requirements for the nomination and election of the Chair, two Vice Chairs, and members of the Board (Board members) as per the PEFC Council Statutes Article 5 and Article 6.

2. Normative References

PEFC Council Statutes

3. Terms and Definitions

For the purposes of this document, the following terms and definitions apply:

3.1 PEFC procedure document

Document published by the PEFC Council specifying mandatory procedures to be followed by the PEFC Council and/or PEFC national governing bodies in order to satisfy PEFC statutes, mission and objectives.

4. Composition of the Board

The Board comprises the Chair of the PEFC Council, the two Vice Chairs, and two to 12 Board members elected by the PEFC General Assembly (Article 6 of the PEFC Council Statutes).

Board members are elected for a three-year term and one third of the Board members are eligible for re-election in any one year. The re-election of Board members for a second three-year term of service is possible. The date of the General Assembly at which decisions were made is regarded as the official term start. Where a Board member has been elected to serve an initial term of less than three years, they may be eligible to serve two full three-year terms thereafter.

The composition of the Board should aim to reflect the major interested parties who support PEFC, the geographical distribution of the members, the diversity of their annual cutting categories, and an appropriate gender balance (see PEFC Statutes Article 6.2).

Major interested parties are the nine major groups of civil society as defined by the UN and Agenda 21, which includes amongst others: forest owners; forest managers; forest industry/processors; trade unions/labour; traders and buyers, conservation organisations (NGOs); government/public institutions; scientific/academic; indigenous/local communities, consumers and other forest users.

The Board composition requirement shall be achieved through a Nominations Committee.

5. PEFC member nominations

The PEFC Council Secretariat issues separate nomination forms for the three types of position (Chair, Vice Chair, and Board member) to PEFC National Governing Bodies (NGBs) and International Stakeholder members (both hereafter members) at least three months prior to the date of the General Assembly. The nomination forms can be provided electronically.

The nomination forms must be returned to the PEFC Council Secretariat by the date specified on the form, which shall be at least two months prior to the General Assembly.

Nominations must be supported by two members (NGB and/or international stakeholder member). In the case of NGB members, the nomination form must be signed by the National Chair or National Vice Chair. In the case of an International Stakeholder member, the nomination form must be signed by the Authorised Representative.

Nominees must also sign the forms to signify their agreement to be nominated and their understanding of what the position of Chair, Vice Chair or Board member would entail.

Nominees shall be informed about the outcome of the nomination process.

6. Nominations Committee

The Nominations Committee (NC) is constituted by four members. Two of the members are active PEFC Board members, two members are persons from outside the PEFC Council. The term of the members is three years. Successful candidates may serve up to two successive terms (where an NC member has been elected to serve an initial term of less than three years, they may be eligible to serve two full three-year terms thereafter).

The two Board representatives are appointed by the Board. The two external members are appointed by the General Assembly, based on a proposal by the Board, which in turn will have considered candidates proposed by at least two members.

The role of the NC is to ensure that the constitution of the Board fulfils the requirement given in the PEFC Council Statutes, Article 6, paragraph 2:

“The constitution of the Board should aim to reflect the major interested parties who support the PEFC, the geographical distribution of the members, the diversity of their annual cutting categories and an appropriate gender balance.”

The Nominations Committee has the following tasks:

- a) Advise members as to what qualifications and experience are being sought from nominees at the time nomination forms are circulated to members.
- b) Consider nominations submitted by members.
- c) Where and when appropriate, to discuss the nominations with the nominating members and candidates with a view to proposing a list of candidates to ensure the requirements of Article 6, paragraph 2 of the PEFC Council Statutes are reflected in the composition of the Board.
- d) Prepare a report on the NC’s proposal for Chair, Vice Chair, and Board member vacancies for the General Assembly papers and ensure it is circulated with the General Assembly papers to members in advance of the General Assembly.
- e) Ensure the papers on the NC’s proposal are presented to the General Assembly.
- f) Elect its own Chair and decide its mode of operation (e.g., electronic voting etc.) with respect to the above tasks. The Chair shall be one of the external experts. In case of equality of votes, the Chair’s vote shall be decisive.

The PEFC Council Secretariat shall be available to the Nominations Committee in a secretarial role.

7. Election of the Chair, Vice Chairs and Board members

The Chair, Vice Chairs, and Board members are elected by the General Assembly based on the proposal made by the Nominations Committee.

Appendix 1: Extraordinary extension of a term of a Nominations Committee member

The members of the Nominations Committee are elected by the PEFC General Assembly for a three-year term, based on proposals by the PEFC Board of Directors. A second term is possible (see GD 1009:2018, clause 6).

In extraordinary circumstances, such as to keep a functioning Nominations Committee, the PEFC Board of Directors can extend the term of a Nominations Committee member by a maximum of 12 months.

The PEFC Board of Directors shall document the reasons for the extension, and any decision to come back to usual terms of the Nominations Committee members, in the minutes of a Board meeting.

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