

Election guideline and code of conduct: OCTOBER 2018 Board recommendations to the members

BEFORE MEMBER INPUT - 03 Oct 2018)

CODE OF ETHICS

International Association of Women in Radio and Television, IAWRT

1. Purpose and Scope of this Code

IAWRT is a global network of professional media women with the mission to advance the impact of women working in the **traditional**,, electronic and/or digital media by increasing gender equality in and through the media.

This Code of Ethics has been drawn up in order to encourage and ensure ethical conduct by all members of IAWRT, including contracted members of the secretariat, towards each other, as well as in their working relations. Individuals and organisations belonging to IAWRT will adhere to the terms of the IAWRT Statutes and the principles of ethical conduct spelt out in this Code.

Breaches of the Code may be dealt with under the appropriate sections of the IAWRT Statutes. Cases involving serious lapses may be treated as gross misconduct which could result in dismissal from positions of leadership and/or revocation of IAWRT membership.

2. Gender Equality and non-discrimination

IAWRT members shall conduct themselves with fairness, independence and integrity, adhering to the values and standards set out in the statutes. In addition to gender, they shall not be influenced in their proposals, decisions and action by preconceptions regarding sexual orientation, origin, ethnicity, religion, age or health status/disability. In addition, they shall always act in a courteous, respectful, and sensitive manner that recognizes diversity and does not discriminate against anyone on any grounds.

3. Professional conduct

IAWRT members shall conduct themselves and undertake activities in keeping with the highest standards of professionalism and integrity. They shall take care to see that decisions and actions are influenced by nothing other than the best interests of IAWRT and its members.

4. Media ethics

All IAWRT members engaging in media-related activity (content production, broadcasting, media support services, media relations, etc) commit to upholding generally-accepted standards of journalistic and media ethics....

5. Transparency

IAWRT and its members shall promote a culture of openness and trust by operating in a spirit of transparency, sharing ideas, plans and actions relating to IAWRT with colleagues in the network.

Transparency includes making the authorship of documents and origins of comments related to IAWRT known, exerting all possible effort to sharing documents in advance of discussions requiring input and decision-making.

6. Responsibility and accountability

IAWRT members should align whenever possible with decisions, policies and plans of action adopted by the organization. They must not be party to decisions or actions that are contrary to IAWRT's values and goals, decisions and policies.

Suspected or known violations shall be brought before the international board, which will investigate the allegations and determine a fair course of action based on the findings. The international board may establish an independent, ad hoc ethics committee to investigate such matters and make recommendations for action to be taken. All such reports and the resulting outcomes shall be recorded by the secretariat and reported to the international board.

In the event that a member of the international board is thought to be involved in such a case, the person's membership of the board will be suspended pending the investigation and subsequent decision on a course of action.

7. Corruption and dishonesty

IAWRT shall have zero-tolerance for corruption and other dishonest practices that go against IAWRT values and could damage the organisation's reputation. Corruption can come in many forms, including the giving or receiving bribes, engaging in fraud, embezzlement, extortion and other unlawful conduct, as well as nepotism.

Suspicion of corruption or dishonesty among IAWRT members and office-bearers must be reported to a member of the international boards executive (president, vice president, treasurer and secretary), who shall bring the matter to the full board for action.

In case a member of the international board is thought to be involved in such a case, she will be suspended pending the investigation and subsequent decision on a course of action.

8. Conflict of interest

IAWRT office-bearers and members shall refrain from engaging in business dealings that conflict with those of the organisation, as spelt out in the statutes. Conflict of interest is defined here as a situation wherein personal and/or financial considerations can potentially influence or compromise professional judgment while taking decisions and actions. In the interest of transparency and to avoid suspicion or allegations of covert malpractice, any known, potential conflicts of interest must be disclosed to the international board by the individuals or organizations involved.

Instances of suspected favouritism and nepotism, resulting from personal relationships, by any IAWRT member or office-bearer or anyone undertaking work associated with IAWRT, must be reported to a member of the international board's executive who shall bring the matter to the full board for action. The board is responsible to state cases where conflict of interest may happen and avail that to members.

If a board member is thought to be involved in such a case, she will be suspended pending the investigation and subsequent decision on a course of action.

9. Funding and finances

IAWRT members and office bearers shall abide by the process for notification and approval of applications for grants or other efforts to raise funds for approved IAWRT activities, as set forth in the Statutes. They shall adhere to guidelines in this Code of Ethics relating to accountability, transparency, corruption and conflict of interest in all matters related to money and financial transactions. Partnerships and applying for grants will be done with organizations who share IAWRT principles and ethics. Information about all financial activities of IAWRT should be made available to members.

10. Code of Conduct – Election Process

The election process must abide by the following code of Conduct:

- a. Do not discriminate on the basis of race, sex, ethnicity, class, gender, age, disability or religion in connection with the election or electoral activity.
- b. Do not publish or repeat false, defamatory or inflammatory allegations about opponents.
- c. Do not impede access to members who are eligible to vote.

- d. Do not unduly influence the voting membership with respect to the campaign.
- e. Do not make or accept bribes to influence the voting membership.
- f. Do not make false statements to disrupt the election campaigns or confuse members about candidates' positions.
- g. IAWRT resources must not be used to advantage the interest of any particular candidate.
- h. The content of campaign messages must focus on issues of IAWRT advocacy work and not character assassination including those derived from entrenched stereotypes and hate speech. Such violations should be investigated and dealt with immediately as it contradicts with the organisation's core principles.
- i. Candidates must be given 3 weeks before the voting period starts to campaign using their own resources after being presented by the Election Committee as candidates or being properly nominated.
- j. Candidates must show exemplary behaviour at all times during the campaign period and during the elections.

All members participating in the elections shall conduct themselves in accordance with the IAWRT Code of Conduct.

The Election Committee together with the sitting board must investigate, warn and disqualify any candidate who is breaching the code of conduct

CODE OF CONDUCT DURING ELECTION PROCESS THIS IS AN IMPORTANT ISSUE THAT SHOULD BE USED IN THIS CURRENT ELECTION

- 2. The election process must abide by the following code of Conduct:
 - 1. Do not discriminate on the basis of race, sex, ethnicity, class, gender, age, disability or religion in connection with the election or electoral activity.
 - 2. Do not publish or repeat false, defamatory or inflammatory allegations about opponents.
 - 3. Do not obstruct access to members who are eligible to vote.
 - 4. Do not unduly influence the voting membership with respect to the campaign.
 - 5. Do not make or accept bribes to influence the voting membership.
 - 6. Do not make false statements to disrupt the election campaigns or confuse members about candidates' positions.
 - 7. IAWRT resources are not to be used to advantage the interest of any particular candidate.
 - 8. Campaign messages must be formulated so that they express commitment to substantive equality with regards to gender issues.
 - 9. The content of the campaign messages must be focused on issues of IAWRT advocacy work and not character assassination, especially those derived from entrenched stereotypes or hate speech

10. Once the elections committee has compiled the list of candidates and campaign materials, this information will be distributed by the secretariat to all members at the same time over a period of three weeks. Transparency and accountability in sharing the material must be maintained at all times
11. Candidates must show exemplary behaviour at all times during the campaign period and during the elections. Otherwise they may be disqualified election committee
12. All members shall conduct themselves in accordance with the **IAWRT Code of Conduct**.
13. Empower the election committee/ and sitting Board to investigate, warn and then disqualify candidates who in breach of the code of conduct



ELECTION GUIDELINES

1. The IAWRT Statutes, must be adhered to at all times and shall be guided by the policy that as far as possible the members of the International Board should represent a diversity of geographical regions, age and media experience. (Art 16 of Statutes)
 - The person standing as candidate for the international board must have been a paid up member two years.
 - To exercise your voting right you must be a paid up member for one year.
 - In the event of a tie the election for that position shall be re-run.
 - For e-voting, all candidates are required to produce a three minute long presentation introducing themselves and their work. This can be done through a written document about themselves, or an audio clip or a video clip. Candidates must send their CVs and their reason for standing for election three (3) months before election. The election committee will then compile and share the presentations with members.
 - Campaigning and use of campaign materials should not be allowed during elections.
 - For a candidate to qualify for any position, she should have been a member for at least two consecutive years.
 - Where there is only one candidate who fills in a valid nomination on any position, that candidate shall be declared as having been elected unopposed.
 - An Election Committee (previously known as Nominating Committee) is to be elected at the members' meeting to implement the guidelines put in place for the election process.

ELECTION CRITERIA FOR ELECTIONS COMMITTEE & CANDIDATES

The candidates contesting for any position on the board should meet the following criteria:

1. Sound knowledge and three years experience in media and media related areas.
2. Non- affiliated and without in a leading position of any political party. (Need to discuss this).
3. Without a criminal record, interest or participation in any industry/organization that is in conflict with IAWRT policies. (But must be rephrased considering that many journalists have been unfairly victimised by their vindictive governments)
4. Strong leadership skills, management skills, with a minimum of five (5) years' experience for the Executive Board.
5. Advocacy skills adds values, as well as cultural awareness and sensitivity
6. Must have been a paid IAWRT member for at least two consecutive years.

IAWRT ELECTORAL PROCESS PROPOSALS

1. Elections will be done by using email voting before each biennial members meeting. The right to vote is guaranteed to all members who have been active dues paying members for more than two years. The result of the election can be informed before or during the members meeting, but kept in secret before the announcement. The results could be announced before the biennial so that both the outgoing and the newly elected board can attend and interact with the members.

PRO: Gives every member right to vote:

CON: E-voting may be a disadvantage to those not fully recorded in the IAWRT database, and cannot give advantage to those coming from larger chapters over individual members

2. The email voting procedure, collecting and counting votes shall be performed by an external, independent party. (consultancy, organization, sponsor etc) ** from Sheilas motion to the members meeting 2015 – see below Email-voting should be done by regulations learning from other examples. For example, it should be done within certain times.*

Pro: independent party gives election credibility.

Cons: IAWRT is too small an organisation and might not need an external arbiter but a more independent and strengthened nomination committee.

3. The practical preparations of the election will be done by the Nomination /Election Committee, whose responsibility and commitment must be upgraded, and seen as a process starting at least one year before the next members meeting.

Pro: Healthy for the organisation to have a responsible internal body that knows the work of the proposed candidates.

CONS: starting a year can be too early and result in the organisation going into an unhealthy election/campaign mode.. Perhaps 6 months before elections and three weeks for actual campaign

The committee is elected by the members meeting, and have 3-5 members, including the Chair. Diversity within the committee should be taken into consideration.

4. The existing Statutes and Guidelines regarding composition of the international board and eligibility should be supplemented with a rule that IAWRT members employed or contracted by IAWRT can not be a candidate during the term of their employment. Conflict of interest should be defined clearly. cases of possible conflict should be discussed case by case. Sometimes we are more loose or cautious than we should be when we generalize.

PROS: Establishing conflict of interest important to avoid disharmony.

CONS: guidelines should be put in place. For example contractors in the secretariat are also IAWRT members and have a right to participate in IAWRT activities. This rule may bar them from ever participating in IAWRT activities (this can be seen as unfair).

- Anyone elected to the international board or any standing committee must leave an elected position if she becomes contractor/employed by IAWRT. (This is one case)

There is a Case that can be added here for contractors, can they participate in voluntary activities that depends on qualifications as to be Award jury? For me, I see no conflict if the person is qualified and has time. **(case) (see pros/cons in no 4)**

An outgoing board member can not be part of the Nomination/Election Committee. She can not be chosen until next biennial members meeting. One outgoing board member can be part of the nominating committee.(Another case)

Outgoing board members who are eligible for a new period, and wants to continue should not automatically be proposed for re-election. The competence needs must be indicative, and the work the candidate has been doing in the board as well as presence during meetings the part term should also be taken into consideration. (case)

5. The mission for the committee is that until the next election prepare and propose candidates to be elected to the international board and to any standing committee, including the nomination/election committee.

The committee shall also propose chair and other functionaries (secretary, tellers) for the members meeting.

Included in the assignment is to collect information about the current situation and the future plans for IAWRT, analyze what competences and experiences are needed and relevant for the next term.

The committee shall receive nominations, actively look for suitable candidates and finally come up with the slate of candidate to be presented for the members before the voting period. Paying close attention to geographical diversity is a must, including diversity of experience and age

6. In addition to the election/nomination committee all paid up members have the right to nominate candidates for election. Nominations from members should be in the hands of the committee the latest 6 weeks before the voting starts. After this only the committee is entitled to nominate. The election/nomination committee should deliver their proposed slate of candidates plus information about other nominations no later than 3 weeks before the voting.

7. The committee plans and carries out its work independently, with administrative support from the secretariat. As long as the committee is processing its proposals this work is not discussed outside the group. The committee should, through interviews with members of the sitting board get a picture of how the board is functioning as a group and for the individual board members. The committee must be aware of that different stages of development happen in all boards, and that certain competences can be extra useful during certain periods or stages. **Propose that the Committee should also have a Skype meeting with the entire outgoing board prior to sending out the proposed SLATE to the members... to get to know the board**

Workplan for the Election Committee – to be completed with a time table:

- Preparations – information gathering and analysis. Throughout the term.
- Contacts with outgoing board members.
- Deadline for them to answer.
- Nomination period for paid up members (self nomination is OK)
- Active search for suitable candidates.
- Contact with nominated candidates.
- Analysis and composition of the candidate list.
- Handover proposals and information about all nominations to the board no later than 4 weeks before the voting
- The candidate list must be presented to members no later than 2 weeks before the voting starts. Information to present for each candidate: Position in the board, age, place of living, short CV (education, work experience) earlier missions inside the nonprofit area with importance, new election or reelection, a motivation from the candidate to why she is standing and with what she can contribute (could be as a short video)
- All nominations that has reached the committee must be presented to the members
- It is important that all candidates are treated equivalent, and are having the same prerequisites during the selection process.

***who's entitled to vote**, i.e. paid up members TWO YEARS PAID UP. But you also have to be able to ensure that each member's vote can remain secret. Both goals are accomplished by providing for a dual- envelope return system along with a special procedure for opening and counting ballots. *(this was cut from the proposal from US Chapter to the members meeting in Delhi.)*

Pros and Cons – election components:

Direct voting during members meeting, only attending, paid up members have the right to vote:

Pro: This can be viewed as direct mandate from the members in attendance, who will include chapter representatives (getting full participation via email or live streaming has proven to be limited in recent years)

Con: lack of democracy when only 40-60 proc of the members can vote. Although the same can be said about the handful of members who take time to respond to emails (majority of IAWRT members are still unresponsive).

E-mail Voting (in beforehand):

Pro: all members can participate – have not heard anyone is lacking email access. The Biennial conference won't be about election, but developing the organization and discussing challenges. More productive approach. Can work if Database is fully functional and most members participate in the email voting

Con: It will start the election mode early, which might disturb the last months of the board term.

If it was not done carefully, problems might happen. Might be problematic if email database is not fully functional, plus history has shown that only a handful of IAWRT members actually respond to emails. How democratic will it be if the election is not fully representative?

Online voting in real time:

Pro: challenging to use cutting edge technology, a real possibility to have everyone on board at the same time. Can be mixed with live streaming the session for everyone to follow the transparency of the process.

Con: Expensive, unfair with different time zones, high demands on technical equipment on all sides, high risk for technical failures, resulting in high democratic defiance. If something went wrong, it will influence the work of the new board.

Voting rights only for members attending the meeting:

Pro: High degree of participation for those attending. The most labor-sparing method

Con: Undemocratic. It strips others from their right to vote although lack of sponsorship and resources doesn't reflect one's unwellness to participate., It is kind of discrimination.

Nominations from the floor during the members meeting

Pro: only relevant if using the old voting system, and then if attending members don't accept the work done by the nomination committee.

Con: Takes time, risks for secret negotiations in corridors, pacts built on power, unprepared candidates takes on responsibilities, bigger risks that "friendship" rules over competence. Won't be needed once we have the most convenient system.