

ELECTION OF THE MUNICIPAL COUNCIL OF IMMIGRANTS 2023-2025
THE CANDIDATE'S HANDBOOK
(Rectification published on 06/20/2023)

SUMMARY

1.	Importance of the Municipal Council of Immigrants of the City of São Paulo.....	1
2.	How to apply as a candidate for the Municipal Council of Immigrants of the City of São Paulo (2023-2025).....	1
3.	Who can register as a candidate for the Municipal Council of Immigrants (2023-2025).....	1
4.	Documents required to register as a candidate for the Municipal Council of Immigrants (2023- 2025).....	2
5.	How the election campaign works.....	4
6.	Voting day.....	4
7.	How to file a complaint of irregularities in the election process.....	5
8.	Ranking of elected candidates.....	6
9.	Elected representatives in the alternate chair	8
10.	GENERAL SCHEDULE	8

1. Importance of the Municipal Council of Immigrants of the City of São Paulo

The Municipal Council of Immigrants (CMI) is a body of social and political participation that aims to propose, build and monitor public policies aimed at this population.

The civil society representatives of CMI are considered **public agents** that debate and propose solutions to the problems faced by immigrants in the city, contributing to the development of municipal policies.

Before applying, it is important to consider that CMI activities are voluntary and unpaid and require availability to carry out the activities: participating in meetings and events, supporting the elaboration of documents, maintaining a constant dialogue with the immigrant population, among others.

2. How to apply as a candidate for the Municipal Council of Immigrants (2023- 2025)

- I. You can apply in person or online:
 - A. In person: Directly at the Coordination of Policies for Immigrants and Promotion of Decent Work (CPIPTD), located at Rua Libero Badaró, 119, Centro - São Paulo), between 9am and 12pm or between 2pm and 5pm, from Monday to Friday.
 - B. Online: To apply electronically, the documents required in articles 13, 14 and 15 of this Public Notice must be sent digitally to the following email address: Conselho Imigrantes@prefeitura.sp.gov.br.

Important! The SMDHC will not be responsible for technical problems such as Internet failures or information errors when sending registrations electronically.

3. Who can apply as a candidate for the Municipal Council of Immigrants (2023- 2025)

- I. There are three groups that make up the CMI civil society. Check out the most suitable to apply:
 - A. **Segment A:** are **immigrant collectives, associations, or organizations**, private and non-profit, represented by an **immigrant person** 18 years of age or over, who has proven experience in serving and/or defending and promoting the rights of the immigrant population.

- B. **Segment B:** are the collectives, associations or organizations that support immigrants, of a private and non-profit nature, represented by an immigrant or non-immigrant person 18 years of age or over, who has proven experience in serving and/or defending and promoting the rights of the immigrant population.
- C. **Segment C:** are the immigrant individuals, naturalized or not, aged 18 or over, with residence in the Municipality of São Paulo.

4. Documents required to apply as a candidate for the Municipal Council of Immigrants (2023- 2025)

I. Segment A:

- A. Registration Form: Annex A1. In the registration form, the collective, association or organization of immigrants must indicate two names of representatives in the field "representation options", and at least one of the options must be a cis woman, trans woman, transvestite or non-binary transfeminine person.
- B. Declaration: Annex C. It is a mandatory document in which the candidate declares that he/she does not fill any impediments to the position of councilor, according to article 1 of Decree 53,177 of June 4, 2012. For example, is barred from being a candidate who has been judged for crimes against the environment and public health; for reducing another human being to a condition analogous to that of a slave; against life and sexual dignity, among other hypotheses.
- C. Copy of the Bylaws duly registered, if any; or a Presentation Letter with its principles, mission, and developed activities.
- D. Proof of address or address declaration that proves the headquarters or meeting place in the Municipality of São Paulo, which can be meeting minutes, activities report, or other documents.
- E. Documents that prove experience and performance in the assistance and/or defense of the immigrant population's rights, such as: video record, activity report, meeting minutes, events in social networks, among others.

II. Segment B:

- A. Registration Form: Annex A2. On the registration form, the collective, association or organization **supporting immigrants** must indicate two names of representatives in the "representation options" field. At least one of the options must be a cis woman, trans woman, transvestite, or non-binary transfeminine person.
- B. Declaration: Annex C. It is a mandatory document in which the candidate declares whether or not he/she does not fill any impediments to the position of councilor, according to article 1 of Decree 53,177 of June 4, 2012. For example, is barred from being a candidate who has been judged for crimes against the environment and public health; for reducing another human being to a condition analogous to that of a slave; against life and sexual dignity, among other hypotheses.
- C. Copy of the Bylaws duly registered, if any; or a Presentation Letter with its principles, mission, and developed activities
- D. Proof of address or address declaration that proves the headquarters or meeting place in the Municipality of São Paulo, which can be meeting minutes, activities report, or other documents.
- E. Documents that prove experience and performance in the assistance and/or defense of the immigrant population's rights, such as: video record, activity report, meeting minutes, events in social networks, among others.

III. **Segment C:**

- A. Registration Form: Appendix A3.
- B. Declaration: Annex C. It is a mandatory document in which the candidate declares whether or not he/she does not fill any impediments to the position of councilor, according to article 1 of Decree 53,177 of June 4, 2012. For example, is barred from being a candidate who has been judged for crimes against the environment and public health; for reducing another human being to a condition analogous to that of a slave; against life and sexual dignity, among other hypotheses.
- C. Copy of personal identification document, such as: passport, identity card from the country of origin; voter registration card from the country of origin; Consular Certificate; National Migratory Registration Card (CRNM) or former National Registry of Foreigners (RNE); Naturalization Application Protocol; Migratory National Registration Application Protocol; Application Protocol for

Recognition of Refugee Status; Application Protocol for Recognition of Statelessness Status; Employment and Social Security Card (CTPS); National Driver's License (CNH); General Register (RG) in case of naturalized immigrants, among others.

D. Proof or declaration of residence in the Municipality of São Paulo.

5. How the election campaign works

- I. Candidates may promote their candidacy campaigns as follows:
 - A. Through debates, interviews, seminars, distribution of pamphlets, and the internet, within the timeframe stipulated in the schedule.
 - B. The distribution of pamphlets is free, as long as it does not disturb public order and/or private citizens in accordance with the Clean City Law (Law No. 14.223/2006).
 - C. The candidates' campaign material cannot contain any information or content that does not refer to the candidates' data, the polling places, and their CVs.
 - D. The campaign material **must not** induce the voter to vote for more than one candidate who is not in their segment.
 - E. The media that propose to hold debates between candidates must formally invite all registered candidates.
 - F. The organizers must present the rules of the debates to all participating candidates and the Electoral Commission at least three (3) working days before the date of its realization, or they will be rejected.

6. Polling Day

- I. The list of polling places will be released up to 15 (fifteen) days before the election. Follow the SMDHC's media.
- II. At the polling place there will be a presiding officer, one or more polling station monitors, and possibly an election monitor, all duly identified.
- III. Each elector will be entitled to vote in each of the segments, as follows:
 - A. **1 (one) single vote** for **group/segment A**: immigrant collectives, associations, or organizations;

- B. **1 (one) single vote for group/segment B: immigrant support** collectives, associations or organizations and,
 - C. **1 (one) single vote for group/segment C: immigrant individuals.**
- IV. Voting ballots will be considered invalid if it contains more than one vote per segment, erases or is blank.
 - V. The invalidation of the vote in one group/segment does not invalidate the vote in another segment(s).
 - VI. When the election is over, the Electoral Commission will draw up minutes with the final result of the election and the list of those elected that will be published in the city's Official Gazette.
 - VII. Once the election is over, the ballot boxes will be sealed and forwarded, together with the minutes, by the presidents of the polling stations to the Electoral Commission, at the SMDC.
 - VIII. Candidates from the three (3) groups/segments, as well as civil society in general, will be able to follow the counting of votes.
 - IX. The result of the election will be published in two (2) lists, containing:
 - A. In the first, the classification of candidates in order of the number of votes obtained;
 - B. In the second, the final classification, applying the criteria contained in point 8 of the announcement.

7. How to make a complaint about an irregularity in the electoral process

- I. In case of problems such as ballot box stuffing, electoral slander, vote buying, spilling of publicity material, electoral defamation, spreading of untrue facts, promoting disorder damaging electoral work, or others contemplated in the Brazilian legislation on the subject (Law 9.504/97 and Law 6.091/74) must be notified in writing, duly identified and signed, and sent to the Electoral Commission, within a maximum of 5 (five) working days after voting day.
- II. The complaints regarding non-compliance with the rules of the Electoral Announcement 006/SMDHC/2023, concerning the voting process.
- III. The Appeal to the preliminary result of the Election must be presented using Annex B and within the deadline foreseen in the Announcement, in part VII.

8. Ranking of elected candidates

- I. After the counting, the elected candidates will be ranked according to the number of votes obtained, in the following structure:
 - A. A list in descending order of the A-segment candidates;
 - B. A list in descending order of the B-segment candidates
 - C. A list in descending order of the C-segment candidates;
- II. In case of a tie, the criterion for ranking will be the length of existence of the collective, association or immigrant support organization (segments A and B). The first place will be taken by the application that has the longest period of existence recorded on the Registration Form (Annex A1 and Annex A2). In segment C, for Immigrant Individuals, the candidate with the greatest age as indicated on the Registration Form will be elected.
- III. After the ranking by number of votes, the gender parity criterion will be applied for compliance with Municipal Decree 56,021 of March 31, 2015, as follows:
 - A. Segment A and B:
 1. For the organization with the most votes in segments A and B, the first option (option 1) of representation indicated on the registration form will be considered, regardless of the gender of the nomination;
 2. For the organizations that were the second runners-up in segments A and B and the third runner-up in segment A, the criterion of a minimum of 50% presence of cis women, transgender women, transvestites, or transfeminine non-binary people, in the final composition of representatives of the organizations of the segments must be observed, and the second option of representation (option 2) must be selected to maintain parity, when this is the case;

B. Segment C:

1. The best voted immigrant individual (segment C) will be eligible for the position regardless of gender;
2. The second best voted immigrant individual (segment C) will occupy the position provided that, in view of the gender of the first place finisher, it respects the minimum of 50% of cis women, trans women, transvestites, or transfeminine non-binary people;
3. The third best voted immigrant person (segment C) will hold the position provided that, in view of the gender of the first and second runner-up, it respects the minimum of 50% cis women, trans women, transvestites, or non-binary transfeminine persons;

Single paragraph: The application of the gender parity criterion takes into account the guidelines of the Women's Policy Coordination and the LGBTI population.

9. Elected representatives in the alternate seat

- I. The classification of members for the substitute position will be determined in the same way, observing the same classification criteria used for the full members, according to the classification by number of votes and gender parity criteria, contained in Art. 55 and Art. 57 of the Edital, respectively.

10. General Schedule

Activities	Deadline
Publication of the Electoral Notice	03/05/2023
Deadline for rejection of the Electoral Notice	03/05/2023 - 08/05/2023
Process of disclosure and mobilization of pre-candidatures	08/05/2023 a 17/05/2023
Period for in-person and virtual registration of pre-applications	17/05/2023 a 25/06/2023
Publication on DO and on the SMDHC website of the list of accepted and rejected applications	28/06/2023
Period for submitting appeals against the rejection of applications	29/06/2023 a 05/07/2023
Publication in the DO of the final list of accepted and rejected applications	07/07/2023
Election Campaign Period	08/07/2023 a 28/07/2023
Voting Date	30/07/2023
Publication in the DO of the election result	04/08/2023
Period to lodge an appeal against the preliminary result	04/08/2023 a 09/08/2023
Publication in the DO and in the SMDHC website of the final result of the election	15/08/2023
Publication of the Ordinance appointing the CMI members	28/08/2023