



ISSA Election Policies and Procedures  
Guidance for Elections, Nominations

ISSA Policy owner: ISSA International Secretary/Chief Operations Officer

Ver. 2.0





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## Preamble

As befits a society of professionals, Information Systems Security Association (ISSA) elections should be conducted in an ethical and fair manner. It is the responsibility of ISSA governance, and in particular, the Election Committee (ISSA Bylaws, Article VI, C., Section 1.) to provide all members running for office with an opportunity to campaign on an equal basis. Nominees and their supporters will follow the campaign practices outlined in this document when informing the ISSA membership of their position with respect to the Association, its future, and its policies.

A nominee is an ISSA MEMBER whose name appears on the final ballot that elects a person to an ISSA International Board office.

Additional information is given in ISSA Bylaws, Article VI, C. Standing Committees, Section 1. Election Committee.

The ISSA logo may not be used on any materials used for campaign purposes, including the nominees' websites and any use of social media.

## Purpose and Scope

The purpose of the ISSA Election Policy and Procedures guidance on election campaigning and communications is to concisely state key requirements of fair and appropriate ISSA campaign practices; and, to assure that:

- \* All nominees are treated fairly and equally
- \* All parties understand appropriate campaign activities and required actions
- \* Members have sufficient information to make informed choices in elections
- \* ISSA elections are conducted in a manner befitting a professional society.
- \* These guidelines apply to all elections for members of the ISSA International Board of Directors, and describe appropriate activities for:

Nominees (i.e. members whose names appear on the report submitted to the ISSA International Board of Directors by the ISSA Election Committee)  
Persons acting on behalf of nominees  
Members of the ISSA Election Committee  
Members of the ISSA Board of Directors  
ISSA employees, staff, or Association Management Company Staff

## Process

The following process is to be adhered to by all nominees:

1. Nominees for the ISSA International Board of Directors may not begin their election campaign prior to the ISSA Election Committee's submission of nominees to the ISSA International Board of Directors, all nominees have been vetted and approved, and official notification has been received from the Election Committee that campaigning may begin.
2. Nomination
  - a. Prior to the election, according to the timeline and format provided by the ISSA Election Committee, one of the following nominations must be received by 11:59 p.m. US Eastern Daylight Time on the final day of the nomination period as established by the Election Committee:
    - i. [Statement of Nomination](#) from the member's chapter.  
Each official ISSA Chapter of the association may nominate at most one member per officer position, and at most one member for available Director positions on the ISSA International Board of Directors. Nominations must be endorsed by the Board of Directors of the chapter. If the nominee is a Chapter Officer or Chapter Board member, the Chapter nomination may not be submitted by that nominee.
    - ii. If a potential candidate is not member of a chapter, a minimum of 25 ISSA members in good standing may sign a [nomination petition](#). The petition must have each of the 25 members' printed names, ISSA ID numbers and original signatures.
    - iii. A [Statement of Nomination](#) by a member of the current ISSA International Board of Directors.
      1. An ISSA Board member can only nominate one member per election.
      2. An ISSA Board member may not nominate themselves.

- b. The following documents must be also submitted by each nominee prior to the nomination deadline:
  - i. Nominee biography
  - ii. Statement of goals to achieve in the position
  - iii. [Statement of Commitment](#)
  - iv. Photo, 3”H x 4”W, 300 dpi, jpg or gif only

Each candidate will be limited to one column space in the ISSA Journal, typically between 375 and 400 words, for their biography and statement of goals. Identical biographies, goals and photos will be published in all media. Following submission of the nomination, only significant changes such as employer, relocation or retirement shall be permitted. No changes will be made 15 days prior to or during the election.

### 3. Eligibility

- a. Incumbency of one office shall not render anyone ineligible to another, except as provided in this Section.
  - b. Irrespective of other provisions of these guidelines, no member shall become a nominee unless the member has indicated in writing a willingness to serve if elected [Statement of Commitment](#) form. It shall be the responsibility of the ISSA Election Committee to present, prior to balloting, evidence that the nominee is willing to serve if elected.
  - c. Anyone who has been removed from office or has been found in violation of the ISSA Code of Ethics is ineligible to hold any elected or appointed position on the ISSA International Board of Directors or the committees of the board.
  - d. Position-specific eligibility requirements are as specified in the ISSA Bylaws. Anyone who does not meet the specified requirements for a position may not be nominated for that position.
  - e. To be eligible, nominees must be must be members in good standing at the time of nomination, throughout the election process, and throughout the term of office, if elected. Student members are not eligible to be nominated.
4. Within 48 hours of the closure of nominations, the chair of the Election Committee will review each nomination to ensure that all nomination package requirements are met. Candidates who have met the initial requirements will move forward for review by the Ethics Committee and the Board of Directors.

The Election Committee will provide to the Ethics Committee Chairperson the list of nominees who have met the initial requirements. Within 48 hours, these potential candidates will be reviewed by the Ethics Committee, and any nominee who has been

previously found in violation of the ISSA Code of Ethics will be disqualified. The Ethics Committee will notify the Election Committee of any disqualifications, and the remaining candidates who will move forward for Board review.

Prior to the April meeting of the International Board of Directors, the ISSA Election Committee shall transmit to the ISSA International Secretary/Chief Operations Officer, the list of nominees who have been vetted and approved by both the Elections Committee and the Ethics Committee.

Nominees who have been approved by the Election Committee and the Ethics Committee will be presented to the Board of Directors for review. The Board will review these nominees, and the candidates approved by the Board will move forward to be placed on the ballot. The Board will inform the Election Committee of the results of its review and the nominees who were approved.

The Election Committee will place the approved candidates on the ballot and will inform the approved candidates of the time and date when campaigning may begin. The Election Committee will also inform the nominees who were not approved during the process or did not meet the qualifications or requirements.

5. If elected, all candidates must complete the [Disclosure of Relationships](#) form prior to taking office. The form is to be completed annually. It is also required that should there be a change in the relationships, that a new form be filed within thirty (30) days of the change of relationship. Feedback in the form of suggested activities to obviate conflicts of interest will be delivered to each submitter within four (4) weeks. Candidates are to be informed of this requirement as part of the nomination process.
6. The ISSA Association Manager shall establish and submit to the Election Committee for their approval, balloting procedures that meet the requirements of (1) fair balloting that is open to all eligible members of the association, (2) anonymity, (3) protection against fraudulent balloting, (4) ballot archiving, and (5) the timely reporting and archiving of balloting results.
7. Manner of Election
  - a. Ballot
    - i. A single choice ballot shall be used for each officer position, and the nominee receiving the greater number of votes shall be declared elected.
    - ii. The ballot shall contain the names of all nominees for director positions available. The ballot shall permit voters to select up to the number of director positions to be elected.
  - b. Voting
    - i. The ISSA Election Committee shall set and announce in advance of

the balloting, the interval during which ballots must be received to be counted.

- ii. On or before the first day of the election, the ISSA Association Manager shall ensure a ballot is made available to each eligible member of the association.
- iii. Ballots must be received by 11:59 p.m. US Eastern Daylight Time on the final day of the election as established by the Election Committee.

c. Tabulation

- i. Following vote tabulation, the Election Committee will transmit the voting results to an independent party or firm for audit. The independent party and/or firm shall be responsible for:
  - 1. Counting returned ballots that were completed within the interval
  - 2. Certifying the results of an election in writing
  - 3. Reporting the results to the Chairperson of the ISSA Election Committee
- ii. Following the completion of the election audit, the Election Committee Chair will present a report of the results to the ISSA International Board of Directors for review. After this review, the Board will notify the Association Manager to make the election results available to the general membership by posting them in the appropriate area of the ISSA website.

d. Runoff Election

- i. In the event of a tie among the top vote-getters for an office or the final director position, a runoff election shall be conducted.
- ii. Upon receiving the results of the main election, the Election Chair shall notify the Secretary/Chief Operations Officer and Election Auditor of a potential tie.
  - 1. The Election Auditor will have seven (7) days to audit that race to confirm the tie.
  - 2. The Election Committee will work with the software provider to set up the ballot for the runoff election.
  - 3. Upon confirmation of the tie, the Election Chair will notify the affected candidates and announce the dates of the runoff, to begin no later than seven (7) days following notification of the candidates.
  - 4. The procedures for the runoff will mirror those for the main election.

5. Members will have a maximum of seven (7) days to vote in the runoff.
  6. At the conclusion of the runoff, the auditor will have seven (7) days for the audit and report the results to the Election Chair.
8. The ISSA Election Committee shall be responsible for receiving and acting upon all questions or complaints associated with the election process – other than those filed directly with the Ethics Committee.
- a. Any ISSA member in good standing who is a voting member of the organization may submit to the Election Committee Chair a written notification of an election issue or complaint.
  - b. As appropriate, the Election Chair will inform and consult the committee, management team and association legal counsel.
  - c. The Election Chair will review the submission to determine if additional information is needed. Efforts will be made to obtain objective documentation concerning the issue.
  - d. If it is determined that further action is required, the Election Committee will develop and implement an action plan and timeline.
  - e. The Election Chair will brief the International Secretary/Chief Operations Officer as needed. In cases where the Secretary/Chief Operations Officer is up for election, the Election Chair will brief the International President instead. If both the Secretary/Chief Operations Officer and International President are up for election, the Election Chair will brief another association Officer who is not up for election.
9. The ISSA Election Committee shall be responsible for receiving and acting upon all questions associated with the election process, to include any requested recounting of ballots.
10. Procedure for Special Elections
- a. If, in a specific election, circumstances do not permit the procedures prescribed elsewhere in these Guidelines to be carried out, the ISSA Election Committee shall forthwith devise a procedure for a special election.
  - b. Such procedure shall be transmitted to and publicized promptly by the Association Manager, and used for that specific election.

## Finances

The following guidelines and requirements apply to funds and/or other contributions in support of or in opposition to a nominee:

1. Solicitation of campaign funds by a nominee or his/her supporters is prohibited.
2. No funds of the Association, including of its Chapters, shall be used to support or oppose the election of a nominee. In-kind contributions such as office space and supplies from ISSA or its Chapters are prohibited.
3. All expenses incurred in the creation, production and distribution of a website and/or social media and materials or literature to be used for promotion by the nominee shall be borne personally by the nominee or their closely held corporation.
4. Any member who has a direct or indirect financial interest in Board of Director decisions that is known at the time of approval of the list of candidates by the Board of Directors, shall be declared ineligible to run for any position on the Board of Directors.
5. Fair Election Procedures, and Nominees' Activities
  - a. The ISSA Association Manager and the ISSA International Board of Directors shall ensure every nominee's photo, biography and "Statement of Goals" is published.
    - i. In the *ISSA Journal*
    - ii. On the ISSA.org website
    - iii. On the election website
  - b. All elections and election campaigns for office in the ISSA International Board of Directors shall be carried out according to the following:
    - i. No paid advertising space in any ISSA publication will be permitted.
    - ii. The use by any candidate of any official ISSA membership list – chapter or International – is prohibited for disseminating campaign materials. Only those lists derived from a candidate's own contacts are permissible to use for such solicitations of support by the candidate.
    - iii. Chapters are permitted to promote candidates to their membership and may therefore use their membership list for this purpose.
    - iv. Nominees shall not make campaign statements at any ISSA International-level or Regional-level meeting or event, without the other nominees for that office being invited to be present and accorded equal time to speak.

Such invitations must be made with sufficient lead time for candidates to reasonably participate.

- v. ISSA recognizes that candidates are frequently speakers at ISSA International, chapter and other industry events. Nominees shall not make campaign statements as part of these presentations.
- vi. Should a member running for a Board position receive a new ISSA Award during the election cycle, the member may not prematurely announce or publicize the honor prior to the public announcement or press release by ISSA.

## Ethical Expectations and Protocols on Campaign Activities

1. The ISSA logo may not be used on any materials used for campaign purposes, including the nominees' websites.
2. Propriety and decorum is expected at all times, and the nominee shall refrain from comparing themselves to or naming other nominees. Disparagement of any nominee is strongly discouraged and may be interpreted as impugning. Each nominee shall communicate this expectation to their campaign team as well as those who provide campaign support.
3. The nominee may create and publish her or his own website or personal social media site, using their desired content and design. The ISSA logo and other ISSA graphics shall not be used in any form or manner. No other individual, institutional, or organizational websites shall be used for campaigning purposes. The ISSA may provide links from its website to the official nominee's website.

As noted above, campaign activity, including, but not limited to, campaign-related websites, social media pages or posts, campaign-related videos and other campaign activity, may not be posted or published in any form prior to official notification from the Election Committee that campaigning may begin.

*Disclaimer: The nominee's website or other media is her or his own creation and responsibility, and the ISSA takes no responsibility whatsoever for the information posted on them. The ISSA reserves the right to cut the link between its website and the nominee's website or other media if campaign propriety and decorum expectations or election policy or procedures are violated.*

4. Nominee literature, promotional materials, and novelties may be distributed at any time after the approved candidates are officially notified by the Election Committee that campaigning may begin.

## Handling Ethics Complaints

1. If in any election the ISSA Ethics Committee finds a significant violation of the ISSA Bylaws, or provisions of guidelines regulating election procedures, which violation appears to benefit the winning nominee, the Ethics Committee will act in concert with the ISSA Election Committee to declare the election void specific to the position to which the violation occurred and order a new election to fill the vacancy.
2. Opportunity shall be provided for a nominee whose election is challenged, and the challenger(s), to state their views and convey such comments with any correspondence on the subject to the ISSA Ethics Committee.
3. Opportunity shall be provided for full discussion by all nominees before the ISSA Ethics Committee per the *ISSA Operations Manual, Section 12.8 Ethics Review Process*, or a decision may be rendered by balloting if all nominees involved prefer that course of action.
4. A positive vote by two-thirds of the combined members of the Ethics and Election Committees shall be required to declare an election void. No nominee in the disputed election shall vote in the Committee on this decision. The association shall hear no further appeal from this decision.

## Penalties

Violation of any of the above principles concerning prohibited activities by a nominee (or persons acting on behalf of a nominee) may subject the offending nominee to sanctions, up to and including suspension or expulsion in accordance with *ISSA Operations Manual, Section 4 Membership, 4.8 [Expulsion](#)*.

## POLICY OWNER

If anyone has any questions regarding this policy, please contact ISSA International Headquarters via email at: [operations@issa.org](mailto:operations@issa.org).