



# Nominating Committee Policy

*January 2017.*

## **Mission Statement:**

The main purpose of the nominating committee is to present the Board of Directors with a slate of candidates for office each year.

## **Policies and Procedures:**

### **Appointment of the Committee:**

Coincident with his/her term of office, the incoming Chair will appoint a committee (with concurrence by the Board of Directors) with the aim of consisting of one member from each regional area contained within BICSI South Pacific.

The incoming Chair shall serve as the Chair of this committee. The incoming Chair-Elect shall serve as the Vice-Chair of this committee. The Executive Director will serve as an ex-officio (non-voting) member of the committee.

Service on the Nominating Committee is limited to two consecutive terms (four years). After two consecutive terms, a member of the committee must remain off the committee for a period of 12 months before the Chair can reappoint them.

No sitting Board member may serve as a member of the committee, except those outlined above.

Members of the Committee must agree not to seek office while serving on the committee. If a sitting member of the committee determines he/she would like to seek office, he/she must resign and will not be eligible for consideration as a candidate until the next election cycle, which begins after his/her resignation from the Committee. For example, if a member resigns in May, they would not be eligible to run for office until the next election cycle, beginning in February of the following year.

## **The Process:**

### **Meetings:**

Nominating Committee meetings will be conducted at the annual BICSI South Pacific Conference. Additional meetings (both physical and conference calls) may be called by the Chair as needed. Committee members must be informed at least one-week prior to each meeting and a simple majority quorum must be in attendance to allow action to take place.

Due to the sensitive nature of the discussions, which will take place during these meetings, these sessions are closed to the general membership.



### **Recruiting of Candidates:**

The Membership will be solicited for Self-Nominations via mail, fax or web site. In addition, it is expected that the Nominating Committee will actively participate in the recruiting of potential candidates throughout the year and up to the deadline for submitting the slate of candidates to the Board of Directors for approval.

To this end, the Nominating Committee should seek to identify possible candidates, contact and recruit those candidates, inform them of the demands of Board service, and offer assistance in complying with the process.

### **Officer's Duties:**

All Board members serve a two-year term. Board members will be expected to attend the BICSI South Pacific Annual Conference as well as a Board planning session held annually. Board members are also given committee assignments that will require their arrival at the conference site several days in advance of the actual conference. Board members will also be expected to participate in a minimum of six (6) Board conference calls.

### **Restrictions:**

- For the office of Chair-Elect, the nominee must be a member of BICSI for at least thirty-six (36) consecutive months prior to the acceptance of the nomination by the Nominating committee;
- For all other positions on the Board of Directors, the nominee must be a member of BICSI for twenty-four (24) consecutive months prior to the acceptance of the nomination by the Nominating Committee;
- Past Chairs are allowed to run for any office except Chair-Elect, Secretary and Treasurer, but only after observing a two-year period out of office; and
- No more than 2 elected officials from the same company, organisation or entity may serve on the Board of Directors simultaneously. This policy assumes that any candidate has the potential to win and therefore the policy limits the total number of existing board members plus candidates from a single company, organisation or entity to a total of no more than 2 when a successful election would violate the limitation. If at any time the number of applications received, exceed this aggregate number, the Nominating Committee at its discretion will determine the two candidates to be nominated.

Note: In order to ensure familiarity with current restrictions regarding elected officials, the Nominating Committee will require all candidates to acknowledge during self-nomination that they have read the Constitution.

- Conviction of a felony crime disqualifies an individual for running for, or serving on, the Board of Directors;
- Current or former BICSI employees are disqualified from running for, or serving on the Board of Directors;
- **No campaigning is permitted by the candidate or any other individual or company on behalf of the candidate;** and
- Candidates must confirm that they are not married to or in a personal dating relationship or have a family relationship with any BICSI staff member and agree that they will refrain from such relationships during the candidate's term of office.



Approved candidates are encouraged to moderate and/or preside during any conference where ever help is needed.

Once the candidate is approved for the election and notified by the nominating committee the NCP (Nominating Committee Policy) prohibits any candidate from participating in general or multi-track session presentations as a presenter at any BICSI South Pacific Conference or Seminar until after the conclusion of the election (conclusion date June 1<sup>st</sup>, 12:00 am Australian Eastern Standard time).

Articles or content submitted for consideration in the BICSI Journal or other BICSI periodicals by any candidate after the election slate is declared will be published after the close of the election cycle.

Campaign violations & restrictions include acts such as presenting at a national conference, distributing self promotion marketing material, involving others in any act(s) of campaigning, use of social media for self promotion, verbal or written correspondence of any kind, and/or any other act(s) by the candidate construed as active campaigning.

A violation of this policy is subject to disqualification of the candidate. Questions or concerns for clarification of this policy should be directed to the chair of the nominating committee, who is the current sitting BICSI Chair.

### **The Self-Nomination Process:**

Applicants will be required to fill out an application form. With this form, they must include a letter of corporate support (a letter of commitment if you are self-employed) and a brief biography (limited to 300 words). Information contained on the application and the biography will appear on the ballot if the Nominating Committee approves the application.

These applications will appear on the BICSI web site on or before December 15<sup>th</sup> each year. They must be returned no later than February 1<sup>st</sup>. The Nominating Committee may provide forms to targeted candidates at any time, but they must be returned by the February 1<sup>st</sup> deadline to be considered valid for the self-nomination process.

The Committee should monitor the nomination process to ensure that a sufficient quantity of individuals has presented their credentials for consideration by the February 1<sup>st</sup> deadline. If, as the deadline approaches, the potential slate of candidates consists of less than two candidates for any of the expiring Board positions, the Committee will re-double it's efforts and solicit targeted members to serve as **viable and active** candidates to run for that office. Please note that it is not the intention of this provision to simply fill the ballot with another name and thereby provide the appearance of a contested election. All candidates should be active, willing to serve and quality individuals who will enhance the organization if elected.

### **Review of Self-Nominations:**

The Nominating Committee shall meet and review all self-nominations. Any nominee may be rejected by a majority vote of the Nominating Committee for any reason. The Committee must, however, substantiate their reason(s) for rejection for later review by the Board. The committee must reject any nominee who does not provide a letter of corporate support and/or is not an active member of BICSI.

As part of the review of candidates, a background check is conducted on every candidate. The Chair (BICSI South Pacific Chair), Chair-Elect (BICSI South Pacific Chair-Elect) and Executive Director/CEO



will review summary and detailed background information on all candidates and as needed forward to the Nominating Committee.

**Compiling the Slate of Candidates:**

This slate will be comprised of a minimum of one active qualified member of BICSI per open Board seat to serve as an elected member of the BICSI Board of Directors. All self-nominees will be considered only for the office(s) they have indicated on their self-nomination form. Self-nominees may not be moved to fill vacancies in other races.

There is no limit to the number of candidates, which may appear on the ballot running for a specific office. If ten candidates are accepted to run for Secretary (for example), there is no reason not to include all names on the ballot.

If, after repeated, ongoing, and sincere attempts by the Committee, only a single candidate can be obtained for an office, the Committee may present the slate of candidates with only a single candidate for that office. If no candidate can be obtained, the Board of Directors may appoint an individual to fill the upcoming vacancy.

Once the slate is approved, the Nominating Committee will notify all self-nominees of their acceptance or rejection. Applicants will receive notice no later than April 1<sup>st</sup>. The election announcement will appear on the website and may appear in BICSI South Pacific publication material with the candidates' information.

The Nominating Committee is empowered with the final authority in setting the slate of candidates. There is no requirement for Board approval of the slate.

**Floor Nominations & Write-In Candidates:**

There will be no nominations from the floor. Selection of candidates will be made through this self-nominating process as overseen by the Nominating Committee. The election will be by electronic ballot or postal mail, if requested during May.

Write-In Candidates will not be permitted. Any write-in votes will be disregarded.

**Candidate Withdrawal or Ineligibility:** After the slate of candidates has been approved, a candidate may withdraw from the election or be declared ineligible. If a candidate withdraws or is declared ineligible prior to the ballots being mailed, the Nominating Committee may attempt to obtain another candidate to fill that position.

If the winning candidate withdraws or is determined ineligible after the ballots have been distributed to the membership, then the second place vote getter will be declared the winner.

Reasons for a candidate being declared ineligible include, but are not limited to: Loss of corporate support and/or conviction of a felony.

**Counting the Vote:**

All ballots must be in by closing (5:00 PM Australian Eastern Standard Time) on May 31<sup>st</sup>.



The Nominating Committee is not to be involved in any way with the actual counting of the ballots. This function is handled by third party election services company, certifying the results of the election to the Chair no later than June 7<sup>th</sup>.

The Executive Director will notify candidates subsequent to the election. The membership will be notified through BICSI publications and the web site. Actual numbers will remain confidential, only winning candidates' names and the offices they have been elected to will be disclosed.

The candidate who receives the most votes will be declared the winner (except in the case of withdrawal or ineligibility). No candidate will be required to obtain a majority (more than 50%); therefore, run-off elections are not necessary in the case of three or more candidates.