BORDERLESS ALLIANCE EXECUTIVE COMMITTEE ELECTION MANUAL

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This manual sets out the Borderless Alliance Executive Committee’s election process, procedures and policies. The manual will be published on the Borderless website and distributed to all Borderless Alliance members present at a General Assembly at which elections are being held, to the Board of Advisors and to all hopeful candidates.

BORDERLESS ALLIANCE EXECUTIVE COMMITTEE

The Executive Committee is the highest governing body within the Alliance. Its governing rules are specified in the Statutes and include the following:

- The Executive Committee shall consist of seven (7) members elected by the General Assembly, and two (2) de facto regional organizations: Federation of West Africa Chambers of Commerce and Industry (FEWACCI) and L’Association des acteurs du secteur des transports dans les pays sans littoral de l’Afrique de l’Ouest et du Centre/The Association of stakeholders in the transport sector in landlocked countries of West and Central Africa (ATPSL/AOC)

- Three (3) seats on the Executive Committee shall be reserved for multinational companies or organizations (i.e., those operating across borders), and four (4) seats for small and medium-scale local organizations.

- Following an election, the Executive Committee shall designate a President, a 1st Vice-President and a 2nd Vice President. The Executive Committee member shall serve a two-year term and shall be eligible for election for another two-year term only. Any member who serves 2 terms (of 4 years) shall not be eligible for re-election.

- The tenure of office of the out-going Executive Committee ends immediately after the Election of the new Executive Committee.

- The Executive Committee shall review the status of, and may disqualify, any Executive Committee member who is absent from three consecutive Executive Committee meetings without prior notice.

- Executive Committee members shall volunteer their services and are expected to bear the costs of, for example, attendance at Alliance and Executive Committee meetings. However, the Alliance may choose to cover an Executive Committee member’s travel and out-of-pocket expenses for participation, at the Alliance’s request, at an extraordinary or representational function.

ELECTIONS

The Executive Committee shall be elected by members of the Alliance at the General Assembly who have duly paid their annual membership dues. Elections shall take place every two years, starting from 2012 during the annual conference.

ELIGIBILITY

An Executive Committee member shall represent a company or a business organization which shall satisfy all of the following criteria:

- Registered in West Africa
- Paid-up membership
- Supports and committed to efficient regional trade and advocacy
• Agrees to be self-funding for the purpose of participating in the Executive Committee meetings and activities.

NOMINATION PROCEDURE
Candidates wishing to serve on the Executive Committee must be:

• Members of good standing, having duly paid membership dues; and
• Nominated by Members of good standing.

NB: ‘Good standing’ shall mean compliant with the Alliance Code of Business Ethics. An Executive Committee member, who has served only one term (of two years), shall be eligible for re-election.

Completed nomination documents shall be submitted by e-mail and must reach the Alliance Executive Secretary (jbayili@borderlesswa.com) at least fourteen (14) calendar days before the date of the annual General Assembly at the conference:

• A letter of nomination from the CEO of the Company
• A signed statement of motivation and objectives
• Certificate of registration and incorporation of the Company
• Company’s logo or trademark
• Electronic portrait photo of staff representing the company for web and other publications
• A brief profile of the company and a 300-400 word profile of the nominated candidate

VOTING
The vote for the Executive Committee shall take place at the General Assembly during the annual conference as follows:

• Each candidate shall be given two minutes to present his/her manifesto to the General Assembly
• Voting will be done by secret ballot;
• Only paid-up member companies or organizations of the Borderless Alliance are eligible to vote and shall be entitled to one vote;
• A Member absent from the General Assembly shall be entitled to vote by mail (or email) as follows:
  o A ballot paper containing a list of the names of nominees will be distributed by the Secretariat;
  o The Member sends his/her vote to the Secretariat no later than seventy-two (72) hours before the official opening of the General Assembly.

BALLOT COUNTING, RESULTS AND REPORTING
A 3-member ad hoc Electoral Commission (including a Chairman and two assessors), will be proposed by the Executive Secretariat and endorsed by the General Assembly, to preside over the voting process.

The Electoral Commission shall count the valid votes and the seven candidates with the highest votes (in addition to the two de facto members – FEWACCI and ATPSL/AOC) will constitute the new 9 member Executive Committee.

In case of doubt as to the validity of a ballot paper or the intention of the voter, the decision of the Chairman of the Electoral Commission shall be final.

The Chairman of the Electoral Commission shall announce the names of the successful candidates to the General Assembly.
VACANCIES

In the event of a vacancy in the Executive Committee, the Executive Secretariat shall nominate a candidate for endorsement by the Executive Committee to fill the vacancy on an interim basis until the next election.

PRESIDENT AND VICE PRESIDENTS

At its first meeting in an election year, the Executive Committee shall elect from its members a President, 1st Vice President and 2nd Vice-President, who shall hold office for the ensuing term of office or until their successors are elected.

CONTACT

Interested members should send their nominations to the Executive Secretariat via Justin Bayili at: jbayili@borderlesswa.com / +233 244 404 747