



**REGULATIONS ON REPRESENTATION OF THE STAFF  
OF THE UNITED NATIONS AT GENEVA<sup>1</sup>**

**PREAMBLE**

The staff of the units of the United Nations at Geneva,

Referring to the Universal Declaration of Human Rights, proclaimed by the General Assembly of the United Nations on 10 December 1948, and in particular to article 20, paragraph 1, and article 23, paragraph 4, concerning freedom of association and the right to form and to join trade unions,

Proceeding on the basis of the international norms adopted in respect of labour law, as established in various instruments of the International Labour Organisation, particularly in ILO Convention (No. 87) concerning Freedom of Association and Protection of the Right to Organise, ILO Convention (No. 51) concerning Protection of the Right to Organise and Procedures for Determining Conditions of Employment in the Public Service, ILO Convention (No. 154) concerning the Promotion of Collective Bargaining and ILO Recommendation (No. 143) concerning Protection and Facilities to be Afforded to Workers' Representatives in the Undertaking,

Bearing in mind the objectives of the Charter of the United Nations and convinced that their attainment requires the genuine participation of the staff and its organizations, the broadest possible promotion of solidarity and the scrupulous observance of the provisions of Article 101, paragraph 3, of the Charter,

Considering that the independence of the Secretariat of the United Nations as a whole is inconceivable without independence for the Secretariat's staff members with regard to their own representation,

Affirms its right to organize freely its representation in keeping with the above-mentioned international norms, for the purposes of all discussions and negotiations with the employers, their representatives or their authorized agents,

Reaffirms that, in keeping with the right of association, staff members of the United Nations at Geneva have the right, without prior authorization, to establish and join associations, trade unions and other groups of their choice,

Further reaffirms that the associations, trade unions and other groups of staff of the United Nations at Geneva have the right to draw up their rules and regulations, elect their representatives, organize their management and activities and formulate their programme of action independently and without any external interference,

Claims the right to negotiate its conditions of employment and to conclude collective agreements, binding on all parties concerned, with its employers, their representatives or their authorized agents, and affirms that the first duty of its representatives is to secure satisfaction of this basic claim,

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<sup>1</sup> Adopted by referendum on 26 and 27 January 1983 and amended by referendum on 21 and 22 March 2022.

Decides that, in keeping with the above principles, its representation shall henceforth be organized in accordance with the procedures set out in these Organizational Regulations, which, as of the date of entry into force referred to in Chapter X, shall supersede the Organizational Rules of the Staff Council and the Electoral Regulations of the Staff Council of 24 January 1974.

## **CHAPTER I DEFINITIONS**

For the purposes of these Organizational Regulations:

- a) "Day", in calculating a period of time, shall mean "working day";
- b) Date of "publication", in calculating a period of time, shall mean the fifth day following the date appearing on the lists or documents in question;
- c) "Absolute majority" shall mean more than fifty (50) per cent of the statutory number of members of the staff body concerned;
- d) "Staff member" shall mean a staff member of the United Nations at Geneva holding a contract of any kind;
- e) "Period" shall, unless otherwise indicated, mean a minimum period of days;
- f) "Staff body" shall mean all bodies covered by these Regulations.

## **CHAPTER II GENERAL PROVISIONS**

### **Article 1 Representation and co-ordination**

The representation of the staff as a whole shall be based on co-ordination of the positions of trade-union organizations, other staff groups and non-organized staff members. To this end, the United Nations Office at Geneva (UNOG) Staff Union, hereinafter referred to as "Staff Union", is established. The membership, terms of reference and organization of the Staff Union are described in Chapter V.

### **Article 2 Rights of trade union organizations and other representative groups**

The provisions of these Regulations shall be without prejudice to the right of trade-union organizations and other groups to enter into direct contact with the Administration and with other authorized agents of the employers and to present their views to them.

## **CHAPTER III POLLING BOARD**

### **Article 3 Membership, organization and functions**

1. The Polling Board shall consist of eleven (11) polling officers elected by the Ordinary Assembly of the staff, in accordance with the relevant provisions of annex I, section II, for a term of office of one year beginning on 1 April.
2. The polling officers shall organise their work independently and shall not receive instructions or advice from the Staff Union or from anybody, subject to the provisions of Chapter IX.
3. The polling officers shall appoint a President and a Vice-President from among their members. For their deliberations, the quorum shall be an absolute majority of the polling officers in office. The polling officers shall adopt their rules of procedure in accordance with the relevant provisions of these Regulations.

4. The polling officers shall obtain lists of electors before each consultation and shall ensure that such lists are up to date. In the month following their entry into office, they shall publish the number of signatures required for the purposes of article 15, paragraph 3; this number shall remain unchanged throughout their term of office. They shall organize elections of the Staff Union in accordance with the provisions of Chapter V and elections of other staff bodies; they shall receive requests for convening assemblies, for referendums or for other voting prescribed by these Regulations; they shall count the votes in accordance with the relevant provisions of these Regulations and announce the results.

## **CHAPTER IV AUDITORS**

### **Article 4      Membership, organization and functions**

1. The auditors shall be five (5) in number. They shall be elected by the Ordinary General Assembly of the staff, in accordance with the relevant provisions of Chapter VII, for a term of office of one year beginning on 1 April.
2. The auditors shall organize their work independently and shall adopt their rules of procedure in accordance with the relevant provisions of these Regulations.
3. The auditors shall audit the accounts in accordance with the provisions of the Financial Regulations annexed to these Regulations and shall prepare an auditors' report. The auditors' report shall be signed by all the auditors in office.

## **CHAPTER V THE UNOG STAFF UNION COUNCIL**

### **Article 5      Membership and method of election**

1. The Staff Union Council<sup>2</sup> shall consist of twenty-five (25) members, except in the cases referred to in annex I, section III.
2. For the purposes of determining the quorum and the majority by reference to the statutory number of the Staff Union Council members, this number shall be fixed at twenty-five (25).
3. Members of the Staff Union Council shall be elected by universal suffrage and by lists of candidates.
4. Elections shall be held each year during the second half of February, in accordance with the procedures set forth in annex I, section III.

### **Article 6      Terms of reference**

The principal task of the Staff Union shall be to promote and protect the interests of all staff members and pensioners vis-à-vis the Secretary-General and the representatives of the employers in a consistent and united fashion. The Council may also raise issues with management relating to other categories of personnel, such as consultants and contractors, at its discretion and when in the interest of fair labour practices.

### **Article 7      Organization**

1. The Staff Union Council shall hold its first meeting within five (5) days of the publication of the results of the elections; the meeting shall be convened by the Chairman of the Polling Board, who shall preside over the meeting until the President and the Vice-President are elected.

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<sup>2</sup> The Staff Union Council is the governing body of the UNOG Staff Union.

2. Meetings of the Staff Union Council shall be held at least once a month. They shall be convened by the President at the request of the Executive Bureau or one third of the members of the Staff Union Council.
3. The provisional agenda for meetings shall include all items requested for inclusion by one or more members. Except in warranted cases of emergency, the provisional agenda shall be communicated to all members of the Staff Union Council not less than three (3) days before the meeting in question.
4. Meetings shall be presided over by the President or, in his absence, by the Vice-President. Minutes shall be issued for each meeting within a period of ten (10) days.
5. The Staff Union Council shall draw up its rules of procedure in accordance with the relevant provisions of these Regulations.
6. The Staff Union Council shall establish and draw up the terms of reference of a finance commission and any other commissions it deems necessary.
7. The Staff Union Council shall, if appropriate, issue guidelines for the staff representatives on joint bodies and statutory bodies concerned with co-operation between the staff and the Administration. Such guidelines shall not conflict with the statutory provisions governing the membership and functions of the bodies in question.

#### **Article 8      Programme of work**

The Staff Union Council shall draw up its programme of work within four (4) weeks of its first meeting, taking account of all proposals put forward by its members. The programme of work shall be the overarching policy document which shall guide the work of the Staff Union Council and Executive Bureau without prejudice to other issues which may become relevant for the attention of the Staff Union Council and Executive Bureau during the course of their terms.

#### **Article 9      Executive Bureau**

1. The membership of the Executive Bureau shall reflect that of the Staff Union Council; the Executive Bureau shall consist of seven (7) members appointed by the Staff Union Council from among its members at its first meeting, in accordance with the procedures set out in the paragraphs below.
2. Each list obtaining at least fifteen (15) per cent of the valid votes cast at the election of the Staff Union Council shall be entitled to one of the seven (7) seats on the Executive Bureau.
3. The lists entitled to a seat on the Executive Bureau in accordance with paragraph 2 above shall designate their candidate; if they fail to do so, they shall forfeit this right for the duration of the term of office of the Staff Union Council. The Staff Union Council shall appoint the candidates so designated.
4. Seats remaining unfilled, if any, shall be filled by means of successive elections, by secret ballot and by an absolute majority. In the event of a tie, as many ballots shall be held as are necessary to decide between the candidates.
5. An Executive Secretary shall be elected from among the seven (7) members of the Executive Bureau by the Staff Union Council at its first meeting, by secret ballot and by an absolute majority. If no candidate obtains an absolute majority during the first ballot, a second ballot shall be held, confined to the two candidates who have obtained the highest number of votes in the first ballot. In the event of a tie, as many ballots shall be held as are necessary to decide between the candidates.
6. The Executive Bureau shall abide by the decisions and recommendations of the Staff Union Council, to which it is collectively and individually responsible. The Executive Bureau has the duty to inform the Staff Union Council of its activities at each meeting and the Staff Union Council may provide feedback, make proposals and take decisions on such activities to further guide the Executive Bureau in its work. Application of the principle of the revocability of one or more members

of the Executive Bureau by a two-thirds majority of the statutory number of members of the Staff Union Council shall fall within the purview of the Staff Union Council.

7. The Executive Bureau shall allot its tasks among the members and inform the Staff Union Council accordingly at its second meeting.
8. The Executive Bureau shall represent the Staff Union Council. It shall ensure the co-ordination of all staff bodies. It shall report on its activities to the Staff Union Council at each meeting.
9. The President and the Vice-President shall automatically be entitled to attend meetings of the Executive Bureau.
10. The term of office of the Executive Bureau shall begin on the day of its election and shall end with the election of the succeeding Executive Bureau.
11. The Executive Bureau shall draw up its rules of procedure in accordance with the relevant provisions of these Regulations.

## **CHAPTER VI JOINT BODIES AND STATUTORY BODIES FOR CO-OPERATION BETWEEN THE STAFF AND THE ADMINISTRATION**

### **Article 10      Scope**

1. The provisions of this Chapter shall apply to all bodies for co-operation between the staff and the Administration provided for in the Staff Rules and the Administrative Handbook as well as in any agreement between the staff and the Administration.
2. The Staff Union Council shall request the establishment of any bodies for co-operation between the staff and the Administration that it deems necessary.

### **Article 11      Terms of reference and obligations**

1. The term of office of these bodies shall be one year, unless otherwise provided in the corresponding rules.
2. Staff representatives on each body shall apply the Staff Union's guidelines, if any.
3. Staff representatives shall maintain contact with the Staff Union Council through the Executive Bureau.
4. Notwithstanding the statutory provisions governing the membership and mandate of the relevant body, the Staff Union Council may, by a two-thirds majority of the statutory number of members, decide to call new elections for any body concerned with co-operation between the staff and the Administration during its term of office, provided the matter has been included beforehand on the agenda of a meeting of the Staff Union Council and the staff representatives on the body concerned have had an opportunity to address the Staff Union Council.
5. At the end of their term of office, the staff representatives on each body shall submit to the Staff Union Council a report on their activities signed by all the staff representatives on the body in question.

### **Article 12      Appointment of staff representatives**

The staff representatives on the bodies referred to in article 10 shall be elected by secret ballot by the staff as a whole.

## **CHAPTER VII GENERAL ASSEMBLIES OF THE STAFF AND REFERENDUMS**

### **Article 13      Ordinary General Assembly**

1. The Ordinary General Assembly, consisting of all staff members of the United Nations at Geneva, shall be convened each year during the second half of January. The exact date of the Assembly shall be set by the Staff Union.
2. A notice announcing the convening of the Ordinary General Assembly, as well as the provisional agenda and related documents, shall be circulated by the Executive Bureau to all staff members not less than six (6) days before the date of the Assembly.
3. The agenda for the Ordinary General Assembly shall include the following items:
  - a) Adoption of the agenda;
  - b) Election of the Presiding Officer;
  - c) Election of the Polling Board;
  - d) Election of the auditors;
  - e) Report on the activities of the Staff Union for the past year;
  - f) Auditors' report.
4. After considering the reports referred to in paragraph 3, the Ordinary General Assembly may make recommendations to the Staff Union.
5. The quorum for any decision by the Ordinary General Assembly shall be two hundred (200) staff members. If the Assembly is unable to take a decision because of the lack of a quorum, it shall be reconvened within five (5) days. The quorum shall be one hundred (100) staff members.

### **Article 14      Extraordinary General Assembly**

1. An Extraordinary General Assembly, consisting of all staff members of the United Nations at Geneva, shall be convened by decision of the Staff Union Council or through a written request submitted to the polling officers by not less than two hundred (200) staff members. The exact date of the Assembly shall be set by the Staff Union Council if the request originates from the Staff Union Council or by the signatories of the request if it originates from them, account being taken of the provisions of paragraph 2.
2. A notice announcing the convening of the Extraordinary General Assembly, as well as the agenda and, if necessary, related documents, shall be circulated by the polling officers to all staff members not less than three (3) days before the date of the Assembly.
3. The agenda for an Extraordinary General Assembly shall include, apart from the election of the presiding officer, only the question or questions referred to in the Staff Union Council's decision or in the written request; it may not be amended.
4. The Extraordinary General Assembly shall consider the question or questions included in its agenda. On the basis of such consideration, the Assembly may make recommendations to the Staff Union Council.
5. The quorum for any decision by the Extraordinary General Assembly shall be two hundred (200) staff members. If the Assembly is unable to take a decision because of the lack of a quorum, it shall not be reconvened.

## **Article 15      Referendums**

1. A referendum shall be a consultation of the electors and shall be held in writing and by secret ballot. It shall take the form of a single specific question calling for a single choice or between two (2) or more possibilities.
2. A referendum may concern the staff as a whole, staff in the Professional category or staff in the General Service category.
3. A referendum shall be organized by a decision of the Staff Union Council or by the submission of a written request by at least fifteen (15) per cent of the staff members if the question posed directly or indirectly concerns the staff as a whole, or by at least fifteen (15) per cent of the staff members in one category if the question posed concerns only the staff in that category.
4. Notwithstanding the provision of Chapter X, a question submitted to a referendum shall be admissible provided it does not contravene the provisions of these Regulations. The polling officers shall decide the admissibility of a question. In the event of a rejection, they must communicate, in writing, the reasons for their rejection to the author or authors of the request for a referendum within a period of not more than five (5) days from the day on which they have received the request.
5. When the question posed directly or indirectly concerns the staff as a whole, all staff members shall be called upon to vote. When the question posed concerns only one category of staff members, the staff members in that category shall alone be called upon to vote.
6. A period of six (6) days must elapse between the date of publication of the question and the date of the poll.
7. Notwithstanding the provisions of Chapter X, the majority required for a referendum is a simple majority of the valid votes cast in the referendum.
8. When participation in the poll is equal to at least fifteen (15) per cent of the number of staff members concerned, the results of the referendum shall be binding on all staff bodies. If participation is below this figure, the results of the referendum shall have the status of a recommendation for all staff bodies.

## **Article 16      Extraordinary consultative procedure for a proposal to strike**

1. Staff members may resort to direct action, including strikes, when other means of reaching agreement with the employers or their representatives have failed.
2. For the purpose of organizing direct action, the staff must be consulted beforehand. For any action not exceeding half a working day, the consultation shall be held at a meeting of the entire staff.
3. "Strike" shall mean a work stoppage lasting more than half a day. The organization of a strike shall require prior consultation, in writing and by secret ballot, of the entire staff.
4. The consultation shall take the form of a single specific question, with a statement of the reasons making it advisable to call a strike.
5. The consultation shall be organized either by a decision of the Staff Union Council taken by an absolute majority or by the submission of a written request from staff members, in accordance with the procedures laid down for referendums. The Staff Union Council shall convene a general information meeting on the day before the consultation.
6. The polling officers shall publish the text of the question referred to in paragraph 4 on the day following the decision of the Staff Union Council or on receipt of a request submitted by staff members in accordance with paragraph 5. The consultation shall take place four (4) days after the date of publication of the question. The poll shall be held for one (1) day in all the buildings that house units of the United Nations at Geneva.

7. The polling officers shall count the votes immediately after the closing of the poll and shall communicate the results to the Staff Union Council and the entire staff.
8. The majority for the consultation shall be a simple majority of the valid votes cast.
9. Rejection of a proposal to strike shall be binding on the Staff Union Council.

## **CHAPTER VIII SECTORAL ASSEMBLIES**

### **Article 17      Establishment**

1. A sectoral assembly may be established in each of the administrative sub-divisions of the United Nations at Geneva, on written request by the staff of the sub-divisions. The request, addressed to the Polling Board, must be signed by at least ten (10) per cent of the staff of the sub-division in question but by not less than ten (10) persons.
2. The polling officers shall organize a vote by all the staff of the sub-division on the establishment of the sectoral assembly, as well as the election, as appropriate, of the President of the assembly for a term of office of one year, in accordance with the provisions of annex I, section IV.
3. Each sectoral assembly shall draw up its rules of procedure in accordance with the relevant provisions of these Regulations.

### **Article 18      Functions**

1. The sectoral assembly may, through its President, submit proposals, comments or requests to the Staff Union Council, which shall reply through the Executive Bureau, within a maximum period of four (4) weeks.
2. The sectoral assembly may, through its President or representatives duly designated for the purpose, enter into discussions with the administration of the sector on problem particular to the sector.
3. The sectoral assembly shall, before entering into the discussions referred to in paragraph 2, inform the Staff Union Council at least three (3) days beforehand, through the Executive Bureau, which shall delegate one of its members to participate in any approach to the administration of the sector.

## **CHAPTER IX ARBITRATION COMMISSION**

### **Article 19      Principle**

1. In order to rule on any disputes arising between a staff member or members and a staff body or bodies or between two (2) or more staff bodies concerning failure to observe these Regulations, an Arbitration Commission shall be established, to be elected by the staff as a whole by universal suffrage.
2. The decisions of the Arbitration Commission shall be binding and shall serve as legal precedents.

### **Article 20      Membership and organization**

1. The Arbitration Commission shall consist of five (5) members elected for a three-year term of office beginning on 1 April.
2. In order to ensure partial renewal of the membership of the Arbitration Commission each year, notwithstanding the provisions of paragraph 1, the term of office of the members elected to the



Commission at the first election shall be determined by drawing lots: one one-year term of office, two two-year terms of office and two three-year terms of office.

3. Candidates for the Arbitration Commission must not have been members of a staff body during the previous year. No member of the Arbitration Commission may stand for election to a staff body during the year following the end of his or her term of office.
4. Members of the Arbitration Commission shall be eligible for re-election.
5. The members of the Arbitration Commission shall organize their work independently and shall not receive instructions or advice from the Staff Union or from any body.
6. The members of the Arbitration Commission shall appoint a President from among their number. For their deliberations, the quorum shall be three (3) members.
7. The Arbitration Commission shall adopt its decisions by an absolute majority.
8. The Arbitration Commission shall establish its rules of procedure in accordance with the relevant provisions of these Regulations.

#### **Article 21      Functions**

1. Staff members, collectively or individually, and any staff body may make an application to the Arbitration Commission in connection with failure to observe these Regulations.
2. Such application, stating the reasons, shall be addressed in writing to the President of the Arbitration Commission with a copy to the Executive Bureau. Only applications concerning failure to observe these Regulations shall be admissible.
3. The Arbitration Commission shall decide on the case within three (3) days and shall inform the applicants of its decision. Its written decision, stating the reasons, shall be announced to the staff within ten (10) days.

## **CHAPTER X ENTRY INTO FORCE AND AMENDMENT**

#### **Article 22      Entry into force and transitional provisions**

1. These Regulations shall enter into force on the day following their adoption by referendum.
2. The Staff Union Council in office at the time of the adoption of these Regulations shall temporarily represent the staff until the next election of the Staff Union Council.
3. The Staff Union Council may decide to bring forward the election of the Staff Union Council in the case of the first election following the adoption of these Regulations.

#### **Article 23      Amendment**

1. These Regulations and the annexes hereto may be amended only by referendum.
2. A proposed amendment may be considered adopted only if it is approved by a majority of the valid votes cast and by not less than twenty-five (25) per cent of the staff members.
3. Any amendment adopted in accordance with this article shall enter into force on the day following its adoption.

## **ANNEX I ELECTORAL REGULATIONS**

### **I. GENERAL PROVISIONS**

#### **Article 1 Electors**

For the purpose of the relevant provisions of these Regulations, every staff member of the United Nations at Geneva who holds a contract of any kind on the date of the election or voting concerned and is not represented by another statutory body representing the staff of the United Nations, shall be an elector.

#### **Article 2 Eligibility**

1. Any staff member who fulfils the voting requirements shall be eligible for election to the Staff Union Council.
2. Any staff member shall be eligible for election to a staff body other than the Staff Union Council, provided the remainder of his or her contract on the date of the election is at least equal to the term of the office for which he or she stands.
3. The duties of a polling officer, auditor or member of the Arbitration Commission, or candidature for such posts, on the one hand, and the duties of a member of the Staff Union Council or another staff body, or candidature for such posts, on the other, are incompatible.

#### **Article 3 Secrecy of ballots**

The secrecy of all ballots shall be guaranteed.

### **II. ELECTION OF POLLING OFFICERS AND ELECTION OF AUDITORS**

#### **Article 4 Preparation of the poll**

1. Fifteen (15) days before the date of the Ordinary General Assembly referred to in article 13 of the Regulations on Representation of the Staff of the United Nations at Geneva, the polling officers in office shall issue an invitation for nominations for eleven (11) polling officers' posts and five (5) auditors' posts.
2. The lists of candidates for these posts, the names being arranged in alphabetical order, shall be circulated to all staff members three (3) days before the Ordinary General Assembly.
3. The lists of candidates may be supplemented at the Assembly only if they do not contain more than eleven (11) names for polling officers and five (5) names for auditors.

#### **Article 5 Polling**

1. The eleven (11) candidates for the polling officers' posts and the five (5) candidates for the auditors' posts with the highest number of votes shall be declared elected.
2. If there are no more than eleven (11) candidates for the polling officers' posts and five (5) candidates for the auditors' posts, the candidates shall be declared elected without opposition.

#### **Article 6 By-elections**

1. If, during their term of office, the number of the polling officers falls below six (6), the Staff Union shall convene an Extraordinary Assembly of the staff with a single agenda item on the election of a sufficient number of polling officers to make up the Polling Board. Candidates for vacant posts in

the Polling Board shall be nominated at the Assembly. If the number of candidates does not exceed the number of vacant posts, the candidates shall be declared elected without opposition.

2. If, during their term of office, the number of the auditors falls below three (3), the Staff Union shall include in the agenda for its next meeting an item on the election of a sufficient number of auditors to make up the statutory number of auditors. The candidates shall be nominated at the meeting. If the number of candidates does not exceed the number of vacant posts, the candidates shall be declared elected without opposition.

### **III. ELECTION OF MEMBERS OF THE STAFF UNION COUNCIL**

#### **Article 7 Preparation of the poll**

1. Twenty (20) days before the date set for the poll, the polling officers in office shall issue an invitation for the submission of lists of candidates for the Staff Union Council; a period of seven (7) days from the publication of the invitation shall be allowed for submitting the lists.
2. Lists of candidates shall be submitted by staff associations, groups or unions or by staff members with no affiliation. Each list shall be accompanied by a text, not more than one page long, describing the programme supported by the candidates on the list.
3. A list may not consist of less than five (5) or more than twenty-five (25) candidates.
4. A candidate may appear on only one list.
5. The polling officers shall, seven (7) days before the date set for the poll, publish and circulate to all staff members the lists of candidates for the Staff Union Council and the corresponding programmes, indicating, where appropriate, the names of the associations, groups or unions submitting them.

#### **Article 8 Polling**

1. The elections shall be held on two (2) consecutive days; a polling booth shall be open for at least half a day in each building outside the Palais des Nations that houses units of the Organization.
2. Electors may vote for only one list, without adding or crossing out any names.

#### **Article 9 Counting of the votes and allocation of seats**

1. When the votes are counted, the polling officers shall determine the number of valid votes cast, which shall be equal to the number of ballot papers, less the blank or void ballot papers.
2. The polling officers shall determine the electoral quotient by dividing the number of valid votes by the number of seats to be filled, in accordance with the provisions of article 5, paragraph 1, of the Regulations on Representation of the Staff of the United Nations at Geneva.
3. Seats shall be allocated only among the lists which have obtained a number of votes at least equal to the electoral quotient.
4. The number of seats allocated to a list shall be calculated by dividing the number of valid votes for that list by the electoral quotient.
5. If the total number of seats so allocated is lower than the number of seats to be filled, the remaining seat or seats shall be allocated to the other lists with the highest number of votes remaining, in descending order.
6. If two or more lists obtain an equal number of valid votes, the number of seats to be filled may be increased, if necessary, so that those lists are allocated the number of seats that should be allocated to them under the provisions of paragraphs 4 and 5.

7. If the number of candidates on a list is lower than the number of seats allocated to that list under the provisions of paragraphs 4 and 5, the seat or seats not filled shall remain vacant throughout the Staff Union Council's term of office.
8. Candidates shall be declared elected in the order in which they appear on the list.

**Article 10      Vacant seats**

1. If a seat falls vacant during the Staff Union Council's term of office, it shall be filled by the next non-elected candidate on the list from which the outgoing member was elected.
2. For the purposes of paragraph 1, a seat is considered vacant when its holder:
  - Is transferred to another duty station or to another body or unit whose staff is not represented through the Staff Union;
  - Ceases to be a staff member;
  - Resign during his or her term of office.
3. A seat shall remain vacant if it cannot be filled as prescribed in paragraph 1.

**IV.      ELECTION OF PRESIDENTS OF SECTORAL ASSEMBLIES**

**Article 11      Preparation of the poll**

1. On receipt of a written request to establish a sectoral assembly in accordance with article 17 of the Regulations on Representation of the Staff of the United Nations at Geneva, the polling officers shall, within the five (5) days, issue an invitation for nominations for the office of president of the assembly.
2. The poll can be organized only if there are at least two (2) nominations for the office of president of the sectoral assembly.
3. The ballot paper shall consist of the question relating to the establishment of the sectoral assembly and the list of candidates for the office of president of that assembly.

**Article 12      Polling**

1. Any staff member of the administration subdivision in respect of which the request for the establishment of a sectoral assembly has been lodged may participate in the poll.
2. The poll shall cover both the question referred to in article 11, paragraph 3, and the election of the president of the sectoral assembly.

**Article 13      Counting of the votes**

1. A sectoral assembly shall be declared established if the request is approved by a majority of the valid votes cast.
2. The polling officers shall declare the candidate who obtains the highest number of votes president of the sectoral assembly.
3. In the event of a tie, the polling officers shall organize within five (5) days a second ballot, confined to the candidates who have obtained the highest number of votes in the first ballot. As many ballots shall be held as are necessary to decide between the candidates.

## **V. ELECTION OF MEMBERS OF THE ARBITRATION COMMISSION**

### **Article 14 Preparation of the poll**

1. Twenty (20) days before the date set for the poll, the polling officers shall issue an invitation for nominations for the Arbitration Commission; a period of seven (7) days from the publication of the invitation shall be allowed for presenting nominations.
2. The polling officers shall seven (7) days before the date set for the poll, publish and circulate to all staff members the list of candidates for the Arbitration Commission.

### **Article 15 Polling**

The elections shall be held on two (2) consecutive days. A polling booth shall be open for at least half a day in each building outside the Palais des Nations that houses units of the United Nations at Geneva.

### **Article 16 Declaration of results**

1. In the light of the number of seats to be filled, the candidates who have obtained the highest number of votes shall be declared elected.
2. In the event of a tie, as many ballots shall be held as are necessary to decide between the candidates.

### **Article 17 By-elections**

If a seat falls vacant during the Commission's term of office, the polling officers shall organize a by-election, in accordance with the provision of this section, in order to fill the vacant seat until the expiry of the term of office in question.

## **VI. ELECTION OF STAFF REPRESENTATIVES TO JOINT BODIES AND STATUTORY BODIES FOR CO-OPERATION BETWEEN THE STAFF AND THE ADMINISTRATION**

### **Article 18 Preparation of the poll**

1. The polling officers shall set the date of elections to the bodies referred to in Chapter VI of the Regulations on Representation of the Staff of the United Nations at Geneva not more than twenty (20) days and not less than ten (10) days before the date on which the term of office of the body to be elected commences.
2. Twenty (20) days before the date set for the poll, the polling officers shall issue an invitation for nominations and, where necessary, attach the Staff Union's guidelines in respect of each body to be elected. A period of seven (7) days from the publication of the invitation shall be allowed for submitting nominations.
3. Only those nominations accompanied by a written and signed undertaking to abide by the guidelines issued by the Staff Union in respect of the body to be elected shall be accepted. Such guidelines shall not conflict with the statutory provisions governing the membership and functions of the bodies in question.
4. The polling officers shall, seven (7) days before the date set for the poll, publish and circulate to all staff members the list or lists of nominations accepted.

**Article 19**      **Polling**

The election shall be held on two (2) consecutive days. A polling booth shall be open for at least half a day in each building outside the Palais des Nations that houses units of the United Nations at Geneva.

**Article 20**      **Declaration of results**

1. In the light of the number of seats to be filled, the candidates who have obtained the highest number of votes shall be declared elected.
2. In the event of a tie, as many ballots shall be held as are necessary to decide between the candidates.

## ANNEX II FINANCE COMMISSION AND FINANCIAL REGULATIONS

### I. FINANCE COMMISSION

#### **Article 1**      **Membership and organization**

1. A Finance Commission consisting of four members, three of whom shall be elected by the Staff Union Council and the fourth appointed by the Executive Bureau from among its members, shall be established by the Staff Union Council, at its second meeting, for the purpose of administering the Staff Union's finances.
2. The financial year shall run from 1 December to 30 November of the following year.
3. The Finance Commission shall, at its first meeting, appoint a treasurer from among its members and inform the Staff Union Council accordingly.
4. The quorum for deliberations of the Finance Commission shall be three (3) members.
5. The term of office of members of the Finance Commission shall expire with the establishment of the succeeding Finance Commission.
6. The Finance Commission shall draw up its rules of procedure in accordance with the relevant provisions of this annex.

#### **Article 2**      **Functions**

1. The Finance Commission shall keep the Staff Union's accounts. It shall:
  - i) Draw up the regular budget on the basis of the Staff Union's guidelines;
  - ii) Draw up the operating budget of the "Union" Chalet and the operating budget of the Staff Union's Special Fund from the Purchase and Order Group of International Civil Servants;
  - iii) Organize and supervise the collection of staff members' contributions to the regular budget and any other contribution to the Staff Union's finances;
  - iv) Make any payment which has been duly approved in accordance with the relevant provisions of this annex;
  - v) Determine the financial implications of decisions required of the Staff Union and submit a statement of those implications to the Staff Union Council before a decision is taken;
  - vi) Examine and state its views on any question submitted by the Staff Union Council;
  - vii) Prepare the management accounts and annual balance sheets as prescribed in this annex;
  - viii) Submit its accounts to the Staff Union Council and to the auditors not more than ten (10) days after the closing of the accounts;
  - ix) Decide, after consulting the Staff Union Council, on an investment policy in respect of available liquid assets.
2. The Finance Commission shall draw up a schedule of accounts incorporating all aspects of the Staff Union's finances and shall submit it for the Staff Union Council's approval within a period of twenty (20) days after its entry into office.

## **II. FINANCIAL REGULATIONS**

### **Article 3 Regular budget**

1. The resources of the regular budget shall be derived from:
  - i) Contributions by staff members;
  - ii) Income from notice boards;
  - iii) Profits from the publication of "UN SPECIAL";
  - iv) Profits from arranging social and cultural activities;
  - v) Any donation accepted by the Staff Union.
2. The Staff Union Council shall, on the Finance Commission's proposal, determine the rates of contributions and the notice-board charges when adopting the regular budget.
3. The resources of the regular budget shall be used to meet expenditures decided by the Staff Union Council.

### **Article 4 Special budgets**

1. The resources of special budgets shall be derived from:
  - i) Operating the "Union" Chalet;
  - ii) The Staff Union's Special Fund from the Purchase and Order Group of International Civil Servants after applying the contracts, rules and procedures in force.
2. Special resources shall be allocated for expenditures needed to operate the "Union" Chalet and for any other specific purpose decided by the Staff Union Council.
3. Decisions taken with regard to the utilization of special resources shall be in conformity with the contracts, rules and procedures in force.

### **Article 5 Reserve Fund**

1. A Reserve Fund shall be established from the unused credit side of the regular budget.
2. The Reserve Fund may be used for the Staff Union's extraordinary expenditures.

### **Article 6 Investment of liquid assets**

1. The Finance Commission may make short-term investments of funds not required for immediate needs and may, after approval by the Staff Union Council, make long-term investments.
2. Investments shall be recorded in an investment ledger indicating, inter alia, the nominal value, price paid, date of maturity, place of deposit, proceeds of sale and amount of income receivable in respect of each investment.
3. Income on investments from the Reserve Fund shall be entered in the accounts as supplementary receipts.
4. Income on investment from special funds or accounts shall be credited to the funds or accounts in question.

### **Article 7 Expenditures under the Regular Budget**

Expenditures shall include:



- i) Administrative expenses of the Staff Union secretariat;
- ii) Official travel expenses;
- iii) Contributions to inter-organizational associations of which the Staff Union is a member;
- iv) Allowances granted to the Staff Welfare Fund;
- v) Allowances for staff social, cultural and sporting activities;
- vi) Donations.

**Article 8 Principles governing the authorization of expenditures**

1. Travel and subsistence costs shall be approved in accordance with the rules in force governing official travel by United Nations staff members.
2. Allowances shall be authorized on the basis of an evaluation of the applicant's requirements; the evaluation shall be submitted to the Staff Union Council by the Finance Commission.

**Article 9 Authorization of expenditures under the Regular Budget**

1. All expenditures must be approved by the Staff Union Council.
2. The Finance Commission shall be authorized to make any payment in connection with the administrative expenses of the Staff Union secretariat up to an amount of five hundred (500) Swiss francs without prior authorization by the Staff Union Council.

**Article 10 Authorization of expenditures under special budgets**

All expenditures must first be approved by the Staff Union Council.

**Article 11 Payments**

1. The Finance Commission shall make all payments in accordance with the relevant provisions of this annex.
2. The Executive Bureau shall, in respect of any expenditure, address a request in writing to the Finance Commission, specifying the purpose of the expenditure and the account to be debited.
3. Every payment shall bear two signatures, one being that of a member of the Executive Bureau and one being that of an elected member of the Finance Commission.

**Article 12 Preparation for audits**

1. The Finance Commission shall close the accounts and shall submit them to the Staff Union Council and to the auditors within a period of ten (10) days.
2. Accounts submitted for audit shall be accompanied by vouchers in respect of all expenditures.

**Article 13 Audits**

1. The Finance Commission and the Staff Union Council shall be required to furnish any additional information requested by the auditors.
2. The auditors shall draw up their report and shall send it to the Staff Union Council not less than ten (10) days before the date set for the Ordinary Assembly of the staff, with a copy to the Finance Commission.
3. The auditors' report may include any suggestion for improving the management of the Staff Union's finances.