



Explanatory Package: 2014-2015 to 2015-2016 IJR Transition

26 July 2015 • Columbus, USA and Frankfurt, Germany

On 08 August 2015, Hana Strickland will be resigning from the position of International Junior Representative (IJR) 2014–2016. As Alternate IJR for 2014–2015, Dow Linnell will be stepping in, finishing Hana’s term for 2015–2016.

This document will help you understand the timeline of events over the past weeks, the procedures CISV International has in place for such events, and how exactly they apply to this case.

Hana Strickland & Anjo Peez-Zvetina
IJRs 2014–2015

With the support of:

Gabrielle Mandell, Secretary General of CISV International

Bjørn Andersen Samming, CISV International Governing Board Trustee 2013–2015

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Appendix 1: Infofile O-15A, Election procedures and Terms of Office: IJR

Appendix 2: Resignation Announcement (6 July 2015)

A. Timeline of Events relating to the IJR 2014–2015 Term and Resignation

2014

- *2013–2014:* Cande Lucero Dente (IJR 2012–2014) is Senior IJR, Anjo Peez-Zvetina (IJR 2013–2015) is Junior IJR.
- *06 August:* Hana Strickland is elected as IJR 2014–2016, Dow Linnell is elected as Alternate IJR 2014–2015.
- *07 August:* IJBC ends.
Anjo is Senior IJR (for 2014–2015), Hana is Junior IJR (for 2014–2015), Cande’s terms ends.

2015

- *Sunday, 28 June:* Hana tells Anjo she will be resigning as IJR.
Hana and Anjo contact Gaby Mandell (Secretary General, CISV International) and Bjørn Andersen Samming (Governing Board) to inform them of the decision, as well as Gaspard Simon (as IJR 2015–2017 Candidate, see below).
Following Infofile O-15a (Section 3, A., 3), Dow, the 2014–2015 Alternate IJR, must be contacted.
- *02 July:* Hana tells Dow she will be resigning, and asks if Dow wants to step in as Junior IJR 2014-2015 and Senior IJR 2015–2016.

- *04 July*: Dow informs Hana, Anjo, Bjørn, Gaby and Gaspard she accepts stepping in.
- *05 July*: Hana announces her decision to IJB Team and the JB Review Team, as Skype meetings were held with them on this date.
- *06 July*: Hana informs CISV World about her decision to resign.
- *04–31 July*: Anjo (as Senior IJR), Hana (as resigning Junior IJR), Dow (as incoming Junior IJR 2015, incoming Senior IJR 2015–2016) and Gaspard (as 2015–2017 IJR Candidate) meet multiple times in different constellations depending on availability to plan handover and transition. The JB Regional Teams, IJB Team, Gaby and Bjørn are involved in the discussion as well.

B. IJR Resignation and Transition at IJBC 2015: Play-by-Play

(Though it does not relate to the IJR resignation and Alternate IJR procedures, the IJR 2015–2017 election procedures and some other events are included *in italics* for the record.)

- *04 August, 1430h*: IJBC begins. Brief explanation of IJR elections procedures and Hana’s resignation.
- *05 August, 2000h*: JB Review Session
- *05 August, evening (exact time tbd)*: Open explanation of Hana resigning and of Dow stepping in as alternate.

The session is mandatory for NJRs and optional for IJBC participants and anyone else.

Goal of session: provide a full explanation of (a) IJB’s election procedures and (b) the specific case of the resignation, (c) have time for questions and (d) introduce Dow and offer time to ask her questions. A possible agenda could be:

- (1) A full explanation of the IJR election procedures (Infofile O-15a)
- (2) An exact order of events that lead to this decision (from Hana deciding to resign onwards).
- (3) An outline of the next months in IJB in terms of IJR handover.
- (4) Brainstorm: How can JBers help the 2015–2016 IJRs in the upcoming months?

- *06 August, 1620h*: IJR 2015–2017 Q&A.
- *07 August, 1230h*: IJR 2015–2017 Election. *This year, we have one candidate, Gaspard Simon.*
- *08 August, 0830h–1045h*: CISV International Members’ Meeting
Hana attends as Junior IJR, Anjo attends as Senior IJR.
- *08 August, 1115h–1300h*: Final IJBC Session.
Towards the end of the session, Hana officially resigns as Junior IJR, Dow’s term as Junior IJR begins (as she is “completing” Hana’s Junior term). Anjo remains Senior IJR.
- *08 August, 1301h (approx.)*: IJBC ends.
- *09 August (= “the first day after the Meeting during which the person has been elected”, Section 3, A, 4, Infofile O-15A).*
The 2015–2017 IJR’s term as Junior IJR begins, Dow turns from Junior IJR into Senior IJR, Anjo’s term as Senior IJR ends.

C. Handover Timeline August–October 2015

All dates are recommendations, and approximate.

I. August

- *08 August*: The 2015–2016 IJRs, the 2015–2016 Governing Board Liaison, the 2013–2015 Governing Board Liaison (Bjørn Andersen Samming) and the 2014–2015 IJRs (Hana Strickland & Anjo Peez-Zvetina) conduct an informal handover, share expectations and kick off the 2015–2016 term.
- *09 August (see above)*: The 2015–2017 IJR’s term as Junior IJR begins, Dow turns from Junior IJR into Senior IJR, Anjo’s term as Senior IJR ends.
- *09–10 August*: In-person, informal handover for a few hours in Norway between the 2015–2016 IJRs and Anjo (Hana’s flight home leaves in the early morning of 09 August).

- *10 August:* The 2015–2016 IJR's are given access to all IJR/IJB documents, given all passwords, links etc.
- *10–15 August:* The 2015–2016 IJR's discuss with IJB Team 2014–2015 and decide which roles IJB needs on IJB Team 2015–2016, review and update the IJB Team Role Profile and Welcome Pack.
- *15 August:* The 2015–2016 IJR's open IJB Team applications.
- *20 August:* The 2015–2016 IJR's open applications for hosting IJBC 2016, following the application document and process for 2014. This includes a call to all NA/PA secretaries to update their directory on cisv.org to list the current NJR's. Only those listed will be able to vote.
- *td:* The 2015–2016 IJR's set a date for their in-person meeting. Whenever it is, Anjo and Hana can meet virtually with the 2015–2016 IJR's during this meeting.

II. September

- *15 September:* The 2015–2016 IJR's choose the new IJB Team from the applications they have received and ask the potential members if they accept.
- *17 September:* IJB Team 2015–2016 is announced.
- *20 September:* Applications to host IJBC 2016 close.
- *25 September:* IJBC 2016 host applicants are announced, an online voting window is opened.

III. October

- *15 October:* IJBC 2016 host voting window closes.
- *16 October:* The IJBC 2016 host is announced.

D. Hana & Anjo's availability for the 2015–2016 IJR's

- *August:* Hana and Anjo are ideally both available every weekend (depending on travels, etc.), and expected to answer emails every 3-4 days, quick requests (text messages, etc.) daily.
- *September:* Hana and Anjo are ideally available on alternating weekends (depending on travels, etc.), and expected to answer emails every 4-5 days, quick requests (text messages, etc.) daily.
- *October:* Hana and Anjo are available on alternating weekends for longer email requests, possibly Skype once a month each, quick requests (text messages, etc.) daily.
- *November:* Meeting dates are set if/as needed, tbd.
- *December and onwards:* Hana and Anjo are available for Skypes as needed.

E. Frequently Asked Questions

I. What are we doing to ensure time commitment expectations of IJR's are clear for people thinking about running in the future?

In the next months, a full role profile for IJR's will be written by the IJR's, with the help of previous IJR's (possibly 2012–2015), Regional JB Teams and IJB Team, and approved by the Governing Board. Currently, Infofile O-15A and general practice are our only points of reference. We feel that, as is the case for virtually all international volunteer roles in CISV, there should be a detailed role profile.

II. Who is the Alternate IJR for 2015–2016?

For 2015–2016, there will be not be an Alternate IJR, as we have one candidate running for the role. After 2011–2012 and 2013–2014, this is not the first time IJB has not had an Alternate IJR.

III. What happens if an IJR were to resign in 2015–2016?

This situation is not covered in Infofile O-15A, where the Emergency Procedures really only relate to elections not working out at IJBC/AIM (as it is slightly outdated). However, Section B. 2. says:

“All eventualities not covered in this document shall be dealt with by the Election Chair in consultation with the IJR and the International Executive Committee, whose decision shall be subjected to a vote by the NJRs. The quorum necessary to reach a decision is of 10 votes, and the decision shall be passed only with a necessary approval of 50% plus 1 of the votes cast.”

So, if either IJR resigns in the coming year, since there is no Alternate, as Election Chair, Gaby Mandell (CISV’s Secretary General) would work with the remaining IJR, IJB Team and the Governing Board to figure out the best way forward.

IV. How can Infofile O-15A be changed?

Updating the governing structures in O-15A is quite simple – most items in this type of document do not require Member (i.e. CISV National Association) approval; the Governing Board can approve changes.

ELECTION PROCEDURES AND TERMS OF OFFICE: CISV International Junior Representatives (IJR)

Note: National Association for the purpose of this document also includes Promotional Associations in Categories D and E. Every time the term National Association is used in this document, it is to be understood as any country with Category A, B, D and E membership.

Parts of this Infofile are out of date and relate to elements of CISV International's former structure. However, the relevant parts (highlighted) fully apply. – Hana & Anjo

SECTION 1 DEFINITIONS

A. NATIONAL JUNIOR REPRESENTATIVES (NJR)

A selected, preferably elected representative of the Juniors of a National Association is called "National Junior Representative" (NJR) for the purpose of this document.

B INTERNATIONAL JUNIOR REPRESENTATIVES

1. There shall be two (2) International Junior Representatives (IJRs) on the CISV International Board at all times. Each IJR has the same rights and responsibilities as any of the National Association Representatives on the International Board.
2. The IJRs shall have an Alternate Representative. An Alternate Representative will assume the responsibilities of the IJR in the case of resignation or inability to complete their term of office. If an IJR is unable to attend a Meeting of the CISV International Board or any other official CISV activity, the Alternate will serve during such meeting or activity. *(Please see Section 3.A.3 below)*
3. The IJRS are considered to be officials of CISV International and members of the Expanded Executive Committee.

C. IJR QUALIFICATIONS

1. The IJRs and Alternate Representatives must be members of CISV International in good standing who are at least age 18 at the date of election and no older than age 25 when completing their term of office as IJR.
2. The IJRs should have expertise in all issues relevant to Junior Branch work and should be an active Junior.
3. The IJR should have the time to perform the required duties, including attending all meetings of the Expanded Executive Committee.
4. During his/her term of office, the IJR may not serve as a National Association Representative on the CISV International Board, as Committee Chair, Taskforce Coordinator, Advisor or as a member of the International Executive Committee.

D. Responsibilities

1. To represent Juniors in all CISV International matters;
2. To facilitate the International Junior Branch.

E. Expenses

As they are CISV International officials, all expenses of IJRs and Alternate Representatives which are approved by the CISV International Board, including expenses for attendance at and travel to Meetings of the CISV International Board and International Junior Branch Conference, shall be borne by CISV International.

SECTION 2: INTERNATIONAL JUNIOR BRANCH CONFERENCE (IJBC)

See Info File O-15

SECTION 3: ELECTION PROCEDURES FOR INTERNATIONAL JUNIOR REPRESENTATIVE (IJR)

A. TERM OF OFFICE

1. Each IJR and Alternate Representative shall be elected at a special session held during the International Junior Branch Conference. Those entitled to vote are the serving IJR and the serving National Junior Representatives from each CISV International member NA, or his/her duly appointed proxy. (See section E.3 and E.4 below for proxy procedures.)
2. The two serving IJR shall not be elected in the same year, but in alternate years.
3. The Alternate Representative shall be the candidate who, during the IJR election, receives the highest number of votes after the successful candidate for IJR. The term of service of the Alternate* shall be one (1) year.

**Explanatory note re Alternate's term:*

- a) Where the Junior IJR resigns in his/her first year then the Alternate takes on the position (initially as Junior) IJR and remains an IJR throughout the position's two (2) year term;
- b) If the Senior IJR resigns in what is the second year of the term, then the Junior IJR takes on the senior role and stays in it until 2 years after his/her own term began. The Junior's Alternate takes over the Junior position until the end of year one. At that point, there will be a new election at the AIM and the Junior position will be filled by a new candidate, with a new Alternate.

4. The term of office for IJR shall be two (2) years. The term starts on the first day after the Meeting during which the person has been elected. The term ends on the last day of the regular annual Meeting of the CISV International Board two years later.
5. The IJR may not be re-elected as an IJR at any future meeting. The Alternate Representative may only stand for election if he/she has not been formally called upon to take over the duties of the IJR (due to resignation or inability to complete the elected term). The Alternate may otherwise be elected as an IJR or an Alternate Representative at any future meeting, always subject to the age restrictions.

B. ELECTION CHAIR

1. The Secretary General, or his/her representative, serves as International Junior Representative Election Chair.
2. All eventualities not covered in this document shall be dealt with by the Election Chair in consultation with the IJR and the International Executive Committee, whose decision shall be subjected to a vote by the NJRs. The quorum necessary to reach a decision is of 10 votes, and the decision shall be passed only with a necessary approval of 50% plus 1 of the votes cast.

C. NOMINATIONS

1. Candidates for the IJR position must be nominated by at least one (1) national Junior Branch. National Associations will be notified of any nomination of a member of their National Association by the Election Chair or other International Office (IO) staff member.
2. On or before 15 January in any year, the Election Chair or his/her representative shall issue a Call for Nominations. The Call for Nominations shall be sent to all National Associations for distribution to their Junior Branches. A copy of this entire document shall be included in the mailing or a method of accessing the document will be indicated.
3. Nominations must be signed by the National Junior Representative. IJR will review the incoming nominations to confirm the validity of the signatures, consulting their database of NJRs. Each National Association may only nominate one candidate.
4. All nominations must be received by the Election Chair or his/her representative no later than 1 April of the year of election. The Election Chair or another IO staff member will confirm the receipt of the nomination to the sending party latest within 3 working days from receipt. Withdrawal of any nomination by a specific National Association must also be received by the Election Chair or the IO no later than 1 April of the year of election.

5. Within 5 working days after 1 April of the year of election, the Election Chair or another IO staff member shall contact the nominees to request that they confirm whether or not they accept the nomination. Their responses must be received by the IO by 15 April.
6. If there are no candidates, the nomination procedure will be reopened. Dates are to be set by the Election Chair in consultation with the IJRs and the International Executive Committee. The nomination procedure is to be completed before the IJBC begins.

D. QUESTIONNAIRE PROCESS

1. The Election Chair or another IO staff member sends out questionnaires, prepared by the IJRs, to the candidates immediately after they have accepted their nominations.
2. Candidates shall complete the questionnaire, which must be returned to the Election Chair no later than 1 May of the year of election.
3. No later than 5 May of the year of election, the Election Chair or another IO staff member shall send out a list of those individuals nominated and their answers to the questionnaire to all National Associations for distribution to their Junior Branches.

E. VOTING RIGHT

1. Each National Association has one vote in IJR elections. The two IJRs have one vote each.
2. Only such National Associations which maintain active Juniors in their organization may vote. The IJRs determine whether each NA qualifies and advise the Election Chair of their status. The vote shall be cast by the National Junior Representative of the National Association.
3. Should the National Junior Representative of a National Association not be able to attend the Annual International Meeting, their vote may be cast by their appointed proxy. An NJR may appoint as proxy any one of the following persons (preferably the person appointed should be not older than 25 years of age):
 - The NA Representative on the International Board of the NJR's NA;
 - Any other National Junior Representative, or
 - The NA Representative on the International Board of any other National Association.

The amount of votes which a voting NA is allowed to hold is limited to a total number of two (one proxy plus its own vote)

4. The Election Chair must be notified in writing by the date and time the Annual International Meeting begins of any proxy votes given. The document appointing a proxy must state the name and CISV title of the person being asked to serve as proxy and must be signed by the National Junior Representative. As the document must be signed, it must be hand delivered or sent by fax or post or scanned and then sent electronically. The Election Chair will provide the IJRs with a list of voting National Junior Representatives and all proxy votes given before the election begins.

F. ELECTION PROCEDURE

1. Ten (10) voting National Junior Representatives plus the one of IJRs (or their Alternate) present in person shall constitute a quorum.
2. The election shall be by secret ballot. The ballot shall be counted by the Election Chair and/or his/her representatives.
3. To be elected, a candidate must receive 50% plus 1 of the votes cast (including abstentions).
4. If no candidate receives the required majority of the votes cast, a second ballot shall be prepared taking the three candidates (and ties) receiving the most number of votes during the first ballot.
5. If no candidate receives the required majority of the votes cast, a third ballot shall be prepared taking the two candidates (and ties) receiving the most number of votes during the second ballot.
6. The candidate receiving the second highest number of votes in the final round shall be elected as Alternate Representative.

7. In case of a tied vote in the final round, the continuing IJR shall have the casting vote. In order to avoid an uncomfortable situation, prior to the final round, the continuing IJR will provide the Election Chair with his/her vote in a sealed envelope. Should it be necessary to break a tie, this envelope will be opened by the Election Chair and the vote will be counted. If there is no tie, the Election Chair will destroy or return the unopened envelope to the continuing IJR.
8. The election can be challenged until the end of the Meeting of the CISV International Board at which the election took place.

G. EMERGENCY PROCEDURES

1. If there is no candidate on the day the IJBC begins, the nomination procedure will be re-opened. Procedures must follow the principles of this document and are set by the Election Chair in consultation with the IJRs and the International Executive Committee. The nomination procedure is to be completed twenty-four hours before the election begins. A questionnaire process is not necessary if information about the candidates can be provided otherwise.
2. If no candidate receives the required majority in the election, a new time for IJR election shall be scheduled in the agenda of the Meeting of the CISV International Board. The new election may not begin earlier than forty-eight hours after the first election. The nomination procedure shall re-open according to G.1.
3. If the candidates fail to receive a majority of the votes cast in the new election, the election shall be void and the nomination/election process shall re-open according to the following timetable:
 - A Call for Nominations is issued at the on-going Meeting of the CISV International Board.
 - No later than 15 September the Election Chair must receive all nominations from the National Associations.
 - Within 5 working days after 15 September, the Election Chair shall contact the nominees to request that they confirm whether or not they accept the nomination.
 - Questionnaires will be sent out immediately after the candidates accept.
 - No later than 20 October the Election Chair must receive completed questionnaires from all candidates.
 - No later than 1 November International Office must send out candidates data and voting forms to all National Associations to be forwarded to their National Junior Representatives.
 - No later than 30 November the International Office must receive ballots from the National Junior Representatives. Ballots should be sent by fax or post, clearly identifying the NA and NJR. Confidentiality will be maintained by the IO.
 - 1 December ballots are opened / counted and the new International Junior Representative and Alternate are announced.
 - The candidate receiving the highest percentage of votes will be elected.
 - 31 December is the last day to challenge the election.
4. If a candidate is elected by mail ballot the term of office begins 1 January. Until this date, the Alternate Representative of the continuing IJR will assume the responsibilities of the not-elected IJR.

RELATED DOCUMENTS

This document must be read together with:

- The Terms of Reference of the CISV International Board (Info-File O-01)
- Terms of Reference for International Junior Branch Committee (Info File O-15)



international

building global friendship

junior branch

From: Hana Strickland & Anjo Peez-Zvetina, International Junior Representatives 2014–15
To: all JBers, NA/PA Representatives, Governing Board, International Committees

6 July 2015

Dear IJB World,

Today, we have some news for you. Hana has been recently promoted at work, which means she unfortunately does not have the necessary time to commit to the role of IJR. She has decided to resign from her position as IJR 2014–2016. Hana has written a letter at the end of this email with further details.

According to O-15A, the IJR election procedures, this is what happens when the Junior IJR resigns (Section 3, A.3):

The Alternate Representative shall be the candidate who, during the IJR election, receives the highest number of votes after the successful candidate for IJR. The term of service of the Alternate shall be one (1) year.*

**Explanatory note re Alternate's term:*

a) Where the Junior IJR resigns in his/her first year then the Alternate takes on the position (initially as Junior) IJR and remains an IJR throughout the position's two (2) year term.

In our case, Dow Linnell is the Alternate IJR, having been elected as such at IJBC 2014. We approached her this week of the possibility of taking on the role of IJR, and she has graciously accepted to take over from August 2015–August 2016.

We will formally be transitioning on August 8th, the last day of IJBC and Global Conference, during the last IJBC session. Dow will then become the Senior IJR. During IJBC, a new IJR will be elected as Junior IJR, who's term will start with the end of IJBC. This year we have one person running for the role of IJR 2015–2017: Gaspard Simon. Find his IJR candidate questionnaire [here](#).

In case you have any questions about the procedures mentioned and steps involved, please do not hesitate to contact any of us, we are more than happy to answer them. Also, please feel free to forward this to whoever you find appropriate as we want to make sure that everyone is aware of the changes that are occurring!

All of the best,

Hana, Anjo, & Dow

ijr@cisv.org (Hana & Anjo)

6 July 2015

Dear JBers and CISV volunteers from around the world,

As you've heard from the above email, I have taken the extremely difficult decision of resigning as IJR. I wanted to write this letter, to thank you all for the support and friendship that you have given me over this past year.

While I have been presented with a great and exciting opportunity in my professional life, it has been very bittersweet and difficult making this decision. With this new position, I no longer have the proper time to contribute to the role of IJR- and I cannot in good conscience continue on if I am unable to give my full commitment and attention to JB. As unexpected as this situation was, I'd like to apologize for putting JB into this position. I'd like to thank you all for giving me this incredible opportunity, and I am sorry that I was unable to meet your expectations. I will do my absolute best to ensure that this transition is as smooth as possible and support the incoming IJRs to the fullest. I truly regret not being able to finish my term, but I believe that this is the best decision for JB and the success of our organization.

I have thoroughly enjoyed this past year working as IJR, and again want to thank you all for giving me this opportunity. This has been a crazy year with all of the changes happening in our organization, but I feel extremely honored to have had the chance to be a part of it! JB has been a huge part of my life for the past 13 years, and I am so proud to see how far we have come- I cannot wait to see how we continue to grow with CISV. CISV and Junior Branch have been an essential part of my life, and I cannot properly express how grateful I am for all of the opportunities that I have experienced with all of you.

I'd like to take this time to thank and acknowledge some people, whom without, I would have never been able to do this. First off, I'd like to thank my senior IJR, Anjo, for his amazing teamwork and support this past year. It hasn't been the easiest year, and without his incredible guidance and excellent contributions (in addition to his love of statistics and Venn diagrams), this year would not have been possible!

I'd also like to thank the IJB Team, Regional Teams, and the JB Review Team for all of the hard work they have put in this year, and cannot wait to see what they continue to produce to help our organization be even better than it already is.

Finally, I have known Dow and worked with her for many years- and I am confident that she will successfully lead JB along with the newly elected IJR. I'd like to thank her for stepping up to take over the last year of my term, it makes my decision less difficult knowing that JB is in good hands!

While I will be taking a step back from JB and CISV for a little bit, I won't completely disappear! I will be staying on through Global Conference and will also be available to the new IJRs for support and help with any questions that they may have. Hopefully I will be back very soon, I know that I won't be able to stay away forever!

I will miss working with all of you very very much, but am looking forward to seeing all of the great things that you continue to do!

Thank you so much for everything,

Hana