

ELC-100: Nominations and Elections Committee – February 2, 2011

Objective

This policy sets the charter for the Nominations and Elections Committee. This committee exists to manage the nominations for positions elected by the INCOSE membership.

Membership

The Nominations and Elections Committee is a standing committee. The Nominations and Elections committee shall be comprised of seven (7) voting positions, which shall be filled by individual members of INCOSE, and one (1) advisory (non-voting) position. All voting members of the Nominations and Elections Committee serve two-year terms that begin at the International Workshop. Committee positions and terms are defined in Table 1.

Table 1 - Terms of Office for Members of the Nominations and Elections Committee

Position No.	Position	How filled	Term Concludes at installation of successor, which occurs at the:
1	Chair	Succession of previous Co-Chair	2011 International Workshop (IW) or 01-Feb if there is no IW, and every 2 nd year thereafter
2	Co-Chair	Appointed (upon approval by a majority vote of Board of Directors) from persons who currently are serving or have previously served as voting members of the Board of Directors	2011 IW or 01-Feb if there is no IW, and every 2 nd year thereafter
3	Member Board	Appointed by Member Board Chair	2012 IW or 01-Feb if there is no IW, and every 2 nd year thereafter
4	Corporate Advisory Board	Appointed by Corporate Advisory Board Chair	2011 IW or 01-Feb if there is no IW, and every 2 nd year thereafter
5	Technical Operations	Appointed by Technical Director	2012 IW or 01-Feb if there is no IW, and every 2 nd year thereafter

Position No.	Position	How filled	Term Concludes at installation of successor, which occurs at the:
6	First At-Large	Appointed by the Nominations and Elections Chair. This position shall be appointed from among those persons who are not currently serving on the Board of Directors, on the Member Board, on Technical Operations, or as a Corporate Advisory Board representative	2012 IW or 01-Feb if there is no IW, and every 2 nd year thereafter
7	Second At-Large	Succession of previous First At-Large position	2012 IW or 01-Feb if there is no IW, and every 2 nd year thereafter
1 non-voting	Advisory, Non-Voting	Appointment by the President of a sitting Board member	2012 IW and every year thereafter

A member of the Board of Directors, appointed by the President, shall fill the advisory position, serving *ex officio* on Nominations and Elections Committee matters, and shall be the sponsor of the N&E Committee and act as the conduit for issues and matters of policy that need to be addressed by the Board of Directors. Vacancies on the committee shall be filled as follows:

1. If the position is appointed, by the position or body authorized to make the appointment
2. If the position is filled by succession or if a position authorized to make an appointment is vacant, by the Board of Directors via a majority vote

No voting member of the committee shall serve more than four years consecutively.

No voting member of the committee may be a candidate for an elected position.

It is recommended that the Chair and Co-Chair of the Nominations and Elections committee not both be from the same country of membership.

The Chair shall not vote at any meeting that he/she is presiding over unless his/her vote changes the outcome (e.g., to break a tie or to cause a tie).



Scope

The INCOSE elected positions, for which the Nominations and Elections Committee are responsible, are as follows:

- (a) Officers and At-Large members of the Board of Directors as enumerated in BOD-101, and
- (b) Member Board Regional Representatives as enumerated in CHP-101.

Responsibilities of the Nominations and Elections Committee

1. Selection Criteria

Position Descriptions for each elected position shall be maintained by the individual currently holding the position. The Nominations and Elections committee shall maintain written criteria for selection of each elected position in accordance with the Position Descriptions and with any general criteria from the Bylaws and Policies, and will communicate that information to potential candidates. As part of the criteria, all candidates must be Individual Members as defined in MBR-100.

2. Potential Candidates

The committee shall create and maintain a list of potential candidates on all positions elected by INCOSE members for future elections.

The committee shall solicit recommendations for candidates using multiple means to ensure equity and seek candidates who represent the needs of a diverse INCOSE membership, and shall strive to nominate at least two (2) candidates for each position.

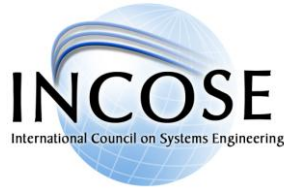
In addition to the nominations generated by the committee, the committee shall receive any nominations by direct petition of the members to an Officer of the corporation as described in Article III, Section 3 of the Bylaws and ensure that such nominations are placed on the ballot.

No member of the Nominations and Elections committee may be a candidate for an elected position.

3. Candidate Selection

The committee shall review the credentials of each candidate for a position against the selection criteria and select those who will be placed on the ballot by the committee. Any votes by the committee with regard to ranking or selection of candidates for the slate shall be by secret ballot.

4. Ballot



The committee shall ensure that the Position Descriptions for each of the positions are posted to the INCOSE web site prior to distribution of ballots.

The committee shall obtain a digital image, profile and vision statement of the candidates for posting to the INCOSE web site prior to distribution of ballots.

The committee shall prepare a paper ballot and an electronic ballot listing each of the positions. The paper ballot shall be distributed on 01 October and the electronic ballot shall be distributed on 01 November with results available to the membership by 01 December.

Both paper and electronic ballots shall provide a means for members to vote for a write-in candidate for each of the positions.

The Chair of the committee shall be responsible for ensuring that all candidates are informed of the outcome of their election in advance of the INCOSE leadership bodies and general membership. Write-in candidates who are elected to a position shall accept or decline their election when informed of the outcome by the Chair of the committee.

5. Installation Ceremony

At the International Workshop, the Nominations and Elections Committee shall provide for training of new members of the Board of Directors, and shall be responsible for the Installation Ceremony for newly elected and appointed members of the Board of Directors.

SUPERSEDES: April 17, 2009

APPROVED BY: INCOSE Board of Directors, Phoenix, AZ, USA, February 2, 2011

MAINTAINED BY: Secretary