

# **STATUTE AND REGULATIONS**

**of the  
United Nations Staff Union**



**United Nations** New York, 2007

*Note*

This booklet contains the Statute and Regulations of the United Nations Staff Unions adopted by referendum on 14 December 2007. This booklet is also available on the Internet at the United Nations Staff Union website <[u-seeek.org](http://u-seeek.org)>.

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## **Part I – Statute**

### **1. Name**

The name of the union shall be United Nations Staff Union which hereinafter will be referred to as “the Union”.

### **2. Aims and Objectives**

2.1 The aims and objectives of the Union shall be:

- (a) To contribute to the promotion of the objectives of the Charter of the United Nations, in particular, by the efficient discharge of functions assigned to the Secretariat;
- (b) To promote and safeguard the rights, interests and welfare of all members of staff of the United Nations assigned to the Secretariat;
- (c) To maintain relations and cooperation with staff organizations and similar bodies of international and/or inter-governmental organizations, in particular, the specialized agencies;
- (d) To provide the Secretary-General and the Member States the views of the staff on issues affecting staff welfare and conditions of service, and seek resolution of issues arising therefrom.

**3. Membership**

- 3.1 All staff members assigned to United Nations Secretariat in New York are members of the Union.
- 3.2 Local staff of secretariat field missions shall be associate members.

**4. Affiliation**

- 4.1 The Union has the right to affiliate to any organization which furthers its aims, subject to the approval of a two thirds majority of the Council.
- 4.2 The Union or any part of the Union may not affiliate knowingly to an organization proscribed by the United Nations.
- 4.3 Notice of the decision to affiliate to an external organization shall be communicated to the General Meeting, stating the name and a brief profile of such organization and details of any funds allocated to it.
- 4.4 The Union shall review and publish annually a report listing the external organizations to which it is affiliated.

**5. Leadership**

The President, 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President shall run for election in a single ticket and shall be elected by the staff-at-large.

**6. Executive Board**

- 6.1 The Executive Board is the executive body of the Union and shall comprise the Leadership, a Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Rapporteur, and Assistant Rapporteur, who shall be granted time release on conditions prescribed by the General Assembly.

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6.2 Members other than the Leadership shall be elected by the Council.

6.3 The duties of the Officers of the Union and the means by which they are elected or recalled shall be set forth in the Regulations made under this Statute.

6.4 The Executive Board shall report to the Council.

### **7. Council**

7.1 The Council shall be the legislative body of the Union and shall determine its operational policy, except where such policy is determined by General Meeting or referendum.

7.2 The Council shall establish working groups, panels and committees and receive such reports as it may require.

7.3 The membership of the Council, its standing orders and procedures shall be set forth in the Regulations made under this Statute.

7.4 The Council shall report to the General Meeting.

### **8. Representatives**

8.1 There shall be no less than thirty electoral units, each composed of between 150 to 200 members, with due regard to departmental structure.

8.2 Every electoral unit shall elect one representative and one alternate representative.

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- 8.3 Associate members shall be represented by the Leadership.
- 8.4 The role of representatives shall be as defined under the Regulations made under this Statute.
- 8.5 Representatives shall not serve more than three consecutive terms.

### **9. General Meeting**

- 9.1 The General Meeting is held to ensure the accountability of the Union officers and Council members.
- 9.2 Participation in the General Meeting is open to all members of the Union, who may vote on all aspects of business.
- 9.3 Adoption of General Meeting decisions requires the presence of three hundred members as a minimum, and a two thirds majority of the votes cast by members present and voting.
- 9.4 The standing orders and procedures for calling the General Meeting and conducting its business shall be set forth in the Regulations made under this Statute.

#### **Regular General Meeting**

- 9.5 There shall be two regular General Meetings per Council term.
- 9.6 The first Regular General Meeting shall be held during the first sixty days of the first calendar year of the Council's term and shall:

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- (a) Receive the Council's report and present it to the staff-at-large;
- (b) Receive issues from the staff-at-large for the attention of the Council.

### **Emergency General Meeting**

9.7 An Emergency General Meeting may be called by:

- (a) The President;
- (b) The Council;
- (c) Unit representatives;
- (d) A minimum of three hundred members of the Union.

9.8 An Emergency General Meeting shall discuss a single item of business only, and may:

- (a) Review, endorse, revoke and/or refer back policies of the Council;
- (b) Hold the Executive Board to account;
- (c) Act on behalf of the Regular General Meeting, as required.

### **10. Referendum**

10.1 A referendum shall be the highest decision making mechanism for establishing policy of the Union.

10.2 A referendum may be called for by:

- (a) A minimum of five hundred members of the Union;
- (b) The General Meeting;
- (c) The Council.



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- 10.3 No issue shall be put to referendum if it had already been put to referendum within the previous twenty-four months.
- 10.4 A motion for a referendum shall be on a single issue and have a "yes" or "no" resolution.
- 10.5 A petition for a referendum shall include names, departments and original signatures of the petitioners and shall be received and verified by the Polling Officers.
- 10.6 The approval of an issue by a referendum requires as a minimum 1,000 votes, and a simple majority of the valid ballots cast.
- 10.7 Policy decided by a referendum shall immediately take effect and be binding upon the Union and shall supersede any previous policy.
- 10.8 All decisions resulting from a referendum shall only be reversed by referendum.

### **11. Standing Committees**

There shall be the following standing committees of the Union:

- (a) Arbitration Committee;
- (b) Audit Committee.

### **12. Finance**

- 12.1 The President is accountable to the membership for the finances of the Union.

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- 12.2 The day-to-day administration of the Union finances shall be delegated by the President to a Treasurer with responsibility for finance.
- 12.3 The Union accounts shall be endorsed by the President prior to approval by the General Meeting, and made available to the public,
- 12.4 The Treasurer shall draw up the Union budget and monitor expenditure and income on behalf of the Council, and exercise other duties as set forth in the Financial Regulations made under this Statute.

### **13. Elections**

- 13.1 The Polling Officers shall be independently responsible for organizing and conducting elections, and publishing its results, as required by the Statute, Regulations and rules of procedure.
- 13.2 Only members of the Union may vote in Union elections.
- 13.3 All candidates for election to office must be dues paying members in good standing of the Union.
- 13.4 Elections shall be by Secretariat-wide secret ballot and may be conducted electronically or manually as determined by the Council.
- 13.5 Manual elections shall be conducted by polling stations in locations approved as such by the Polling officers.

**14. Operational Policy**

- 14.1 Overall union policy shall be determined, amended, endorsed or revoked by General Meeting or referendum.
- 14.2 Operational policy shall be determined by the Council, subject to the provisions of Article 7, paragraph 1, above.
- 14.3 The overall and operational policies shall be binding on the whole Union.
- 14.4 The President shall ensure a record of all Union policies in force is available to any member of the Union.

**15. Compliance**

The Arbitration Committee shall consider and rule on compliance matters as specified in the Regulations made under this Statute.

**16. Relationship with Administration**

The relationship between the Union and Administration shall be as determined by the General Assembly.

**17. Interpretation**

- 17.1 Words used in this Statute and in any Regulation made thereunder have the same meaning as in the UN Charter.
- 17.2 In the event of an unresolved dispute arising over the interpretation of the Statute, its Regulations or any policy the matter shall be referred to the Arbitration Committee.

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17.3 In circumstances where an interpretation is sought from the Arbitration Committee, it shall be reported to the Council and duly recorded.

### **18. Regulations**

18.1 The Regulations of the Union shall deal with:

- (a) Membership;
- (b) Leadership;
- (c) Executive Board;
- (d) Council;
- (e) Representatives;
- (f) General Meeting;
- (g) Referendum;
- (h) Standing Committees;
- (i) Finance;
- (j) Elections;
- (k) Responsibilities.

18.2 The Regulations may be established, altered, amended or added to by resolution of the General Meeting pursuant to Article 9, paragraph 3.

### **19. Amendment**

This Statute shall be amended by referendum.

### **20. Revocation**

On completion of transitional arrangements, pursuant to Article 21, this Statute shall be binding on all parts of the Union and all previous Statutes and Regulations shall be duly revoked.

**21. Transition**

- 21.1 This Statute shall provide the legal basis upon which the Polling Officers shall conduct the election of the next Staff Council and Leadership.
- 21.2 The incumbent Staff Council shall continue operating under the current Statute and Regulations until the new staff Council and Leadership assume office.
- 21.3 Staff representatives having served one term at the time this Statute is applicable shall be eligible to serve two additional consecutive terms.
- 21.4 Staff representatives having served two consecutive terms at the time this Statute is applicable shall be eligible to serve one additional consecutive term.
- 21.5 Staff representatives having served three consecutive terms at the time this Statute is applicable shall not be eligible to serve until one full term break has been completed.

## Part II – Regulations

### 1. Membership

- 1.1 Members shall enjoy the following rights:
- (a) The right to advice, assistance and protection in regard to all matters within the Union's competence;
  - (b) The right to approach the Council, directly or through representatives, concerning any grievance or complaint against a supervisor or the administration, and to be represented, if desired, by a person nominated by the Council in following any grievance procedure that may be initiated;
  - (c) The right to vote.
- 1.2 Contributory members shall enjoy the following additional rights:
- To hold office, to serve as a representative on a statutory committee and to receive financial assistance from UNSU funds.
- 1.3 Associate members
- (a) Local staff in field missions of the Secretariat, through their independent staff association, may elect to be affiliated to the Union;
  - (b) Associate members have no voting rights but shall have the right to be represented by the Union.

**2. The Leadership**

- 2.1 The Leadership is accountable to the staff-at-large.
- 2.2 The Leadership shall be responsible for ensuring that the concerns of the associate members are duly represented.
- 2.3 Term limitations shall be as determined by the General Assembly.

**3. Executive Board**

- 3.1 The Board is responsible and accountable to the Council and shall report on its activities at each regular meeting of the Council, normally in writing.
- 3.2 The term of office for all officers shall be two years. All officers may be elected for two consecutive terms after which a mandatory one term break shall apply before they may run for election again.
- 3.3 The Board shall meet, as required but normally no less than once a week. Five of its members shall constitute a quorum for the purposes of voting and shall determine its own rules of procedure.
- 3.4 All members of the Board shall have a vote, with the exception of the Chair, who may vote only in the event of a tied vote. Decisions shall normally be arrived at by consensus. In the event a vote is taken, a simple majority of those present and voting shall carry.
- 3.5 Meetings of the Board shall normally be closed.

- 3.6 The provisional agenda shall be distributed at least twenty-four hours in advance of the meeting. In exceptional circumstances, the Board may waive the time limitation.
- 3.7 Once approved, the Board minutes shall be issued to the Council.
- 3.8 The Board may adopt additional procedures for its meetings, as appropriate.

#### **4. The Council**

##### **Preamble**

##### **The Council is:**

- 4.1 The legislative assembly of the Union.
- 4.2 Responsible and accountable to the General Meeting for all its activities.

##### **Composition**

- 4.3 Comprised of staff representatives and alternates.
- 4.4 The Council shall take full office from the first day of the month immediately following the declared result of elections.
- 4.5 The term of office of the Council shall not expire earlier than a new Council assumes office.
- 4.6 After three consecutive terms a one term break in service is mandatory.



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- 4.7 The outgoing Chairperson shall convene the first meeting of the newly-elected Council where the first order of business shall be the election of a Chairperson, Deputy Chairperson and officers of the Board from among its members.
- 4.8 Duties and Responsibilities shall be:
  - 4.8.1 Formulate, review, and decide the policy of the Union.
  - 4.8.2 Oversee policy administration and implementation in accordance with the Union's core objectives, by means of the receipt and approval of reports from the Leadership, organs and other bodies of the Union.
  - 4.8.3 Approve the Union's budget.
  - 4.8.4 Assume responsibilities as determined by the General Meeting.
  - 4.8.5 Approve engagement of consultants.
  - 4.8.6 Devise communications strategy.
  - 4.8.7 Decide on affiliation with other organizations and joint bodies.
  - 4.8.8 Provide guidance and training to staff representatives.
  - 4.8.9 Commission an independent external audit of all financial books of the Union not less than once each year and publish the results of such audit.

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- 4.8.10 Cause an inspection of the financial records of any sub-committee and order an independent audit of the books of any sub-committee when such audit is necessary and proper to protect the interests of the Union and to publish the results of such audit if deemed appropriate.
- 4.8.11 Oversee the organization of publicity, training and research projects.
- 4.8.12 Decide on actions called by sub-committees, staff representatives or members representing the staff at joint bodies.
- 4.8.13 Call Unit meetings when staff representatives have been requested to call such a meeting and have failed to comply. The Council may take this action only when it has received a written request from 25 % of the Unit members.
- 4.8.14 Elect Union representatives to joint and other bodies.
- 4.8.15 Coordinate working groups and task forces established by the Council or the General Meeting.
- 4.8.16 Authorize the expenditure of the funds, and the use of the Union logo and other property of the Union to effectuate any of the objectives of the Union.

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4.8.17 Approve the acquisition/disposal of property of the Union.

4.8.18 Submit the following to the General Meeting:

- (a) The report on the activity of the Council;
- (b) Financial Reports and any other reports for discussion;
- (c) Recommendations of the Arbitration Committee for decision in respect of violations of the Statute by the Leadership;
- (d) Proposals for the medium and long-term plan for the Union;
- (e) The Union term budget;
- (f) Matters emanating from the Statute.

4.8.19 Decisions taken by the Council are binding on the Executive Board.

### **4.9 Meetings**

4.9.1 The Council shall normally meet weekly, at the call of the Chairperson, or by majority decision of the Council. The Council Chairperson shall set the date, time and venue of the Council meetings. The Council shall be quorate if one half plus one of the members is present. The quorum shall be waived after fifteen

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minutes have elapsed from the announced commencement of proceedings, provided no less than one third plus one member of the full Council membership are present.

- 4.9.2 The Chairperson shall ensure that normally two days prior to each meeting staff representatives will be provided a provisional agenda, supporting documentation, a report of the Executive Board and proposals to be voted upon.
- 4.9.3 The President and two Vice-Presidents shall not be voting members of the Council.
- 4.9.4 Decisions of the Council shall be by simple majority of votes. The Chairperson may vote only in the event of a tie vote. Should s/he abstain, the motion shall be considered defeated.
- 4.9.5 Audio or video records of open meetings shall be archived and maintained by the Chairperson and a record of decisions signed by the Chairperson shall be circulated.
- 4.9.6 The Chairperson, as required, may call for a resolution of the Council by roll call vote.

**5. General Meeting**

- 5.1 The General Meeting is the highest-ranking body of the Union, open to all members.
- 5.2 The Chairperson of the Council convenes the General and Emergency General Meetings and shall produce and issue the provisional agenda.
- 5.3 The first meeting shall be convened within ninety days from assuming office and the concluding meeting of the term in office within thirty days from completion of mandate. The Council shall convene at least two General Meetings a year.
- 5.4 General Meetings must be convened in writing and a letter of invitation along with the provisional agenda and supporting documents are to be issued no later than five working days prior to the date on which the General Meeting is to be held.
- 5.5 The agenda of the first session of the General Meeting shall include a discussion of the provisional work programme of the Council and future strategy of the Union.
- 5.6 An annual report of the Council consisting of financial and other activities shall be presented at General Meeting.
- 5.7 All draft resolutions to be proposed to a General Meeting shall reach the Chairperson in time to be distributed to members at least forty-eight hours before the meeting.

- 5.8 A decision of the General Meeting shall not be reopened within a year from its adoption unless a two thirds majority of the members present and voting at a subsequent quorate General Meeting so decides.
- 5.9 The record of decisions and text of adopted resolutions of General Meetings shall be issued by the Secretary of the Union within ten working days after the meeting together with an indication in each case of the number of votes cast for, against and of the number of abstentions. The record shall be co-signed by the Chairperson and Secretary of the Board or his/her designate.
- 5.10 Proceedings shall be governed by the norms established in Chapter 7 of these Regulations.

**Emergency General Meeting**

- 5.11 The Chairperson shall convene an Emergency General Meeting if the interests of the Union so warrant, upon a decision of the Council, or on the basis of the written motion of no less than three hundred of members of the Union.
- 5.12 There shall be no time limitations to convene Emergency General Meetings.
- 5.13 A motion for the convening of an Emergency General Meeting must incorporate the item that is to be presented to the meeting for discussion, a position paper and a draft resolution, as applicable.

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- 5.14 Decisions shall be taken by a simple majority of those present and voting.
- 5.15 The Chairperson shall not vote except in the case of equality. Should the Chairperson decide to abstain, the motion shall be considered defeated.
- 5.16 A decision of the Emergency General Meeting shall not be reopened within a year from its adoption unless a two thirds majority of the members present and voting at a subsequent quorate Emergency or General Meeting so decides.
- 5.17 The record of decisions and text of adopted resolutions of General Meetings shall be issued by the Secretary of the Executive Board within three working days after the meeting together with an indication in each case of the number of votes cast for, against and of the number of abstentions. The record shall be co-signed by the Chairperson and Secretary of the Board or his/her designate.
- 5.18 Proceedings shall be governed by the norms established in Chapter 7 of these Regulations.

### **6. Elections and Referenda**

- 6.1 There shall be a maximum of twelve Polling Officers. If, for any reason, the number of Polling Officers falls below eight, the Unit Chairpersons shall be convened by the Chairperson of the Council for the purpose of filling vacancies.

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- 6.2 The Polling Officers shall be nominated and elected for two years by the Unit Chairpersons, who shall be convened to that end by the Chairperson of the Staff Council. Unit Chairpersons shall determine their own rules of procedure for the nomination and election of Polling Officers.
- 6.3 The Polling Officers shall take office immediately upon election and elect their Chairperson. They shall serve until new Polling Officers have been elected as prescribed above.
- 6.4 The Chairperson of the outgoing Polling Officers shall convene, as soon as possible, a meeting of the newly-elected Polling Officers and shall preside without a vote at the meeting until they have elected their Chairperson.
- 6.5 Polling Officers shall be operationally independent and shall be eligible for re-election subject to the same term limitations that are applicable to staff representatives.
- 6.6 Polling Officers shall not be eligible for election as staff representatives nor serve on any Union body that would represent a conflict of interest.
- 6.7 Polling Officers shall determine the eligibility of nominees for office on the basis of Regulation 1.2 in addition to a requirement that all candidates for office must have sufficient time in service left to fulfil the term of office.



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- 6.8 Polling Officers shall start the electoral process a full six months prior to the expiry of the outgoing Council's mandate and shall divide the Secretariat into electoral units on the basis of the official staff list of those on a current 100 series contract.
- 6.9 Polling Officers shall conduct the electoral process in such a way as to ensure the complete integrity and fairness of the ballot.
- 6.10 Polling Officers shall ensure issuance of all official election results to the electorate within two days from completion of the count provided there is no appeal.
- 6.11 Polling Officers may request the assistance of electoral monitors to provide independent oversight of the electoral process.
- 6.12 The outgoing office bearers shall remain in office and continue to function in caretaker capacity until such time as the electoral process has been concluded and the mandate of the new Leadership and Council commences.
- 6.13 Nominations  
*Electoral Unit ticket – representative and alternate*
- 6.13.1 Polling Officers shall invite nominations for each Electoral Unit ticket normally comprising a representative and an alternate.

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Candidates for each post must be members of the Units nominating them.

- 6.13.2 Nominations shall be signed by at least seven members of the Electoral Unit concerned. Candidates for representative and for alternate shall be clearly indicated.
- 6.13.3 Polling Officers shall indicate on the ballot form the candidate for each post.
- 6.13.4 Nominations shall be accompanied by a declaration signed by each candidate accepting the obligations of office, if elected.
- 6.13.5 Polling Officers shall issue a public notice, at least one week before the announced date of the election, indicating the names of the nominees duly nominated for each Electoral Unit.
- 6.13.6 During the nomination period, Polling Officers shall inform the staff periodically on the status of nominations.

### *Leadership ticket*

- 6.13.7 Polling Officers shall invite nominations for the Leadership ticket.

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- 6.13.8 Candidates automatically waive the right to run for any other elected post.
- 6.13.9 Nominations shall be signed by at least two hundred Union members. Candidates must indicate which post they are running for.
- 6.13.10 A debate among competing tickets may be convened by the Polling Officers if so agreed by all candidates. A moderator agreed by all the candidates shall conduct the debate.
- 6.13.11 The ballot form shall reflect the post for each member of the ticket.

### **6.14 Elections**

#### *Electoral Units representatives and Alternates*

- 6.14.1 Each member of staff shall have the right to vote for one ticket.
- 6.14.2 The ticket receiving the highest number of votes shall be declared elected.
- 6.14.3 If Polling Officers receive nominations for a single ticket, they shall issue public notice to the staff-at-large notifying them that if no further nominations are received within seven working days, the uncontested ticket will be declared elected.

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- 6.14.4 It shall be within the power of Electoral Unit meetings to require an Electoral Unit referendum which may recall the Unit representative or alternate by a majority of those voting in the referendum. The Polling Officers shall conduct the referendum.
- 6.14.5 Notification of any resignation or recall shall be forwarded to the Chairperson of the Staff Council by the Unit Chairperson concerned. A resignation shall take effect on the date the Chairperson receives a duly signed written note of resignation.

### *Leadership ticket*

- 6.14.6 Each member of staff shall have the right to vote for one ticket.
- 6.14.7 The ticket receiving the highest number of votes shall be declared elected to that office.
- 6.14.8 In the event a single ticket is received by the closing date for nominations, Polling Officers shall issue public notice to the staff-at-large notifying them that if no further nominations are received within five working days, the uncontested ticket will be declared elected.

*Election of Unit Chairpersons*

- 6.14.9 Each electoral Unit shall elect a Chairperson and such other officers as it may deem necessary whose term in office shall coincide with members of the Council.

*Election of Arbitration Committee members*

- 6.14.10 Polling Officers shall invite from the staff nominations for membership of the Arbitration Committee. Eligibility shall be determined on the basis of Regulation 1.2 and Regulation 8.2.2.
- 6.14.11 Nominations shall be signed by not less than twenty-five members of the Staff Union and counter-signed by the nominee.
- 6.14.12 Polling Officers shall issue a public notice, at least three weeks before the date of the election of the Arbitration Committee showing the name of each nominee for office.
- 6.14.13 Polling Officers shall organize the election of the Arbitration Committee and make absentee ballots available to those members of the Staff Union who have requested them in writing.

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- 6.14.14 Out of the nominations received, the five candidates receiving the highest number of votes shall be declared elected to the Arbitration Committee.
- 6.14.15 Polling Officers shall receive ballots, including absentee ballots arriving at Headquarters by the date of election, count the vote immediately and issue a public notice of the election result within seventy-two hours.
- 6.14.16 Polls shall remain open for at least two consecutive working days.
- 6.14.17 If nominations are received for only five candidates, then the Polling Officers shall communicate the names of these nominees to the staff-at-large notifying them that if no further nominations are received within five working days, the five nominees will be considered to have been elected unopposed.

### **6.15 Polls**

- 6.15.1 No Union facilities shall be used for any campaign purposes throughout the entirety of the election process.

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- 6.15.2 Polls shall remain open for at least two consecutive working days and shall be organized in such a way to ensure that all staff members have access to the polls.
- 6.15.3 Separate polls shall be conducted for each contested Electoral Unit and absentee ballots made available to those members of the staff requesting them in writing.
- 6.15.4 Polling Officers shall receive absentee ballots up to the publicly announced time for close of business on the last day of balloting, count the votes immediately and publish the results of the elections as soon as possible thereafter.
- 6.15.5 Polling Officers shall receive ballots, including absentee ballots arriving at Headquarters by the date of election, count the votes immediately and report the results of the elections to the Staff Union as soon as possible.

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6.15.6 Polling Officers shall hold the elections for the Leadership ticket and staff representatives concurrently. Absentee ballots shall be made available to those members of the Staff Union requesting them in writing.

6.15.7 Polling Officers shall determine their own procedural guidelines.

### **6.16 By-Elections**

If an elected official is recalled or no longer able to continue in office, the post shall automatically become vacant and a by-election held with the utmost expediency to fill the vacancy.

### **6.17 Recall**

Officers shall be recalled by the means through which they were elected.

(a) Leadership, by ticket or individually and Arbitration Committee through referendum;

(b) All other officers by two thirds majority decision.

### **6.18 Referenda**

6.18.1 A referendum shall be held upon a written request of at least five hundred members, a decision taken by a quorate General Meeting, or a decision taken by a two thirds majority of the Council membership present and voting in special session.



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- 6.18.2 The text of question(s) to be submitted to a referendum shall be forwarded to the Polling Officers within five working days from the day of receipt by the Council.
- 6.18.3 The Polling Officers shall organize such referendum as soon as possible and shall communicate the question(s) to be submitted to referendum to the members of the Staff Union.
- 6.18.4 If the text of question(s) may require changes to the Statute, the Council shall inform the staff-at-large, through a bulletin explaining the reasons and presenting the text of article(s) to be amended from the current Statute along with the proposed amendment(s).
- 6.18.5 Decisions shall be taken by a simple majority. Abstention shall not be considered as voting.
- 6.18.6 If there is equality of votes, the issue shall be regarded as having been defeated. An issue shall not be considered defeated if the provisions of Article 10, paragraph 6, of the Statute are not met.

- 6.18.7 When a referendum is to be organized, and any force majeure prevents the outgoing Council to take action on it, the new Council shall carry it out on a priority basis.
- 6.18.8 The task of the Polling Officers ends when they have communicated the results of the referendum to the members of the Staff Union.
- 6.18.9 The Staff Union may be dissolved by a two thirds majority of those voting in a referendum. The disposition of the Staff Union funds, proposed by the Staff Council, shall be decided by a two thirds majority of those voting in a referendum.

**7. Rules of procedure for conduct of meetings**

- 7.1 The Chair declares the opening and closing of each meeting, directs the discussions, accords the right to speak, puts questions to vote and announces decisions. S/he rules on points of order, and applies the limitation on speaking time and the number of times each member should be permitted to speak on the same agenda item. S/he shall relinquish the chair during any debate whenever a perceived or actual conflict of interest arises.

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- 7.2 During the discussion of any matter, a member may raise a point of order, and the Chair shall immediately decide the point of order. Any member may appeal against the ruling of the Chair; such an appeal shall immediately be put to vote. Unless overruled by a decision taken by a simple majority of the votes cast, the ruling of the Chair shall stand.
- 7.3 Unless the Chair rules otherwise, the time allowed for each intervention shall be limited to three minutes. Speakers shall be limited to two interventions on any question and there shall be no right of reply. The Chair shall call to order without delay any speaker who exceeds these limits.
- 7.4 During the discussion of any matter, a member may move for the closure or adjournment of debate or suspension of the meeting. One speaker may speak against the motion after which the motion shall immediately be put to the vote.
- 7.5 The order of priority of motions is as follows: to suspend the meeting; to adjourn the debate; to close the debate.
- 7.6 The meeting shall not proceed with proposals on matters of substance unless they have been communicated in writing to all members a minimum of forty-eight hours in advance. However, the Chair, with the agreement of the Council, may authorize discussion of tabled proposals that have not been communicated in writing to all members.

- 7.7 When amendments are moved to a proposal, the amendments shall be voted on first, beginning with the amendment furthest removed in substance from the original proposal. The proposal shall be finally put to the vote as a whole.
- 7.8 If two or more proposals relate to the same question, the meeting shall, unless it decides otherwise, vote on the proposals in the order in which they have been submitted. The meeting may, after each vote, decide whether to vote on the next proposals.
- 7.9 Parts of a proposal shall be voted on separately if a request is made to this effect by one member present and entitled to vote, seconded by another member present and entitled to vote. Those parts of the amendment or proposal which have been approved shall be put to the vote as a whole.
- 7.10 When votes take place by a show of hands, the vote will be called by the Chair in the following order: votes in favour, votes against, abstention. The Chair shall announce the results of each vote in the following order: number of votes cast, votes in favour, votes against, abstentions.
- 7.11 Abstentions are not to be counted in determining the outcome of a vote. A majority is determined according to the number of affirmative and negative votes cast, excluding abstentions.

7.12 All questions not provided for in these Regulations shall be decided by the Chair in accordance with Roberts Simplified Rules of Order.

**8. Arbitration Committee**

8.1 In order to increase accountability of elected Union officials, the Arbitration Committee is established to review alleged violations of the Statute of the Staff Union and decide on sanctions where warranted. Rulings of the Arbitration Committee shall be binding on all bodies of the Staff Union.

8.2 Terms of Reference

8.2.1 The Arbitration Committee shall be composed of five members elected by the Union membership in an election conducted by the Polling Officers.

8.2.2 Candidates for the Arbitration Committee shall not have served or be serving as a staff representative.

8.2.3 The Arbitration Committee shall receive, consider and rule upon matters related to violations of the Statute and Regulations.

8.2.4 Elected Union officials may only be sanctioned by the Arbitration Committee.

8.2.5 The Arbitration Committee may impose the following sanctions:

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- (a) A verbal warning, which may take the form of an informal or formal discussion of the problem;
- (b) A written warning, which will take the form of a letter from the Arbitration Committee;
- (c) Suspension of Executive Board and/or Council voting rights;
- (d) Recommendation for recall.

8.2.6 The Chair of the Arbitration Committee must in all cases inform the individual being sanctioned of his/her right to request a final review by the Committee.

8.2.7 Motions for consideration by the Arbitration Committee are submitted to the Chair of the Arbitration Committee through the Chairperson of the Council.

8.2.8 Decisions of the Arbitration Committee shall be taken by no less than three concurrent members.

### **8.3 Procedure for submitting a complaint**

8.3.1 Should any member of the Staff Union be of the view that an act of the Staff Council, Executive Board or any of its officers is in violation of the Staff Union's Statute and Regulations, the

complaint should be submitted to the Arbitration Committee in accordance with the procedures set out in Regulation 8.3.2 below within three months of such an act having been known or publicized.

- 8.3.2 Any complaint by a staff member must be submitted to the Arbitration Committee in writing and list the Articles of the Staff Union Statute and Regulations that have been allegedly violated by an act of the Staff Council, Executive Board or any of its members.

8.4 Rules of procedure

- 8.4.1 The Arbitration Committee shall determine its own rules of procedure which shall include, at a minimum, the following:

- (a) Procedures for ruling on the admissibility of a complaint;
- (b) Procedures for the election of officers of the Arbitration Committee.

- 8.4.2 The Arbitration Committee shall normally convene within forty-eight hours of the receipt of a request for arbitration. It shall grant a hearing to the applicant at its first meeting and shall conclude its work within two weeks.

8.4.3 The Chairman of the Arbitration Committee shall submit its reports to the Chairperson of the Staff Council and brief, as required by the Council, on its findings.

## **9. Audit Committee**

### **9.1 Purpose**

The Audit Committee shall provide the Council advice and opinions in relation to the effective discharge of its responsibilities for financial reporting and corporate control. The Committee has no executive powers with regard to its recommendations.

### **9.2 Terms of Reference**

9.2.1 The Audit Committee shall be made up of two members who shall not be Executive Board members, appointed by the Council. At least one Committee member shall have recent and relevant financial and/or accounting experience.

9.2.2 Appointments shall be for up to two years.

9.2.3 Members of the Executive Board shall provide information and assistance as requested by the Committee.



9.3 Secretary and meetings

9.3.1 The Union Secretary shall also act as Secretary of the Audit Committee.

9.3.2 Normally the Audit Committee shall meet as required but no less than twice a year at appropriate times in the financial reporting and audit cycle.

9.4 Reporting

9.4.1 The minutes of all Audit Committee meetings shall be circulated to members of the Council within five working days of the meeting.

9.4.2 The Audit Committee shall make whatever audit recommendations to the Council it deems appropriate.

9.5 Authority

The Audit Committee is authorized by the Council to investigate any activity within its responsibilities. All officers and representatives shall co-operate with any reasonable requests made by the Committee.

9.6 Responsibilities

9.6.1 The main responsibilities of the Audit Committee are:

- (a) To monitor the financial statements of the Union and any formal announcements relating to the Union's finances;

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- (b) To review the effectiveness of the Union's internal financial controls including internal control and risk management systems;
- (c) To oversee the selection process for external auditors and the subsequent relationship.

9.6.2 In particular, the Audit Committee shall review:

- (a) Annual financial statements before their submission to the Council for approval, focusing in particular, but without limitation, on;
- (b) Any changes in accounting policies and practices;
- (c) Significant adjustments arising from the audit;
- (d) Procedures to monitor the effectiveness of the system of internal and financial controls.
- (e) The financial review to be contained in the annual report prior to approval by the Council;
- (f) Any matters referred to it by the Council.

9.7 Annual General Meeting

The Committee shall appoint a representative, normally the Committee Chair, who will be on hand at the Annual General Meeting to answer any questions regarding the Committee's activities.

9.8 Other

The Committee shall:

- (a) Be provided with sufficient resources in order to carry out its duties;
- (b) Be provided with appropriate and timely training;
- (c) At least once a year, review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Council for approval.

**10. Responsibilities of Officers**

10.1 The **President**, as the principal executive officer of the Union, shall:

- (a) Lead, manage and represent the Union;
- (b) Plan and oversee, either personally or through delegation of authority to other individuals or committees, the implementation of the policies and decisions of the Union, including financial governance, as

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established under the Statute and Regulations, all programs and activities necessary for the advancement and welfare of the Union, its membership and affiliated bodies;

- (c) Be responsible for all correspondence elaborating policy matters;
- (d) Submit a written report on affairs of the Union at each General Meeting;
- (e) Provide a summary record of communications and a report to each Council meeting, normally in writing;
- (f) Act as ex-officio member of all committees and subordinate bodies of the Union as required;
- (g) Call or convene meetings of any subordinate body or its boards or committees;
- (h) Request for special meetings of the Council as required by this Statute;
- (i) Act as certifying official of the Union;
- (j) Hold no other office or position in the Union or be engaged in any other employment.

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10.2 The **1<sup>st</sup> Vice-President**, as second principal officer of the Union, shall:

- (a) Be responsible for the daily operation of the Union and for assisting the President in the carrying out of all programs and policies of the Union;
- (b) Co-ordinate the activities of the Council Sub-Committees, either directly or through delegation to the members of the Council;
- (c) Negotiate services contracts in accordance with Council direction;
- (d) Act as certifying official of the Union;
- (e) Assume the full responsibilities of the President during his/her absence.

10.3 The **2<sup>nd</sup> Vice-President**, as third principal officer of the Union, shall:

- (a) Assist the President and 1<sup>st</sup> Vice-President in the daily operation of the Union;
- (b) Act as focal point in relations with staff-at-large and other staff representative bodies;
- (c) Assume full functions of the 1<sup>st</sup> Vice-President in his/her absence.

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10.4 The **Secretary, Treasurer and Rapporteur** are the first, second and third officers of the Board and shall be replaced in their respective function by their assistants, as necessary.

10.5 The **Secretary** shall:

- (a) Keep all records, minutes and correspondence pertinent to the Executive Board;
- (b) Act as Secretary of the General Meeting and the Council and keep all records of decisions and minutes, as applicable;
- (c) Forward a copy of the record of decisions or minutes of General Meeting and Council meetings to all staff representatives. The minutes shall indicate the issues that were debated and a maximum of ten days shall be allowed for their distribution;
- (d) Provide documentation for General Meetings and Council meetings;
- (e) Have custody of the Union Seal and cause it to be impressed upon such documents as the Council shall direct.

10.6 The **Treasurer** shall:

- (a) Act as financial officer of the Union, receive the income of the Union and collect all monies due the Union and deposit all funds of the Union in its name and in

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- conjunction with the President, propose an investment policy for such funds, subject to approval by the Council;
- (b) Have custody of the financial books, records, and documents of the Union and keep correct account of all financial transactions of the Union;
  - (c) Sign and issue all cheques and drafts countersigned by certifying officers and keep receipt of same;
  - (d) Make all authorized payments for expenses incidental to the work of the Union;
  - (e) Ensure adequate bonding, for the Leadership, Treasurer and Assistant Treasurer of the Union;
  - (f) Ensure that the financial accounts and records of the Union are submitted for audit annually by a Chartered Accountant approved by the Council. The audit report shall be issued to all staff representatives and alternates;
  - (g) Facilitate inspection of the financial records at any time by the Leadership or any member of the Council;
  - (h) Submit a detailed financial statement and report on financial activities to each ordinary General Meeting and whenever the Council requires;

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- (i) Prepare and issue to the Council a monthly summary financial statement;
- (j) Advise sub-committees as to the manner in which they shall keep their records or accounts and require them to submit periodic reports containing such information as the Council may prescribe;
- (k) Reimburse expenses incurred in the performance of official duties only after submission of adequate substantiating documentation, which must be approved by the appropriate entity;
- (l) Coordinate membership drives.

### 10.7 The **Rapporteur** shall:

- (a) Prepare the draft minutes of the Board and distribute to members for review;
- (b) Assist in drafting such documentation as determined by the Board.

### 10.8 The **Assistant Secretary, Treasurer and Rapporteur** shall conduct any other tasks as determined by the Board.

### 10.9 **Representatives** act under the direction of the Council and shall:

- (a) Act as first and main point of contact for staff members with the Union;
- (b) Act as spokesperson for members represented;



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- (c) Support and advise members on workplace issues;
- (d) Be accountable to members represented;
- (e) Convene Unit meetings at a minimum four times a year and call for election of Chairpersons;
- (f) Assist the work of the Union by addressing staff/management issues;
- (g) Disseminate information on union activities and solicit issues of concern from constituents;
- (h) Refer matters to the Council, as appropriate;
- (i) Duties of the representative shall be assumed by the alternate during absences.

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## **Financial Rules**

### **Rule 1**

The Executive Board shall, on assumption of office, submit to the Council a draft budget for the fiscal period.

### **Rule 2**

- a) Expenditure that cumulatively or singly exceeds \$1,000 must be approved in advance by the Council.
- b) Expenditure that cumulatively or singly exceeds \$200 to \$1,000 must have advance approval of the Executive Board.
- c) Expenditure on behalf of the Union of less than \$200 shall be reimbursed by the Treasurer subject to the provision of receipt(s) accompanied by a written justification.

### **Rule 3**

Authorized signatories for disbursements shall be the President, Vice-President and the Treasurer/Assistant Treasurer. The Executive Board shall designate two other of its members as authorized signatories. The Treasurer shall countersign all cheques and no authorized signatory shall sign a cheque that is for reimbursement of any personal expenditure on behalf of the UNSU.

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**Rule 4**

1. The Treasurer shall maintain a checking account to cover budgeted expenditure.
2. Additional funds shall be deposited in a minimal risk high yield money market account.
3. The Council shall determine policy governing any investment of Union funds.

**Rule 5**

Expenditure incurred in official entertaining on behalf of the Staff Union shall be paid, subject to the provisions contained in Rule 2 above.

**Rule 6**

The financial statements for each fiscal period shall be audited by an external auditor approved by the Staff Council. All members of the Union shall fully cooperate with the external auditor and provide such information and documentation as may be required.

