



ASIAN DEVELOPMENT BANK STAFF ASSOCIATION CONSTITUTION

(As Amended by Staff Council on 6 September 2012 per Article XII, Section 12.01 (a.i))

ARTICLE I

Establishment and Seat

Section 1.01. There shall be established within the Asian Development Bank (hereinafter referred to as ADB) an association which shall be known as the Asian Development Bank Staff Association (hereinafter referred to as the Association).

Section 1.02. The seat of the Association shall be at the Headquarters of ADB. The Staff Association shall be represented by the Staff Council as described in Article IV.

ARTICLE II

Objectives and Functions

Section 2.01. The objectives of the Association shall be:

- (i) to foster a sense of common purpose among members in promoting the aims and objectives of ADB; and
- (ii) to promote and safeguard the rights, interests and welfare of its members.

Section 2.02 The Association may seek to achieve its objectives in the following ways:

- (i) Maintaining a channel of communication between the staff and the Management. The term "Management" means the President of ADB and those charged by him to deal with staff matters;
- (ii) Keeping members informed about developments affecting their interests;
- (iii) Identifying and studying problems and difficulties of members and recommending appropriate solutions;
- (iv) Making studies of critical areas in management-staff relations, with a view to recommending solutions;
- (v) Formulating schemes or proposals to promote general staff welfare and presenting them to Management;
- (vi) Maintaining relations with staff associations in other international organizations; and

- (vii) Undertaking any other activity to further the objectives of the Association.

ARTICLE III

Membership

Section 3.01. (a) All staff members of ADB, as defined below, shall, ipso facto, be members of the Association. For the purpose of this Article, the term "staff member" means any person employed by ADB in accordance with its employment policies:

- (i) on a regular appointment;
- (ii) on a fixed-term appointment;

or such other persons employed by ADB, as the Staff Council shall determine by a two-thirds majority vote; but the term does not include the President, Vice-President(s), Executive Directors, Alternate Directors and any advisory staff employed to assist such Directors.

(b) A member shall cease to be a member when he ceases to be a staff member of ADB or submits a resignation in writing to the Secretary of the Staff Council.

(c) The term "category" or "category of members" shall refer either to International Staff members or to National and Administrative Staff members working either at the Headquarters or in Resident Missions, Representative Offices, or other field offices.

Section 3.02 Any member who has not paid his/her annual membership dues to the Association shall cease to be a member in good standing and shall, while any such payment remains outstanding, forfeit the right to vote or otherwise to participate in the proceedings of any organ of the Association.

ARTICLE IV

Staff Council: General

Section 4.01. The Staff Council shall be the executive organ of the Association and shall operate, subject to provisions of Articles V and VI, as a unified group with a view to achieving a coordinated and cooperative position.

Section 4.02. The Staff Council shall be composed of twelve members representing the two categories of staff (the Representatives) as follows:

- Five Representatives representing the International Staff at the Headquarters

- Five Representatives representing the National and Administrative Staff at the Headquarters
- One Representative representing the International Staff in all of the Resident Missions and Representative Offices
- One Representative representing the National and Administrative staff in all of the Resident Missions and Representative Offices

The Representatives representing the International or National and Administrative staff in Resident Missions and Representative Offices shall have their duty stations in any one of such Resident Missions or Representative Offices

Each Representative shall be elected for a term of two years commencing on 1 April. Three Representatives from each category of staff shall retire each year on 31 March.

Section 4.03. (a) In accordance with the Election Rules of the Association, Elections of Representatives to replace retiring Representatives shall take place at any time after 1 January, but early enough to ensure that the results of such elections shall be final by 31 March (the end of the retiring Representatives' term), to ensure an orderly transition. In the event that an election is not final by 31 March due to extraordinary reasons, the retiring members and the exiting office bearers will hold office until the Polling Officers will announce the election results including any unfilled seats. The Polling Officers shall organize these elections in accordance with the Election Rules of the Association. In the case of unfilled seats following an election, the provisions in Section 4.06(a) shall apply.

(b) To be eligible for election, a candidate must be a member in good standing, be nominated by another member of the same category for which the candidate is contesting, and have accepted the nomination.

(c) Subject to Section 4.04, each member in good standing shall be entitled to participate in the election of Representatives and shall indicate his/her vote for the number of vacant seats for the category to which the member belongs. A vote may be cast in person or by proxy.

A vote may be cast either electronically or by other means only in special circumstances, i.e. when electronic voting is not feasible as determined by the Chairperson of the Polling Officers. For staff members who are not provided with individual computers and/or personal and individual user ID, or who are voting as proxies, the Chairperson of the Polling Officers shall make special arrangements to facilitate casting of their votes either electronically or otherwise.

If an equal number of votes is cast for two or more candidates, a new vote shall be conducted within two weeks of the announcement that the two candidates had received an equal number of votes.

(d) Without prejudice to the other provisions of this Section with respect to the Representatives representing either the International or the National and Administrative Staff at the Resident Missions and Representative Offices, the candidates

of each category of members for the available positions on the Staff Council who receive the highest number of votes in the election shall be deemed elected as Representatives to the Staff Council.

(e) In cases where the number of nominations shall equal the number of vacancies for the available positions in the Staff Council, the nominated candidates shall be deemed elected. The Chairperson of the Polling Officers shall announce such candidates deemed elected.

Section 4.04 A Representative shall be eligible for re-election to the Staff Council but no Representative shall serve more than two consecutive terms.

Section 4.05 A Representative shall cease to hold office if such Representative:

- (i) submits a resignation in writing formally by letter, memorandum, or electronic mail to the Chairperson or the Secretary of the Staff Council with copy to the Chairperson of the Polling Officers which is deemed accepted upon receipt;
- (ii) ceases to be a member, or a member in good standing, of the Association; or
- (iii) is recalled from the Staff Council by a vote of at least two-thirds of the voting members of the Staff Association of the category that elected the Representative concerned, on condition that at least one third of the total members of that category has voted. A motion for recall shall be submitted in writing to the Chairperson of the Staff Council by at least twenty per cent of the members of the category concerned and on receipt of such motion, a Referendum of that category shall be held for the purpose, and the provisions of Section 10.01(b) shall apply mutatis mutandis to such referendum.
- (iv) is recalled from the Staff Council by a two-thirds vote of the Staff Council Representatives on the basis that he/she has engaged in misconduct or has failed to fulfill his/her responsibilities to the Staff Council.

Section 4.06 In the event that any Representative ceases to hold office:

(a) an interim replacement shall be appointed immediately from existing (departing or new, as the case may be) Area Coordinators by a two-thirds vote of Staff Council members of the departing Representative's category, to serve for a maximum of three consecutive months, during which time the Polling Officers shall conduct a by-election of a new Representative in accordance with the Election Rules of the Association. If the Polling Officers are not able to fill the vacant seat within the three-month period, the Staff Council members may continue the interim appointment or make another interim appointment by a two-thirds vote of Staff Council members of the departing Representative's category until the by-election is completed and the seat is filled.

(b) between 1 January and the closing of nominations for the next election, such vacancy shall be filled at the next election in the following manner:

- (i) the number of Representatives to be elected in each category shall be increased, if necessary, from three to the number required to fill the vacancy or vacancies;
- (ii) the three candidates in each category who receive the highest number of votes in the election shall be deemed elected as Representatives to the Staff Council for a two-year term. The candidate(s) receiving the next highest number of votes shall be deemed elected as Representative(s) to the Staff Council for a one-year term.

the candidates in each category who receive the highest number of votes shall be elected to fill first the positions with the full two-year term of office. Any remaining vacant positions shall be filled by candidates who received the next highest number of votes in the election.

(c) from 1 April to 31 December, such vacancy shall be filled through a by-election conducted in accordance with the Election Rules of the Association.

Section 4.07. A Representative who is unable to attend a meeting of the Staff Council must inform the Chairperson and Secretary of his/her inability to attend with reasons, and may, by notice in writing to the Secretary of the Staff Council, designate another Staff Council Representative; an Area Coordinator; or an Alternate Area Coordinator of the same category to act as Alternate at that meeting, provided however that an Alternate shall not represent more than one Representative at any meeting. In extraordinary circumstances, the Chairperson may agree to another Staff Association member of the same category serving as Alternate.

Section 4.08 (a) The Staff Council shall elect from its own members a Chairperson, a Secretary and a Treasurer. The Chairperson, who shall be a member of the Staff Council elected by the International Staff members, shall be elected by at least a two-thirds majority of the Staff Council. The posts of Secretary and Treasurer shall not be held by members of the same category.

(b) Each category of Representatives to the Staff Council shall from its own membership elect a Vice-Chairperson.

(c) The Chairperson shall be elected from amongst the Representatives whose duty station is in the Headquarters. Vice-Chairpersons, Treasurer, Secretary and their Alternates shall be elected from amongst Representatives, irrespective of their duty station. The Chairperson only votes for the Vice-Chairpersons, Treasurer, Secretary and their Alternates when necessary to break a tie vote as provided below.

(d) In the event that a vote for the position of Treasurer or Secretary results in a tie, the voting for the position shall be conducted again. If the new vote for one of the above positions results in a tie, the Chairperson will decide who will fill the position.

(e) In the event that a vote for one of the positions of Vice-Chairperson results in a tie, the voting for that position shall be held again. If the new vote again results in a tie, the Chairperson will decide who will fill the position.

Section 4.09. (a) The first meeting of the Staff Council shall be convened within two weeks of its election by the Chairperson of the Polling Officers, or, in his or her absence, by any one of the other Polling Officers, who shall preside over that meeting until the Chairperson of the Staff Council is elected.

(b) The Staff Council shall meet as often as necessary and whenever at least three Representatives request a meeting in writing. Five Representatives, who shall not include more than three Alternates acting as Representatives, shall constitute a quorum. If after half an hour from the time appointed for a meeting of the Staff Council, a quorum is not present, the meeting shall stand adjourned to the next working day of ADB at the same time and place, until a quorum is present.

(c) Only Representatives or Alternates acting as Representatives may vote in the Staff Council. Decisions shall be taken as far as possible by consensus and where necessary by a majority of those present and voting except in respect of matters for which a special or different majority is required by this Constitution. In the event that a vote results in a tie, the Staff Council Chairperson will break the tie.

(d) The Representatives of either category may meet separately and hold discussions as necessary.

(e) The proceedings of the Staff Council shall be governed by the Rules of Procedure of the Association.

(f) The venue of the Staff Council meetings shall be the Headquarters of ADB. The Representatives from outside the Headquarters may attend such meetings if they are on mission at Headquarters.

Section 4.10. All decisions of the Staff Council shall be available to the public and published on the Staff Association website. All executive decisions of the Chairperson should be communicated in a timely fashion to the full Staff Council except for highly sensitive matters where at least the Vice-Chairpersons for International Staff and National and Administrative Staff should be notified.

Section 4.11. The Staff Council shall keep the members of the Association informed of the activities of the Staff Council.

Section 4.12 The Chairperson of the Staff Council, or a Vice-Chairperson who acts on Chairperson's behalf, shall be the channel of written communication with the Management on behalf of the Association.

ARTICLE V

Staff Council: Departmental Focal Points

Section 5.01 At the commencement of each new Staff Council term, the Staff Council will request Heads of Offices/Departments and Heads of Resident Missions, Representative Offices and other field offices to seek volunteers (or designate staff in the absence of volunteers) to serve as departmental focal points referred to as Area Coordinators. If possible, there shall be one Area Coordinator and one alternate representing International Staff members, and one Area Coordinator and one alternate representing National and Administrative Staff members, in each Department/Office and field office. Their role will be to clarify matters discussed in Staff Council meetings to departments and staff when requested, to suggest other departmental and staff concerns that Staff Council may wish to add to its agenda, and to serve as members of Staff Council committees and working groups.

ARTICLE VI

Committees and Working Groups of the Staff Council

Section 6.01. The Staff Council shall, subject to Sections 6.02 and 6.03 below, establish committees (groups of longer duration to address issues over time) and working groups (temporary groups to address shorter-term issues quickly) for the purpose of undertaking studies and preparing recommendations regarding issues relevant to all categories of members, or to any category of members exclusively.

Section 6.02. The establishment, composition, and duration of committees and working groups dealing with issues relevant to both categories shall be determined by the Staff Council. Area Coordinators may be designated as members of Staff Council committees and working groups. The establishment and composition of any committee or working group whose function is to consider matters of exclusive interest to one category shall be determined by the Representatives on the Staff Council of that category alone.

Section 6.03 Whether a matter is of exclusive interest to a particular category shall be decided by the Representatives on the Staff Council of that category alone.

ARTICLE VII

Discussion and Decision on Reports and Recommendations of Committees and Working Groups

Section 7.01. Each Committee and Working Group established under Article VI shall submit to the Chairperson of the Staff Council a report and recommendations concerning the issues considered by it.

Section 7.02 The subject of the report and recommendations of the Committees and Working Groups shall be included in the agenda of the next meeting of the Staff Council, following the submission of the report and recommendations.

Section 7.03. The report and recommendations shall be deemed to be approved without discussion at such meeting of the Staff Council if no Representatives of the Staff Council requests discussion of the report and recommendations.

Section 7.04. If a Representative on the Staff Council requests discussion of the report and recommendations, then discussion shall take place at the next scheduled meeting of the Staff Council, and immediately following the discussion, the Staff Council shall, subject to the provisions of paragraph 7.05 below, take a decision concerning the report and recommendations.

Section 7.05. A decision concerning the report and recommendations shall be taken by a majority of the Representatives present and voting provided that for decisions concerning the report and recommendations of a committee or working group established to consider matters of exclusive interest to a particular category of members, the decision shall be taken by a majority of Representatives of that category alone present and voting.

ARTICLE VIII

General Meetings

Section 8.01. At least one week before the Annual General Meeting, the Staff Council shall publish through a suitable medium, such as the Staff Association website, an Annual Report, together with an Audited Financial Statement, covering the preceding fiscal year as defined in Section 11.03 hereof. When the Staff Council selects its website as the medium to present the Annual Report and the Audited Financial Statement, it shall duly inform all members of the Association of such presentation.

Section 8.02. An Annual General Meeting of the Association shall be convened by March of each year (or other time as Staff Council may decide in extraordinary circumstances) for the purpose of considering the Annual Report and Audited Financial Statement and such other matters as may be decided by the Staff Council. Upon the written request of at least ten per cent of the members of either category, other specific matters shall be included for discussion at the Annual General Meeting.

Section 8.03 The Staff Council may convene an Extraordinary General Meeting of the members of the Association whenever it deems it necessary or upon the written request of at least twenty per cent of the members of each category. The agenda for such meeting shall be the subject for which the meeting is convened.

Section 8.04. The Chairperson and the Secretary of the Staff Council shall be the Chairperson and the Secretary, respectively, of all General Meetings.

Section 8.05. Decisions shall be subject to an ADB-wide electronic vote, and shall be taken if a majority of members voting of each category shall have supported the decision. Such decisions shall be considered binding on the other organs of the Association.

Section 8.06. The proceedings of all General Meetings shall be governed by the Rules of Procedure of the Association.

ARTICLE IX

Polling Officers

Section 9.01. (a) The Staff Council shall appoint four Polling Officers, two from each category of members of the Association who may be collectively referred to as the Polling Body.

(b) The Polling Officers shall elect their own Chairperson, who may be an International or a National and Administrative staff member.

(c) The Polling Officers shall hold office for one year and shall be eligible for reappointment, subject to the approval of the Staff Council but not exceeding four consecutive years.

(d) The Staff Council may recall any Polling Officer for failure to perform his/her duties under this Constitution or the Election Rules of the Association.

(e) A Polling Officer shall not hold any other office in the Association.

Section 9.02 The Polling Officers shall be responsible, in consultation with the Staff Council, for establishing the detailed implementation arrangements for the Election Rules of the Staff Association, and making arrangements for any election of Representatives and any referendum in such a way as to ensure complete secrecy and fairness of the vote. The Polling Officers must hold elections and referenda at the request of the Staff Council, as soon as possible after such a request is made. They also must respond promptly to all other reasonable requests of the Staff Council.

ARTICLE X

Referendum

Section 10.01 (a) A Referendum of the Association shall be held upon a decision of the Staff Council or upon the written request of at least twenty per cent of the members of each category. Except in respect of matters for which something other than a majority is required by this Constitution, a decision shall be taken by a majority of the members of the Association voting, provided however that one third of the members of the Staff Association has voted.

(b) A Referendum on a matter of exclusive interest to one category shall be held on a decision of the Representatives of that category, or upon the written request of at least twenty per cent of that category of members of the Association. A decision shall be taken by a majority of the concerned category of members voting, provided however that one third of the members of that category of members have voted.

Section 10.02 (a) If a proposal is defeated, it shall not be submitted to a Referendum again within twelve calendar months.

(b) All voting in a Referendum shall be by electronic secret ballot or by other means, only under special circumstances as determined by the Polling Officers.

Section 10.03. The decision of a Referendum of the Association shall be binding on all organs of the Association.

Section 10.04. A Referendum shall be conducted by the Polling Officers in accordance with the Election Rules of the Association.

ARTICLE XI

Financial Provisions and Audit Team

Section 11.01. The Association may raise the funds it needs to pursue its objectives from membership fees and in other appropriate ways approved by the Staff Council.

Section 11.02. The Staff Council shall determine, by at least two-thirds majority of those voting, whether a membership fee shall be levied, and if so, the amount thereof and other related matters.

Section 11.03. The fiscal year of the Association shall be from 1 February to 31 January.

Section 11.04. (a) The Treasurer shall have custody of the funds of the Association and shall disburse them as required to defray the expenses and debts of the Association. Any purchase of goods or services must be approved by the Staff Council;

(b) The Treasurer shall keep the accounts of the Association, submit to the Staff Council, at its request reports, on the state of accounts, and prepare an Annual Financial Statement.

Section 11.05. (a) The Staff Council shall appoint for a one-year term from among the members of the Association an Audit Team consisting of three members, at least one from each category. The Staff Council may reappoint Audit Team members for further one-year terms. A member of the Staff Council shall not be appointed to the Audit Team.

(b) Audit Team members shall select from amongst themselves a Team Leader, who may be an International Staff or a National and Administrative Staff member, to be the focal point for communication with the Staff Council.

(c) The Audit Team shall, at all times, have free access to the accounts and financial records of the Association, upon which it shall make an annual report in writing.

Section 11.06 The Annual Financial Statement, accompanied by the Audit Team's Audit Certificate thereon, shall be presented to the Staff Council for approval.

ARTICLE XII Amendments and Dissolution

Section 12.01 (a) Any amendment to this Constitution requires (i) a decision of a majority of the Representatives of the Staff Council, and (ii) the approval in a Referendum of a majority of each category of members of the Association voting (with at least one third of members of each category voting). Amendments to the Constitution that are purely editorial (such as typographical errors, punctuation errors, grammatical errors, and incorrect cross-references) and not substantive are only subject to point (a) (i) of this Section.

(b) The text of the approved amendments shall be circulated to all members of the Association within seven days after their approval, and the amendments shall enter into force within seven days after such circulation, as announced by the Staff Council.

Section 12.02 The Association may be dissolved by the decision in a Referendum of a majority of the members of the Association, provided however that a majority of each category of members of the Association shall have so decided.

RULES OF PROCEDURE OF THE ADB STAFF ASSOCIATION

Rule I: General Meetings

- 1.1 General meetings shall be held as provided in Article VIII of the Constitution.
- 1.2 General meetings shall be convened by the Secretary or, in his/her absence, by the Treasurer, and shall be presided over by the Chairperson. In the absence of the Chairperson, the Acting Chairperson shall preside over the meeting. In the absence of the Chairperson and Acting Chairperson, the Staff Council shall elect another Representative as Chairperson for the Meeting.
- 1.3 The attendance of twenty per cent of the members of each category of staff of the Association shall constitute a quorum for a General Meeting. If after half an hour from the time appointed for the meeting a quorum is not present, the meeting shall proceed with any matters requiring agreement or a vote by the Staff Association members to be organized by the Polling Officers within one week of the meeting.
- 1.4 The Secretary of each meeting shall keep a register of attendance of each meeting.
- 1.5 Minutes of meetings shall be kept by the Secretary of the meeting and shall be circulated within two weeks of the meeting to members of the Association. The minutes of the meeting for the AGM, however, will be circulated to the members at large within two weeks after securing all necessary clearances from relevant parties/departments.
- 1.6 The official minutes of each meeting shall be approved in the succeeding meeting. Copies of the approved minutes shall be available for reference with the Secretary concerned.
- 1.7 In the absence of a secretary, the Chairperson of the meeting shall designate another member of the Staff Council as secretary of the meeting.
- 1.8 The Staff Council may invite any person to attend any meeting as an observer, to address members, or to give opinions on specific subjects.

Rule II: Agenda for General Meetings

- 2.1 The Agenda for a meeting shall be drawn up by the Secretary of the meeting and shall be approved by the Chairperson of the meeting before distribution to members.
- 2.2 The Agenda, together with an announcement of the date, time, and place of the meeting and all papers relating thereto, shall be distributed to members not less than one week before the scheduled meeting. In exceptional circumstances, the Staff Council may waive the time limit and approve the convening of the meeting.

Rule III: Election of Office-Bearers

- 3.1 Pursuant to Section 4.08 of the Constitution, the Chairperson, Vice Chairperson for National and Administrative Staff, Vice-Chairperson for International Staff, Secretary, Treasurer, Alternate Secretary, and Alternate Treasurer of the Staff Council shall be elected in that order.
- 3.2 If there is only one nomination for any post, the person shall be declared unanimously elected. In the event of there being more than one nomination for any post, the election shall be by secret ballot.
- 3.3 Only members whose duty station is at the Headquarters may be elected as Chairperson of the Staff Council.

Rule IV: Staff Council Meetings

- 4.1 Agenda of Staff Council meetings shall be circulated to all Staff Council Representatives within 1 (one) week, i.e. 7 (seven) days, prior to the scheduled meeting. The Secretary shall likewise attach to said agenda, any report and recommendations of committees and working groups relevant to the discussion during said meeting. Should a Staff Association member request that an additional item be included in the (draft) agenda, this shall be considered included under the Staff Association Member Proposals and Inquiries portion of the agenda. However, if a majority of the Staff Council Representatives agrees that such specific item be deleted or deferred from the agenda, then such decision shall be carried out and reflected in the minutes of the meeting. Discussion and deliberations on the matters and issues set forth in the Staff Council agenda shall be led/presided by the Staff Council Chairperson or the Chairperson's designated alternate during said meeting.
- 4.2 Minutes of the meetings shall be kept by the Secretary and shall be circulated to Representatives within one week of the succeeding meeting.
- 4.3 The official minutes of each meeting of the Staff Council shall be approved before or during the succeeding meeting. Copies of the approved minutes shall be available for reference with the Secretary.

Rule V: Committee and Working Group Meetings

- 5.1 At the request of any committee or working group established under Article VI of the Constitution, the Staff Council or the Representatives of one category of staff members on the Staff Council as may be appropriate, shall meet to review and discuss findings and progress of the committee's or working group's work and provide guidance in the preparation of the report and recommendations of the committee.

Rule VI: Budget and Finances

- 6.1 The Treasurer shall prepare an annual budget for the Association and submit it to the Staff Council for approval within six weeks of the formation of the new Staff Council.

- 6.2 The Treasurer shall issue circulars and arrange for the collection of membership dues, if any; he or she shall also notify staff members who fall in arrears.
- 6.3 The Treasurer shall deposit all funds of the Association in a bank account opened in the name of the Association.
- 6.4 The Staff Council shall by a resolution authorize the operation of ADB account with the signatures of the Treasurer and the Chairperson/Acting Chairperson.
- 6.5 Pursuant to Article XI of the Constitution, the Treasurer shall present annual accounts and financial statements of the Association covering the fiscal year for audit by the Audit Team and thereafter for approval by the Staff Council following which the Annual Financial Statement shall be included in the Annual Report of the Association.
- 6.6 The Treasurer shall also prepare a provisional statement of accounts to cover the period from the end of the last financial statement to the end of the month preceding the handover and present this to the new Treasurer on 1 April together with the transfer of all accounting records and vouchers.

Rule VII: Duties of the Chairperson/Vice-Chairpersons

- 7.1 The duties of the Chairperson shall, inter alia, include the following:
 - (a) to preside over the General Meetings of the Association;
 - (b) to preside over the meetings of the Staff Council;
 - (c) to serve as a channel of written communication with the Management on behalf of the Association;
 - (d) to receive reports of the committees and working groups of the Staff Council in accordance with Section 7.01 of the Constitution;
 - (e) together with the Vice-Chairperson concerned, to attend any meetings with the Management for purposes of discussion on reports and recommendations approved by the Staff Council.
- 7.2 The duties of the Vice-Chairpersons of the Staff Council shall, inter alia, include attendance, together with the Chairperson, at any meetings with the Management for purposes of discussion on reports and recommendations approved by the Staff Council concerning matters of interest to the category of staff members from which the Vice-Chairperson is elected.

Rule VIII: Conduct of the Business

- 8.1 The Chairperson (and/or delegated Staff Association member or members) shall declare the opening and the closing of each General Meeting, direct the discussions, ensure observance of rules, accord the right to speak, put questions

to vote and announce decisions. He or she shall conduct the proper meeting in accordance with the Constitution and these Rules of Procedure of the Association.

ELECTION RULES (Revised)

A. Referendum

Constitutional Provisions

1.1 A Referendum shall be conducted in accordance with the provisions of Article X of the Constitution of the Asian Development Bank Staff Association.

Voting Procedures

1.2 To facilitate greater participation of the members of the Association in the election of the Representatives, and other referenda, all voting shall be carried out by electronic secret voting. Polling Officers, as a body, in consultation with the head of the Office of Information Services and Technology, or his or her designate, shall determine suitable electronic secret voting procedure for all Staff Council elections and referenda and inform the Association members accordingly.

B. ELECTION

Constitutional Provisions

2.1 An election shall be conducted in accordance with the provisions of Article IV, Sections 4.02 to 4.06 of the Constitution of the Asian Development Bank Staff Association.

Timetable of Election

2.2 In the case of the Election provided for in Section 4.03 of the Constitution, the Polling Officers shall, after consultation with the Chairperson of the Staff Council, circulate a memorandum to all Staff calling for nominations for the election and specifying the date for closure of nominations (approximately two weeks), withdrawal of nominations (four calendar days after the closure of nominations) and the holding of the election on a designated day for headquarters staff and for a two-day period for field office staff (between one and two weeks thereafter). The precise time frames shall be decided by the Polling Officers in consultation with the Chairperson, Staff Council.

Final List of Nominations

2.3 Following the deadline for withdrawal of nominations, the list of valid candidates shall be circulated to all Staff.

Election Publicity

2.4 Following the publication of nominations, candidates may circulate their bio-data and action programs or otherwise canvass votes.

2.5 In the event of two candidates receiving the same number of votes for the last vacancy for the Staff Council in either category, a new vote shall be held.

C. GENERAL PROVISIONS

3.1 Polling may be conducted in such other buildings, apart from the Headquarters Building, as may be decided by the Polling Officers in the interest of Staff who would otherwise have difficulty in voting in the Headquarters Building.

3.2 The Chairperson of the Polling Officers may appoint such assistants as he or she considers necessary for the counting of the votes, provided, however, that no candidate and no staff member nominating a candidate shall be so appointed.

3.3 The counting of votes shall begin immediately following the close of voting.

3.4 The results of the Referendum and/or Election shall be published on the Staff Association website by the Chairperson of the Polling Officers as soon as the results are known.

Proxies

3.5 A staff member expecting to be absent from his/her duty station on the day of the Referendum or Election may appoint a proxy in the same category to cast a vote on his or her behalf.

3.6 The proxy is automatically revoked if the staff member concerned is present at the duty station on the date of the referendum or election, except in extraordinary cases agreed to by the Polling Officers, e.g., if he or she is physically prevented for any reason from attending the voting in person.

D. BY-ELECTION

4.1 These Rules shall apply mutatis mutandis to any By-Election required to be held pursuant to the provisions of Section 4.06 (a), (b) or (c) of the Constitution.