

GeoTLD Group

Internal Election Procedure Document



Document adopted on 17 September 2025
at the GeoTLD Group members meeting in Leeuwarden, Fryslan, The Netherlands

1. **This Internal Election Procedure Document** establishes and clarifies the procedures governing the elections of the GeoTLD Group. It is intended to complement and provide operational detail to the relevant provisions set forth in the Statutes of GeoTLD Group ivzw. Article references in this document correspond to the relevant provisions in the Statutes. In the event of discrepancy of ambiguity, the provisions in the Statutes shall take precedence. Adoption of the Internal Election Procedure Document requires a majority of 2/3 of present or represented members (abstentions not taken into account) (art. 31 & art. 24).
2. **GeoTLD Group Board.** The GeoTLD Group is managed by a collegial Board consisting of 3 Directors, elected by a simple majority of votes for a 3-year term (renewable). The Directors designate amongst their midst a President, Vice-President, and Treasurer. (art. 29)
3. **Voting Delegates.** Only effective members can vote (art.6). Legal entities and organisations must name a Voting Delegate (art. 9).
 - 3.1. Upon joining, Members are invited to provide the name and contact (mail) of its Representative who will act as Voting Delegate, and up to two Alternate(s) who can act as Voting Delegate if the Representative is not present.
 - 3.2. Members are responsible to inform the GeoTLD Group of any changes to their Representative or Alternate representative(s).
 - 3.3. Members will be invited to verify the names of their Representative and Alternate(s) when elections are announced. Any changes should be communicated to the GeoTLD Group within 10 days of the announcement. No response will be considered confirmation of the listed names.
4. **Voting by Proxy.** Members who cannot attend the meeting may be represented by other Members (art. 24).
 - 4.1. Members who wish to vote by proxy should inform the GeoTLD Group no later than 5 days before the planned vote or election. This notification should be sent by the Representative to office@geoTLD.group with the proxy holder in cc.
5. **Candidates.** Prospective directors must have all their civil rights and be an authorized Voting Delegate (art. 29).
 - 5.1. Both a Member's official Representative and their Alternate(s) can stand as candidates; however, only one individual per Member may run in the election.

- 5.2. At least two calendar months prior to the election, a call for candidates will be issued and sent to the mailing list. The submission deadline will be specified in the call and will fall no later than one week before the official announcement.
 - 5.3. Candidates should submit their candidacy via office@geotld.group . In their email, candidates are invited to indicate which Board position they would be interested in if elected (Chair, Vice-Chair, or Treasurer), as well as any other information they wish to share with the membership regarding their candidacy.
 - 5.4. The formal election announcement, the list of confirmed candidates, and an invitation to submit proxies will be shared with the membership via the mailing list no later than 15 days before the election.
6. **Election process and timelines.** Directors are appointed by a simple majority of votes of the present or represented members (no quorum requirement) (art.29). If several candidates have obtained the same number of votes, a new vote will be held among them. If the tie persists, a decision will be made by drawing of names, unless the candidates reach an agreement among themselves (art. 24).
- 6.1. Election timeline deadlines

2 months prior to elections	Call for candidates
1 week before announcement	End candidacy submission period
15 days prior to elections	Announcement of elections and candidates
	Call for proxies
	(Invitation General Meeting (art.21))
5 days prior to elections	Deadline proxies
 - 6.2. The newly elected Board takes office at the close of the General Meeting in which the elections take place.