



## ELC-100: Nominations and Elections Committee – April 20, 2018

### Objective

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

### 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 two (2) non-voting advisory positions. All voting members of the Nominations and Elections Committee with the exception of the chair and co-chair serve two-year terms that begin at the International Workshop. The co-chair serves a year and then becomes the chair for the following year, a total of two years service. Committee positions and terms are defined in Table 1.

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

| <b>Position No.</b> | <b>Position</b>          | <b>How filled</b>   | <b>Term Concludes at installation of successor, which occurs at the:</b> |
|---------------------|--------------------------|---|--|
| 1                   | Chair                    | Succession of previous Co-Chair   | International Workshop (IW) every year or 01-Feb if there is no IW       |
| 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 | IW every year or 01-Feb if there is no IW                                |
| 3                   | Sector Director          | Appointed by Sector Directors   | IW or 01-Feb if there is no IW, every odd year                           |
| 4                   | Corporate Advisory Board | Appointed by Corporate Advisory Board Chair   | IW or 01-Feb if there is no IW, every odd year                           |
| 5                   | Technical Operations     | Appointed by the Technical Director   | IW, every even year  |



| 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 Technical Operations, or as a Corporate Advisory Board representative | IW or 01-Feb if there is no IW, every even year                   |
| 7            | Second At-Large      | Succession of previous First At-Large position  | IW or 01-Feb if there is no IW, every even year                   |
| Non-voting   | Non-Voting, Advisory | Certification PM  |   |
| Non-voting   | Non-Voting, Advisory | President appointment of a sitting board member (by custom, the president-elect)  | Every year  |

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.

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-100, and
- (b) Sector Directors as enumerated in SEC-100.

## **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 the INCOSE electorate 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. Any individual accepting an appointment to N&E is ineligible to stand for election to a Board position during the planned term of the appointment even if the individual withdraws from the committee. The sole exception shall be a Board vacancy that occurs because the current office holder withdraws before the completion of the term of office.

### **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.



Individuals elected or appointed to the Board of Directors assume a responsibility to those they represent. Therefore, Members of the Board of Directors are expected to be committed to completing the terms of office for which they are elected and installed. While it is understood if a board member must leave a post for personal or business reasons, board members should not be considered for another international position – elected or appointed – that would conflict in any manner with their current position, including but not limited to assuming new responsibilities that would cause them to vacate their current position early. The Nominations and Elections shall have appropriate flexibility to waive this guideline in special circumstances (e.g., if a President-Elect must step aside during the term of office and the potential candidate is identified by the committee as the best candidate to fill the vacancy.)

#### **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 20 August and the electronic ballot shall be opened on 01 September with results available to the membership by 01 October.

Both paper and electronic ballots shall provide a means for the electorate 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. Additional Responsibilities**

The Nominations and Elections Committee shall provide orientation materials and training of new members of the Board of Directors prior to their installation. This training may be completed virtually in advance of the International Workshop or live before the start of the International Workshop.

The Nominations and Elections Committee shall be responsible for the Installation Ceremony held annually at the International Workshop for newly elected and appointed members of the Board of Directors.



**SUPERSEDES: ELC-100 dated October 30, 2015**

**APPROVED BY: INCOSE Board of Directors, Hamburg, Germany, April 20, 2018**

**POLICY OWNER (RACI Responsible R): Nominations and Elections Chair**

**MAINTAINED BY (RACI Accountable A): Secretary**