



## INTERNATIONAL RANGER FEDERATION

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### The Call for Nominations

The election committee for the International Ranger Federation is seeking nominations for the posts of International Officers and Regional Representatives.

The Federation stands at an important stage in its development, with the culmination of many years of hard work and lobbying ready to bear fruit. We are now becoming properly recognised by the world environmental community, not only for the important role we play, but also as fellow professionals in the field of conservation.

We need people with the commitment and passion to take on this challenge and ensure that rangers are fully involved and their potential properly recognised.

Successful candidates will need to attend meetings, network widely, lobby appropriately and act throughout in a professional and competent manner. In International Forums, English - both spoken and written - is used extensively and candidates with a good working knowledge of this language would have a distinct advantage. This does not however preclude native speakers of any other language.

Successful candidates must have:

- ☉ The ability to communicate electronically.
- ☉ Access to email or the internet on a regular (at least weekly) basis.
- ☉ The ability to communicate in English, verbally and in writing.
- ☉ The willingness and capacity to put in a significant and regular amount of time and effort on behalf of the Federation (at least one hour each week).
- ☉ Current membership in an IRF Regular Member Association.

If the thought of such a challenge inspires rather than frightens you – you may be just the person needed!

The nominations now being sought are for **President; Vice-President; Secretary and Treasurer.**

In addition we are seeking **one regional representative for each of the seven regions** (Africa, Europe, North America, Central America, South America, Australia and Asia) covered by member associations.

Attached to this message are the nomination form and the sections in the statutes and standing rules that relate to the election of office bearers for the IRF, and their duties.

Please, send the completed nomination form to Elaine Thomas, IRF Secretary ([irfsec@yahoo.com.au](mailto:irfsec@yahoo.com.au)) and the Reeta Hyttinen, Chair of the Election Committee ([reeta.hyttinen@metsa.fi](mailto:reeta.hyttinen@metsa.fi)), **no later than 31<sup>st</sup> August 2009**. Elections will be held at the World Congress Membership Meeting, on the final day of the Congress in Bolivia (November 7<sup>th</sup> 2009).

Please address any queries to the Chair of the Election Committee - Reeta Hyttinen [reeta.hyttinen@metsa.fi](mailto:reeta.hyttinen@metsa.fi)

We look forward to hearing from you.

Reeta Hyttinen  
Chair  
IRF Election Committee



**INTERNATIONAL RANGER FEDERATION**

**INTERNATIONAL OFFICER OR REGIONAL REPRESENTATIVE  
NOMINATION FORM**

**For November 2009 elections in Bolivia**

**THIS NOMINATION IS FOR WHICH IRF ELECTED POSITION? – please circle ONE**

International Officer (please circle)	President Vice President Secretary Treasurer
Regional Representative (please circle)	Africa Europe North America Central America South America Australia Asia

**INFORMATION ON NOMINEE**

Name of nominee	
Name of nominee's ranger association	
Email address of nominee	
Mailing address of nominee	
Telephone number of nominee	
Skype name of nominee (if applicable)	

**INFORMATION ON THE NOMINATOR**

Your name	
Name of your ranger association	
Name of ranger association seconding your nomination	
Your email address	
Your mailing address	
Your telephone number	
Your Skype name (if applicable)	
Have you discussed this nomination with the nominee?	
Has the nominee agreed to run for election to this position?	

Completed nomination form to be sent, **no later than 31<sup>st</sup> August 2009**, to  
**IRF Secretary**, Elaine Thomas, [irfsec@yahoo.com.au](mailto:irfsec@yahoo.com.au) and the  
**Chair of the Election Committee**, Reeta Hyttinen [reeta.hyttinen@metsa.fi](mailto:reeta.hyttinen@metsa.fi)



## INTERNATIONAL RANGER FEDERATION

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### RELEVANT IRF STATUTES AND STANDING RULES FOR INFORMATION:

#### STATUTES

##### **500.00 International officers**

**501.00** The International Officers shall consist of the President, Vice President, Secretary and Treasurer.

##### **600.00 Structure**

**601.00** The International Executive Committee (IEC) shall consist of the international officers, plus one Regional Representative from each Region. All former presidents of the IRF shall serve as non-voting members of the IEC for the purpose of providing advice, as requested by the President or other members of the IEC.

**601.10** The IEC shall demarcate demographical and/or geographical regions across the world, (from which Regions the Regional Representatives will be elected to serve on the IEC)

**602.00** The World Congress Membership Meeting (WCMM) shall consist of the IEC plus one delegate from each member association.

##### **800.00 Duties**

**801.00** The officers shall perform the duties as provided for in the Statutes and Standing Rules, the IEC or WCMM, and the following specific duties.

**802.00** The President is the Chief Executive Officer with the obligation to handle the general operations of the IRF. The President shall normally chair all meetings of the IEC and WCMM and have the following duties:

- the power to appoint and remove his/her appointees, as provided in the Statutes.
- the authority to sign all contracts which are binding on the IRF with approval of the IEC.
- to appear in court on behalf of the IRF when necessary for the continuing operations of the IRF.
- administer the IRF within the boundaries of the Statutes and Standing Rules including issuing emergency rules in areas not covered by the statutes or standing rules.
- the authority to make decisions of an emergency nature, which may not be covered by the Statutes or Standing Rules.

If the President is unable to fulfil his/her functions, the Vice President shall carry out those duties.

**803.00** The Secretary shall be responsible for the preparation and certification of all minutes of the IEC and WCMM, maintain custody of enrolment forms and other official papers and provide for the official correspondence between the IRF.

**804.00** The Treasurer shall be the chief financial officer and shall be responsible for ensuring compliance with the fiscal policies of the IEC, WCMM and the law.

##### **1000.00 Appointments and elections**

**1001.00** Only individuals from regular member associations are eligible to hold any office or other positions, unless specifically provided otherwise in the Statutes.

**1004.00** Election of International Officers shall take place at the WCMM, with each member association having one vote for the President, Vice President, Treasurer and Secretary and one vote for their continental representative. Procedures for elections shall be established in the *Standing Rules*.

**1005.00** International Officers shall be elected for a term between consecutive WCMM's, and take office and be sworn in, as the last order of business at World Congress Membership Meeting.

##### **1200.00 Voting**

**1201.00** Only regular member associations and IRF Officers may vote at World Congress Membership Meeting (WCMM).

**1202.00** At the WCMM, each member association shall be allowed one vote, to be cast by their delegate or proxy. The President or presiding officer shall have one vote to break a tie.

**1203.00** Within the IEC, each member shall have one vote.

**1204.00** In order for a member association to have voting privileges at either a WCMM or in the International election, the member association must be in good standing.

**1205.10** The Secretary will provide the President a register of all eligible member associations at least 30 but no more than 45 days prior to any World Congress meeting. These registers, with any updates, will be read into the minutes, before any votes are cast.

**1300.00 Committees**

**1302.00** An Election Committee shall be established in each election year. The President shall appoint a chairman, who shall appoint at least four (4) members. Election Committee appointments must be approved by the IEC. The election committee shall receive nominations for International Officers and Regional Representatives, and ensure that the nomination list is sent to all member associations at least 30 days before WCMM meeting.

## **STANDING RULES**

### **STATUTE 800: DUTIES**

#### **SR. 800-10: Authorities and Duties of the President**

The PRESIDENT shall be the Chief Executive Officer of the IRF responsible for the general operations and business of the IRF. The President shall exercise general supervision over the affairs of the IRF and shall have such other powers and duties as are prescribed by law, by these Statutes, or by the IEC.

In addition to such other duties as enumerated in statutes or as the IEC may delegate, the President's duties shall include the following:

- To keep the IEC and WCMM informed of IRF matters.
- To approve all publications of the IRF, before such are made public.
- To call a meeting of the IEC, with sufficient notice as prescribed by the IEC.
- To incur and/or authorize reasonable and proper expense in accordance with the policies of the IEC.
- To engage legal counsel.
- To delegate such duties and authorities, which delegation may not be inconsistent with the Statutes and Standing Rules, to any IEC member.
- With the approval of the IEC, to delegate such duties and authorities, which delegation may not be inconsistent with the Statutes and Standing Rules, to the Executive Director.
- With approval of the IEC, to appoint a Task force or Task forces to investigate and take action on issues which have bearing on IRF objectives. Task forces shall be appointed as for Committees.
- Alternate signatory on financial and investment accounts.

#### **SR. 800-20: Authorities and Duties of the Vice President**

In the absence or disability of the President, the VICE PRESIDENT shall perform all the authorities and duties of the President, and in so acting shall have all the authorities and duties of the President. The Vice President shall also supervise the regional representatives. The Vice President shall have such other authorities and duties, not inconsistent with the Statutes and Standing Rules, as may be prescribed from time to time by the IEC.

#### **SR. 800-30: Authorities and Duties of the Secretary**

The SECRETARY is the Chief Administrative Officer of the IRF and shall have such authorities and duties, not inconsistent with the Statutes and Standing Rules, as may be prescribed from time to time by the IEC. The Secretaries duties include, but may not be limited to;

- To keep a full and complete record of the proceedings of all WCMM, IEC meetings, as well as of any meeting of International Officers, and certify same.
- To distribute proceedings of each World Congress, and the minutes of each WCMM and each IEC meeting to every IEC member and every Member, within thirty (30) days of such meeting.
- To maintain an archive of all official proceedings, minutes, forms, correspondence, policies, position statements, and any other official or casual records (in all formats).
- To provide for official correspondence between the IRF, Members and outside organizations.
- To give notice of WCMM, IEC and Committee meetings. Such notices shall also be distributed to all Members for information.

- In the absence of both the President and Vice President from any meeting, the Secretary shall call the meeting to order, and an acting chairperson shall be elected by the meeting.
- To maintain all Position and Employee records.

**SR. 800-40: Authorities and Duties of the Treasurer**

The TREASURER shall be the Chief Financial Officer of the IRF and shall have such authorities and duties as are prescribed by law, by these Statutes and Standing Rules, or by the IEC. In particular, the Treasurer shall have the following authorities and duties;

- To establish fiscal policies for the IRF, to be adopted by the IEC and ratified by the WCMM.
- To ensure compliance with the fiscal policies of the IRF, WCMM and IEC, and the law.
- To disburse IRF funds, on the approval of the President.
- To maintain IRF financial or investment accounts.
- Annual financial statement to be included in an annual report.
- Arrange for an annual independent review by a competent qualified fiscal expert.
- Prepare and maintain all tax records.
- Prepare and maintain an IRF budget.
- Prepare and distribute quarterly financial report to the IEC.

**SR. 810-10: Authorities and Duties of the Regional Representatives**

Regional Representatives shall have the following authorities and duties;

- Be directly responsible to the Vice President.
- Represent their Member associations on the IEC.
- They may be delegated other responsibility, consistent with the provisions of the Statutes and/or Standing Rules.
- Process membership applications from their Region.
- Provide regular communication with and between their members.
- They should also provide a supportive role to both members and prospective members.
- Liaison with the IUCN World Commission on Protected Areas (WCPA) office/s within their region.
- Participate in all IEC meetings, discussions or debates.
- Be representative of the region.
- To appoint persons from their region to contribute in each of the following fields;
  - Correspondence and information, as part of an editorial committee under direction of the Editor.
  - Membership support and recruitment, under direction of the Secretary.
  - Funding, to work with the Executive Director and IRFC.
  - Youth development, to work with the IEC appointed Youth Development coordinator.
- To keep the Executive Director and Vice-President informed of IRF activities and business within their regions.
- To provide the IEC with an annual report of their Region by the end of each year.

**SR. 820-10: Authorities and Duties of the IEC**

As a collective group, the IEC, subject to the authority of the WCMM, has authority over the activities and affairs of the IRF, and shall have the following authorities and duties;

- To create jobs, to hire employees in such approved jobs, and to dismiss same.
- To establish positions within the IRF for the conduct of IRF business, to dissolve same, to appoint individuals to such positions, and to remove same.
- To approve any contract entered into by the IRF.
- To adopt and amend the Standing Rules of the IRF.
- To adopt and amend policies of the IRF within the provisions of the Statutes and Standing Rules.

- To establish or dissolve Committees as needed for the conduct of IRF business, and to confirm chairpersons and members of all committees. The IEC shall periodically review the charges and activities of the committees.
- To issue a position statement or participate in any public debate relative to the affairs of the IRF. This authority may be delegated to the President.
- To approve membership in, or affiliation with, any other organization or association in the furtherance of the IRF's objectives.
- To maintain discipline and decorum within the IRF, within the provisions of the Statutes and Standing Rules.
- To promote the IRF in the international arena.

## **STATUTE 1000: APPOINTMENT AND ELECTIONS**

### **SR. 1000-10: Eligibility**

Only individuals who are accredited members of Regular Member associations are eligible to hold any office or other position within the IRF, unless specifically provided for otherwise in the Statutes.

### **SR. 1020-10: The Election Committee**

The IEC shall establish an Election Committee other than the chair, in terms of the Statutes and these Standing Rules.

On receipt of all nominations from the Secretary, the Election committee shall draw up ballot papers in preparation for the WCMM.

The Election Committee shall conduct the voting at the WCMM in accordance with these Standing Rules.

### **SR. 1020-20: Election procedure**

The Election committee shall establish the election procedure to be used at the WCMM.

### **SR. 1020-30: Time frame for nominations**

The Secretary shall call on the Members for nominations for International Officers and IEC candidates at least six (6) months prior to a WCMM.

Nominations must reach the Secretary no later than two (2) calendar months prior to the WCMM.

All nominations received in time shall be submitted by the Secretary to the Election Committee no later than forty-five (45) days before the WCMM.

Election Committee will distribute validated nomination list to all Members no later than thirty (30) days prior to the WCMM. (SR1350)

No nominee shall form part of the election committee.

### **SR. 1020-40: Absence of nominations**

In the event of no nominations for any International office or Regional Representative, the President may call for nominations for such open office/s at the WCMM.

In the absence of any nomination at the WCMM the office shall be considered vacant.

### **SR.1020-50: Nominators**

A Member, seconded by another Member, may nominate any accredited member of a Member association for election as an International Officer or Regional Representative.

### **SR. 1020-60: Nominees**

Each nominee shall accept their nomination, and acknowledge the burden of duty of such an office, in writing to the Secretary, for any nomination to be valid.

### **SR. 1030-10: Term of office**

All International Officers and IEC members are elected for a term, between WCMM's. No member shall serve more than two consecutive terms in the same position, after which a terms' absence from the office shall occur before such person will again be eligible for election.

### **SR. 1040-10: Conflict of Interest and Pecuniary interest**

As part of their duty of loyalty to the International Ranger Federation, elected Officers, IEC Members, appointments and employees have an obligation and responsibility to; disclose any conflict or potential conflict

of interest, or any pecuniary interest or potential pecuniary interest, on any issue promptly as such conflict arises, to abstain from participation in FINAL deliberations and decisions concerning that issue, and to abstain from public comment upon that issue.

**SR. 1050-10: Canvassing**

Nominees for International Officer and/or Regional Representative may solicit votes, and canvas for nomination and election, providing that **NO** funds or other resources of the IRF or of a Member shall be used to support or oppose any candidate.

The nominees details, limited to one A4 (letter) page, may be displayed at the Congress if they so choose.

**STATUTE 1200: VOTING**

**SR. 1200-10: Voting**

The Membership shall vote for the following:

International Officers and Regional Representatives (the IEC) of the IRF at the WCMM, whenever such a vote is required by law, by the Statutes or these Standing Rules, on the adoption of any resolution on any issue which the President or the IEC may determine as being of such importance as to be submitted to a vote on any motion submitted by a Member in good standing.

**SR. 1210-10: Eligibility to vote for Regional Representative**

Only Members from a region may vote in any election of Regional Representative for that region.

**SR. 1220-10: Number of votes per IEC member**

At any IEC meeting each IEC member shall be allowed one (1) vote, to be cast in person or by proxy.

**SR. 1230-10: Onus on showing lack of good standing**

For any Member to be considered to be not in good standing, that Member must have been served notice not more than three (3) months prior to any WCMM, with documentary evidence being submitted twenty four (24) hours prior to the WCMM.

**SR. 1240-10: Voting by proxy**

A vote on any matter for which notice has been given prior to any meeting, may be made by proxy.

**SR. 1240-20: Eligibility of proxy**

An eligible Member or eligible voter may grant proxy to any person, and not necessarily to another Member, to vote on their/his/her behalf.

**SR. 1240-30: Form of proxy**

The form of proxy shall include the name of the Member granting proxy, the name of the person or Member to whom proxy is granted, the date of granting proxy, the meeting for which proxy is granted.

**SR. 1240-40: Duration of proxy**

A form of proxy is only valid for the meeting for which the proxy has been granted, and any postponement thereof.

**SR. 1250-10: Responsibility of the Secretary and Election Committee**

In the case of an election, the Election Committee, or in the case of any other matter before any meeting, the Secretary, shall be responsible for;

- receiving and verifying all proxies submitted,
- for verifying the eligible voters present,
- for preparing and distributing ballot papers,
- for conducting any vote (ballot),
- for tallying the results, and
- for informing the President of the result.

**SR. 1350-20: Nominations for International Officers**

The Election Committee shall receive nominations for the offices of the International Officers; President, Vice President, Secretary and Treasurer, verify that the nominations are valid, and distribute the nomination list to all Members no later than thirty (30) days prior to the WCMM.

**SR. 1350-30: Nominations for Regional Representatives**

The Election Committee shall receive nominations for the offices of the Regional Representatives, verify that the nominations are valid, and distribute the regional nomination lists to all Members of each region, no later than thirty (30) days prior to the WCMM.

**SR. 1350-40: Additional duties of an Election Committee**

In addition to such other authority as the President may delegate, the duties of the Election committee shall include the following:

- Ensure all Members are aware of the nomination process and solicit nominations from Members.
- Establish a process to help ensure that the best-interested, qualified, and committed candidates are identified and nominated to serve as International Officers or members of the IEC, if so elected.
- Receive resumes/applications from interested members.
- Nominate qualified applicant/s for vacant offices at the WCMM.
- Oversee the election process, count ballots and tabulate the results and report same to the President and the Secretary.
- Establish timeframes and format for the submission of motions to go before the WCMM.