



**Union Internationale  
de Spéléologie**  
[www.uis-speleo.org](http://www.uis-speleo.org)

# **Voting Procedures and Guidelines for the UIS General Assembly**

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adopted by the General Assembly of the  
**17<sup>th</sup> International Congress of Speleology (Sydney, Australia, 2017)**



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## ARTICLE 1

### *Introduction*

This document describes all aspects of voting by the UIS General Assembly. General information on voting is provided in the UIS Internal Regulations.

## ARTICLE 2

### *Physical Voting*

When the General Assembly physically meets for a Regular or Extraordinary meeting, it votes by one or more of three different methods: cards, ballots, and electronic.

#### 1. Voting by cards

This method is used for non-secret voting, such as approval of reports and acceptance of new or modified documents. The cards are typically sheets of paper or cardstock. One of the following two methods should be used when the General Assembly votes with cards:

a. Three different cards are given to the Delegates with the words “Yes”, “No”, and “Abstain” or in three different colors that represent those words. When a vote is called, the Delegates raise the one card that represents their vote.

b. One card is given to the Delegates and it has the UIS logo, “VOTE”, or some other word or symbol printed so it cannot be duplicated by non-Delegates. The vote is called in three stages. First, Delegates voting “yes” raise their cards. After they are counted, Delegates voting “no” raise their cards. After they are counted, Delegates abstaining from the vote raise their cards.

#### 2. Voting by ballots

This method is used for the election of the next International Congress of Speleology, UIS Bureau, new and reinstated Member Countries, and any other vote the Bureau or General Assembly believes the individual votes of the Delegates should be secret. For each vote, every Delegate is given a paper ballot with the options. The Delegate will then place a mark next to the option or options preferred. If voting for multiple options is allowed, then the Delegate may vote for as many options as instructed by the Bureau; if more than that number is selected, the entire ballot becomes invalid and will not be counted in the vote. If the ballot has only one option, it must provide spaces that can be marked for “Yes”, “No”, and “Abstain”.

#### 3. Voting electronically

If electronic voting is possible at a General Assembly meeting, it will provide the following: “Yes”, “No”, and “Abstain” options, secrecy of the votes where secrecy is required, and a format that is easily understood and used by the Delegates.

## ARTICLE 3

### *Remote Voting*

When an Extraordinary General Assembly meeting is electronically convened, the following procedure is used for electronic voting.

The agenda of the Extraordinary General Assembly meeting is established by the Bureau. The President is the person responsible for writing a letter to all of the Delegates justifying the need to convene the Extraordinary General Assembly meeting.

The Secretary General sends the President's letter by e-mail, together with the agenda for the analysis and vote, to all the Delegates and Substitute Delegates of any Member Country of the UIS in good standing with the treasury of the UIS as a first convocation of the Assembly (use of "Delegate" implies the Substitute Delegate if the Delegate is not available). This letter should be accompanied with a request to confirm receipt.

The period for voting of the Delegates is 15 days from the Secretary General's first e-mail summons calling the Extraordinary General Assembly. Proxy votes are not accepted because the Delegates of every Member Country have the opportunity to participate. The deadline for voting will be stated for clarity in the Secretary General's e-mail, including the date and the time by Greenwich Mean Time. If in the period of 15 days the majority of the Delegates have not voted, the Secretary General sends by e-mail the President's letter again, together with the agenda to be voted, as a second summons of the Assembly. The voting will close after seven days following the second e-mail summons.

All voting will be through an Internet voting or polling service where each Delegate's vote can be seen by all other delegates to assure transparency, accuracy, and honesty in voting. Each UIS Member Country the right to only one vote on each issue brought forward for a vote. Delegates who do not vote or vote outside the established period will be registered as abstentions. A Delegate who votes in the first summons is released from voting in the second summons, unless the Delegate's position has altered.

If a Delegate votes in response to both summonses, the second vote will be considered the Delegate's true and final vote. The UIS Secretary General will report the results of the vote as counted on the voting or polling service used. The results will be determined by a simple majority of received valid votes. In case of a tie vote, the President of the UIS casts the deciding vote.

The Secretary General will file all of the documents of the summons process, voting, and scrutiny of the voting for consideration and confirmation during the next Regular General Assembly meeting.

The Secretary General will implement the results of the Extraordinary General Assembly meeting and inform the international speleological community. Within 15 days after the deadline for the vote, the results of the vote should be sent to the UIS Bureau and all UIS Delegates. The results should be published in the next edition of the UIS Bulletin and posted within 30 days on the UIS Website.

## **ARTICLE 4**

### ***Proxies***

If Delegates from a Member Country cannot attend a General Assembly meeting, they may appoint someone else from their country, or a Delegate from another country, to vote as a proxy Delegate. This requires the Delegate or other authorized representative of the non-attending Member Country to send a letter to the Secretary General identifying the proxy Delegate. The nominated proxy Delegate is not required to serve as a proxy and has the option to refuse. A person can be a proxy for no more than one country during a General Assembly meeting.