



**GLOBAL COFFEE
PLATFORM**

for a sustainable coffee world

**GLOBAL COFFEE
PLATFORM
BOARD:
NOMINATION &
ELECTION PROCEDURE**



Version 1.1: October 2016

Document history

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1. INTRODUCTION

- 1.1. The Board is the main political and strategic decision-making body of the Global Coffee Platform and acts under the overall mandate and guidance established by the Membership Assembly. Its composition reflects the open, inclusive and multi-stakeholder character of the Global Coffee Platform as a multi-stakeholder membership association.
- 1.2. This version was endorsed by the membership at the 5th General Assembly of the 4C Association on the 4th March 2016 in Addis Ababa, Ethiopia, as part of the process of becoming the Global Coffee Platform with a revised governance structure. Its updated version from September 2016 was endorsed by the membership at the 1st Membership Assembly of the Global Coffee Platform in Geneva, Switzerland, together with the proposed amendments to the GCP Statutes and bye-laws for Membership Assembly and Board. As such, it will be fully updated to the Global Coffee Platform upon completion of the formal registration with the register de commerce in Switzerland.
- 1.3. The Board can decide to deviate from the below defined timelines within reason under extraordinary circumstances, such as the transition to the Global Coffee Platform.
- 1.4. This document is available in English language only, which is the working language of the Board of the Global Coffee Platform.

2. BOARD COMPOSITION (AS DEFINED IN THE BOARD BY-LAWS)

- 2.1 The Board consists of a minimum of twelve (12) and a maximum of fourteen (14) members.
 - 2.1 The entire membership of the Global Coffee Platform will elect the Board members according to the following stakeholder group composition:
 - 2.2 Four (4) producer's member representatives, with up to one being a local exporter representative from an origin country with close relationship to producers and without any legal link/ subsidiary relationship to an international trade house;
 - 2.3 Two (2) trade member representative;
 - 2.4 Three (3) industry member representatives, with minimum one being a small and medium size member representative;
 - 2.5 Three (3) Civil Society member representatives;
 - 2.6 No two Board members shall belong to the same member organization.
- 2.2 The Board may decide to extend its membership by appointing up to two (2) individual representatives from either associated members and/or like-minded organisations which have a formal cooperation (Memorandum of Understanding) with the Global Coffee Platform. These individual Board members shall have the same rights and obligations as any other Board member.

3. NOMINATION OF BOARD CANDIDATES

- 3.1 Members of the Global Coffee Platform can nominate individuals from within their organisations to stand for election to the Nominations Committee. Only one individual from each member organization can stand for election, assuming that their organisation will not already be represented on the Board. Nominees must meet the defined profile criteria (appropriate senior level executive, strategic thinker (leadership profile as opposed to managerial/ operational focus), governance experience (track record on previous roles in Boards, Steering Committee etc.) and fluency in English), to provide the required level



of leadership, guidance, agenda-setting, advocacy, diversity, skills, experiences and insights necessary to support a fair, balanced and effective strategic decision-making process of the Board. These must-have profile criteria will be subject to confirmation by the Nominations Committee when screening the completed Motivation Sheets.

- 3.2 Additionally, nominees are expected to bring relevant specific expertise for the Global Coffee Platform topics, especially in Finance, Donor landscape, Coffee production, Value chains (beyond coffee), Social dimension of production/Human Rights/ rural development, Multi-stakeholder/ corporate governance, environmental aspects and/ or leadership.
- 3.3 Nominees should be:
 - 3.3.1. able to represent the perspectives of their respective constituency committed to the Global Coffee Platform and its mission,
 - 3.3.2. able to make decisions in the best interest of the Global Coffee Platform and its entire membership and not the interests of their companies/ organisations,
 - 3.3.3. able to focus on the strategic role of the Board of the Global Coffee Platform,
 - 3.3.4. able to dedicate minimum of an estimated amount of 15 working days per year to the role of Board member (especially in year one of the Global Coffee Platform)
 - 3.3.5. able to participate actively in meetings, debates and decision making processes of the Board of the Global Coffee Platform, and
 - 3.3.6. able to listen and build consensus in multi-stakeholder groups.
- 3.4 The Chair of the Board, the Nomination Committee and other Board members are encouraged to actively approach potential nominees.
- 3.5 Nominees shall complete a motivation sheet of their candidacy with due diligence to provide sufficient information about their profile and expertise, previous/ other governance roles, potential conflict of interest, their contribution as a Board member and their vision for a sustainable coffee sector - in addition to some personal information (a motivation sheet template is provided in Annex 1). Nominations, in the form of a duly completed motivation sheet, shall be submitted to the Secretariat of the Global Coffee Platform at least two weeks prior to the Membership Assembly.
- 3.6 Conflict of interest arises whenever the personal or professional interests of a Board member are potentially at odds with the best interests of Global Coffee Platform. Poorly managed conflict of interest situations can lead to a loss of public confidence and reputational damage. Nominees and Board members shall therefore be requested to complete a conflict of interest declaration at the beginning of their candidacy and refrain from any decision in which they have a conflict of interest. Board members of the Global Coffee Platform shall update their conflict of interest declarations whenever necessary and at least once a year.
- 3.7 Nominees may be present during the Membership Assembly either personally or through a representative in case of unavailability for good reason, to meet the members of the Global Coffee Platform, present themselves and answer any questions about their candidacy.
- 3.8 In the absence of a full slate of nominees for the Board positions, nominated in accordance with the above procedures, members of the Global Coffee Platform will not be able to nominate individuals for consideration and election during the General Assembly Meeting. However, the Board may at any time fill a vacancy on the Board whose appointment will stand until the following Membership Assembly.

4. ELECTION PROCESS

- 4.1 In electing the Board of the Global Coffee Platform, the Membership Assembly shall be encouraged to take into account a balance in the core skills, interests, gender, region, and organizational size in the representation.



- 4.2 The election of the Board of the Global Coffee Platform shall take place through a secret written ballot during the Membership Assembly. Ballot papers with all nominees for the defined stakeholder seats (see 2.2 above) will be shared with all members two weeks prior to the Membership Assembly meeting. Each member is entitled to vote for the twelve seats of the Board according to the defined stakeholder composition, through their nominated representative, either through participating in the Membership Assembly or through sending their completed ballot until latest 48 hours prior to the Membership Assembly. Members who are not able to participate directly in the meeting also have the right to delegate their vote to another member representative (proxy vote). Where a member delegates their vote, they shall inform both the proxy representative and the Secretariat of the Global Coffee Platform no later than 48 hours prior to the meeting (info@globalcoffeeplatform.org).
- 4.3 The candidates with the highest number votes are elected to the positions on the Board, according to the defined stakeholder seats (see 2.2. above): Four (4) producer's representatives (up to one local exporter), two (2) trade representative, three (3) industry representatives (minimum one SME) and three (3) Civil Society representatives. In the event of an equal number of votes cast for the final position, a second vote shall take place for those candidates who tied for the final position. In the event that there is still a tie, the (outgoing) Chair of the Board shall take a deciding vote.
- 4.4 During the Membership Assembly, the overall election process is facilitated by Secretariat staff and overseen by the Chair of the Nominations Committee, who is also responsible for counting the votes.

5. DISQUALIFICATION AND REMOVAL OF BOARD MEMBERS

- 5.1 Any Board member may be removed from his/her position per Board decision as provided below if he/she engages in activities contrary to the interests of the Global Coffee Platform. The Chair of the Board shall notify in writing to the respective Board member engaged in activities contrary to the interests of the Global Coffee Platform of such event. If the respective Board member does not provide the Board within 30 days the documents evidencing that he/she has abstained from such activities, the respective Board member shall continue in office until a successor has been appointed and has taken office.
- 5.2 No deputies are allowed to represent Board members in Board meetings. If a Board member finds that he/she is unable to dedicate an adequate amount of time, and/or cannot participate at more than two consecutive meetings, he/she is expected to offer his/her retirement from the position.

6. RE-ELECTION

- 6.1 Board members are elected for a three-year term. Upon completion of the first term, Board members may stand for re-election for one more three-year term, provided they have the support of their organisations to do so. In the start-up phase, the staggered rotation principle (7.1) will overrule the three year term. Terms are limited to a maximum of two consecutive terms, to enable other individuals from their organisation to stand for election. In the event of a resignation of one member from the Board, the remaining members may designate an alternate from the same member organisation until the next meeting of the Membership Assembly. If the member organisation is not able to nominate a replacement, the Board is entitled to appoint a replacement from the respective same stakeholder group until the next Membership Assembly.



7. ROTATION PRINCIPLE

7.1 The Global Coffee Platform Board operates with a staggered rotation principle. Out of the twelve (12) elected and two (2) appointed Board members, each year minimum four (4) members of the Board shall retire annually. At the same time, each year at the annual Membership Assembly, the membership elects replacements for the retired Board members.

8. ANNEX 1 MOTIVATION SHEET FOR GLOBAL COFFEE PLATFORM'S BOARD CANDIDATES (TEMPLATE)

Dear member,

Board member nominees are kindly requested to complete this motivation sheet so that

1. The Nominations Committee can check nominee's applications against the defined qualifications profile criteria¹, and
2. All members of Global Coffee Platform at the Membership Assembly will have a more complete picture of the profile, experience, skills and interests of the candidates standing for Board elections.

Motivation sheets will be made available to the entire membership in advance and during the Membership Assembly for members to vote for their preferred candidates in the ballot papers.

Please restrict yourself to a maximum of 3 lines for activities, interests and background in order to concentrate on the most essential points.

Thank you for your cooperation!

Name:

Member Organisation (if applicable):

Function / Position within organisation:

Stakeholder Group²:

Nationality/ residency³:

Photograph (please include a photo of you)

My (coffee) background:

(Please give a few details about your personal experience & background in relation to the coffee sector/ sustainability.)

¹ Defined qualification profile criteria for Board candidates include: 1. appropriate senior level executive, 2. strategic thinker (leadership profile as opposed to managerial/ operational focus), 3. governance experience (track record on previous roles in Boards, Steering Committees etc.) and 4. fluency in English)

² Choose from: a. Producer/ local exporter from coffee origin country; b. trade house; c. industry; d. Civil Society organisation.

³ Two Board members of the Global Coffee Platform have to be Swiss residents.

GCP BOARD: NOMINATION & ELECTION PROCEDURE



My previous involvement, experience or role with the Global Coffee Platform and its GCP Council or the Sustainable Coffee Program and its Steering Committee, or in sustainability topics or other initiatives in the coffee sector so far:

(Please describe your history/experience.)

My contribution to the Global Coffee Platform as a Board member:

(Please indicate major future developments/achievements of the Global Coffee Platform you want to support. Please indicate focus and priorities of related activities.)

My vision for sustainable coffee sector:

(Please indicate your vision of a sustainable coffee sector)

Potential conflict of interest arising from my Board membership:

(Please indicate specific commercial relationship/ interests that might be relevant for your role as Board member)

Additional Skills	None	Low	Medium	High	Description of Skills
Finance					
Donor landscape					
Board Management (Multi-stakeholder/ corporate governance)					
Coffee production					
Value chains (beyond coffee)					
Social dimension of production/Human Rights/ rural development					
Environmental aspects					
Leadership					
Other (please list)					
Languages					