

Nomination Process

June 2016

Purpose:

The nominating committee will work to identify those with the following characteristics:

- Has past experience in ISMTE, whether in committees, presenting at a conference or other volunteer experience;
- Exhibits enthusiasm toward ISMTE's programs and projects;
- Exhibits ideas for improvements to existing programs, or ideas for new programs;
- Has served 2 consecutive years on the board (for those interested in an officer position)

The nominating committee should also maintain insofar as feasible a balance among the various professional interests of the membership of the society. The Nominating Committee should endeavor to make nominees reflect the diverse backgrounds of the membership. If no such candidates can be identified, the Nominating Committee may select candidates from the individuals who best meet those criteria.

When the position is open, the nominating committee, with help from the EON Editor, shall vet candidates for the Editor-elect position. The nominating committee will make a non-binding recommendation to the board to appoint the Editor-elect for the slate.

Election of Board of Directors

A. Nominating Committee – By June 1st of each year, the President of ISMTE shall appoint a Nominating Committee which will consist of the Immediate Past President (who shall serve as the Chair), one (1) member of the Ethics Committee (who is not also a Board member), one (1) member of the Board of Directors who is not currently up for election and (2) members of the Society who are not serving as members of the Board of Directors. The President will put out a call for volunteers by May 1st. Other than the Chair of the committee, terms for committee members are for one year; however, members of the committee may serve more than one term if desired and requested by the President. If no volunteers step forward, the President may appoint members to fill the open positions.

B. The Nominating Committee shall announce to the membership by August 15th the call for nominations for those board positions expiring December 31st of the same year. This shall be through at least two manners of communication, which may include but is not limited to: the weekly email blast, a dedicated email blast, the website, social media, the discussion forum, and EON. Information regarding the open positions and any job descriptions, and board expectations will be shared at that time. Interested parties should respond to the Executive Director and include a completed "Application Information" and any other required documents or information (e.g., short biosketch, résumé or CV, photo) by October 1st. The Executive Director will then forward this information to the Nominating Committee.

C. Nominating Committee members will review the Application Information forms and submitted information, considering the mission of ISMTE, current programs and anticipated future needs. Further they will consider candidate qualifications.

D. The Nominating Committee Chair will present the recommended slate to the Board of Directors by the date of the October Board of Directors' call. The Nominating Committee will then announce the slate and open elections, with help from the management team, within two days of November 15th.

Elections will be open to current members, who will have at least three weeks to vote in favor of or against the slate. There shall be one name for each open position.

D (1). The board has the authority to veto the recommended slate overall or in part with at least a 2/3 vote of all board members. Should a veto take place, the Nominating Committee will go back up to Paragraph B and restart the process to determine a revised slate. If this happens, the voting deadline is extended to January 31st instead of December 15th and the current Board will serve for an additional month. The Board may veto a slate a maximum of two times, at which time the open positions will then be determined via an open election by the current members. Nominees who submitted an Application Information form will be contacted, and given one week to edit their Application Information form and resubmit. Should an open election occur, the existing board must serve until the new board is put in place, which must be by March 31st, and subsequent due dates are subject to change.

D (2). If the slate is voted down by the membership, the open positions will then be determined via an open election by the current members. Nominees who submitted an Application Information form will be contacted, and given one week to edit their Application Information form and resubmit. Should this occur, the existing board must serve until the new board is put in place, which must be by March 31st, and subsequent due dates are subject to change.

D (3) The nominating committee can ask for more nominees in the event there are not enough nominees to fill open positions or not enough suitable candidates to fill the open positions. Should this occur, the existing board must serve until the new board is put in place, which must be by March 31st, and subsequent due dates are subject to change.

E. On or about December 15th, ISMTE management will identify the result of the election. A slate is considered accepted if a majority of the members votes in favor of the slate. Management will first report the results to the Nominating Committee, then to the Board of Directors, and then to the members of ISMTE. Notifications shall be made by December 23rd, and positions shall begin January 1st of the first year following the election.