

**VOTING RULES
FOR AGENDA ITEMS OF THE 34TH COOMET COMMITTEE MEETING
(HYBRID FORMAT)**

I) Voting rules for the election of the COOMET President
(item 9 of the meeting agenda)

1. The technical organizer of the voting is the COOMET Secretariat.
2. The voting participants are COOMET Committee members or their official representatives.
To avoid errors in voting, it is desirable that all online participants who are not the voting participants disconnect (i.e. representatives of national secretariats and members of counties' delegations).
3. The voting is organized using the polling feature of the Zoom platform. Each voting participant should individually log in to Zoom.
4. To oversee the voting procedure, a three-person Counting Board is established including one representative from Kazakhstan, one representative from Russia and one person from offline meeting participants. The membership of the Counting Board and its Chair are approved by an oral survey among the meeting participants. The names of the Counting Board members are reflected in the meeting minutes.
5. Before the voting, the Head of COOMET Secretariat announces the necessary number of votes for a positive decision, taking into account the number of the voting participants, present at the meeting (physically and online).
6. The voting is held by choosing the candidate, for which a participant votes (only one answer option can be chosen).
IMPORTANT: According to document COOMET D2/2021 "Rules of Procedure", subclause 1.3: The Committee shall elect its President by secret ballot by a simple majority of votes.
7. The Head of COOMET Secretariat launches a Zoom poll in the presence of the Counting Board members.
8. When the voting is completed by all the participants (which is checked by the number of those who voted according to Zoom), Head of Secretariat displays the voting results on the PC screens of the voting participants (when the consent is received from the Counting Board members).
9. The Counting Board Chair announces the voting results. If the provision of 1.3 of COOMET D2/2021 is met, the voting result is considered to be final.
10. If the candidates receive an equal number of votes, the results of this stage are considered invalid; the Head of Secretariat launches a repeat Zoom poll in the presence of the Counting Board members and displays the voting results on the screens according to the requirements of item 8. The Counting Board Chair announces the voting results. If the provision of 1.3 of COOMET D2/2021 is met, the voting result is considered to be final.
11. In the case of an equality of votes, the President has the casting vote and makes the final decision.
12. The COOMET Secretariat takes screenshots of the PC screen with the voting results, which are kept together with the meeting minutes (they are signed by the President and Head of Secretariat).

II) Voting on agenda items:

6. About the terms of office of the Chairs of COOMET structural bodies and SCs;

7. About update of the membership of the COOMET Appeal Board on comparisons of national measurement standards and CMC data review;

8.1 About amendments to document COOMET D7/2019 "Regulation on Awarding the Distinguished Title "Honorary Metrologist of COOMET";

8.2 Approval of the resolutions on giving the distinguished title "Honorary Metrologist of COOMET" (awarding round of 2022)

1. The organizer of the voting is the COOMET Secretariat.

2. The voting participants are COOMET Committee members or their official representatives.

3. The voting is organized using the polling feature of the Zoom platform. Each voting participant should individually log in to Zoom.

4. Before the voting, the Head of COOMET Secretariat announces the necessary number of votes for a positive decision, taking into account the number of the voting participants, present at the meeting (physically and online).

5. The voting is held by choosing one option for each issue (candidature), put to a vote (answer options: YES / NO / ABSTAIN).

IMPORTANT: According to document COOMET D2/2021 "Rules of procedure", subclause 4.8: "...decisions shall be made...**by a simple majority of valid votes cast**. Abstentions are regarded as invalid votes, not as votes cast. In the event of an equality of votes, the President shall have the casting vote.

Invalid votes are not taken into account when counting the voting results!

6. When the voting is completed by all the participants (which is checked by the number of those who voted according to Zoom), Head of Secretariat displays the voting results on the PC screens of the voting participants.

7. If there are "ABSTAIN" votes, the Head of COOMET Secretariat announces the refined number of votes, required for a positive decision on each issue (candidature), where there are those who abstained.

8. Head of COOMET Secretariat announces the final decision made by the voting in view of COOMET D2/2021, subclause 4.2, on each issue (candidature). The decision is final.

8. The COOMET Secretariat takes screenshots of the voting results, which are kept together with the meeting minutes (they are signed by the President and Head of Secretariat).

III) An oral survey is conducted for other agenda items to save time (answer options: YES / NO / ABSTAIN).

The results will be counted according to items 4, 7 and 8 of clause II.