

To all ICLEI Member Liaisons

Toronto, 15 October 2008

**Election of the 2009-2012 Executive Committee
– Invitation of Candidacies –**

Dear ICLEI Member:

I am pleased to invite officials of ICLEI Members local governments and associations to submit their candidacy for the 2009-2012 ICLEI Executive Committee.

In the first months of the year 2009, ICLEI's Members will elect their seventh Executive Committee, which will serve a three-year term from 2009-2012. The ExCom ICLEI is managed by a 24-person Executive Committee, which represents ICLEI's Member municipalities and associations of local governments from around the world.

The term of office will start with the Council Meeting at the ICLEI World Congress in Edmonton, Canada, 14-18 June 2009. The election process gives ICLEI Members the opportunity to ensure that this Executive Committee continues to reflect the diverse composition of its Members and to promote representation by gender and by region.

ICLEI's Executive Committee is a working body rather than a representative body. Its effectiveness is dependent on active contributions by its members.

Election Process for 2009-2012 Executive Committee

To participate in both the nomination and election of candidates for the Executive Committee your organization must be either a local government or an association of local governments which is a current *Full Member of ICLEI* that is not more than one year in arrears with its membership dues. It must have this status both on the deadline for candidacies and on the date of the election.

We are giving all Members whose fees are due before these deadlines, approximately two months' notification of the anniversary date of their membership so that payments to renew membership can be processed in time to participate in nomination and election. If you have any questions about your membership anniversary date please contact Ms. Ewa Ciuk at ICLEI's World Secretariat <ewa.ciuk@iclei.org>.

The following dates are crucial dates for the submission of candidacies and the election process:

World Secretariat

City Hall, 16th Floor, West Tower
Toronto, Ontario M5H 2N2
Canada
Phone: +1-416 / 392-1462
Fax: +1-416 / 392-1478
E-mail:
secretary.general@iclei.org

Legally represented by
ICLEI (Management) Inc.

World Wide Web
<http://www.iclei.org>

- Deadline for Candidacy Papers: to be received by the World Secretariat by day-end of 20 December 2008
- Deadline for Ballots: to be received by the World Secretariat by day-end of 31 March 2009

Qualifications of Candidates

To qualify for election to the ICLEI Executive Committee, candidates must be officials (elected or appointed) of a Full Member of ICLEI. The candidate's representational status for the Full Member must be confirmed either by resolution of the governing council or board of directors of the Full Member, or through confirmation by the Mayor or Chief Executive Officer of the Member. The exceptional nomination of a candidate who is not an official requires a decision by the ICLEI President upon request.

ICLEI will only benefit from candidates who are prepared and able to dedicate sufficient time and effort to participating in annual meetings that require international travel, to representing the organization at various events, to engaging in ICLEI's advocacy activities and to talking to partners and funders.

The Nomination Process

To become a candidate, a person must:

- submit completed Candidacy Papers to ICLEI Secretary General by either telefax, mail, e-mail or courier by the deadline of day-end of 20 December 2008;
- submit endorsements from at least three Full Members of ICLEI from different regions, none of which is more than one year in arrears with its membership dues.

Of these endorsements, one must be an official nomination by the Mayor, Chief Executive Officer or Municipal Council (or similar executive body) of the Member authority or association which the Candidate represents.

Endorsement can be done by completing the form attached to the Candidacy Papers, or by submission of a letter containing all information specified on the above-mentioned form.

The Election Process

After the closing of the submission of candidacies, the ICLEI President will verify the validity of candidacies and approve an official ballot for the election. Persons will be promptly notified if their Candidacy Papers are held to be invalid.

An official ballot will be e-mailed, mailed or faxed to all Full Members around 31 January 2009.

The completed ballots must be returned to the ICLEI World Secretariat by facsimile, mail, e-mail or courier by no later than day-end of 31 March 2009. If the current ExCom approves this measure, an online voting facility on the world wide web will also be available.

In order to be valid, the person returning the ballot must represent a local government or association of local governments that is a current Full Member not more than one year in arrears with its membership dues on the date of the election. Because two months will be provided for returning the completed ballot from the day of dispatch of the ballots, absolutely no exceptions to the current membership requirement or to the election deadline will be granted for any reason. At day-end of 31 March 2009 the voting will be officially closed.

Determination for Election Results

The election results will be officially prepared by the ICLEI Secretary General and validated by the ICLEI President. A notification will be mailed or faxed to all members and candidates shortly thereafter.

In preparing the election results the President will first consider the 21 directly elected members. The Immediate Past President and the Immediate Past Vice President are ex-officio voting members of the ExCom for one term.

The ExCom has one fixed seat for a member from each of the nine (9) ICLEI regions. The remaining twelve (12) seats are allocated according to a formula, which takes the number of Member local governments as well as population represented in every region into account.

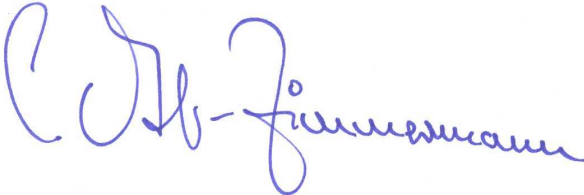
The Host local government or association to the World Secretariat shall hold one seat as ex-officio voting member on the Executive Committee, unless a representative is elected to the Executive Committee; this seat shall count as one of the seats allocated to the respective region.

Candidacy Papers

With this summary of the nominations and election process, I am attaching the Candidacy Papers. Please do not hesitate to contact Ruud Schuthof, Executive and Policy Assistant to the Secretary General at <secretary.general@iclei.org>, in case you have any questions regarding the Executive Committee or the election process.

Please be informed that we sent the mayors of ICLEI member cities a letter with brief information on the call for candidacies and the election process.

Best regards,



Konrad Otto-Zimmermann
Secretary General