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NOMINATIONS COMMITTEE SETAC North America

STANDARD OPERATING PROCEDURES

I. COMMITTEE CHARGE

It is the charge of the Nominations Committee to prepare a slate of nominees for election to the Board of Directors (Board) of the Society of Environmental Toxicology and Chemistry (SETAC) North America (SNA) and SNA representatives to the SETAC World Council (SWC). The Committee is also responsible for identifying candidates to serve as vice president and secretary-treasurer for the SNA Board. The composition of the Board should reflect the membership and diversity within the Board will aid in providing a broad range of perspectives useful in decision making.

II. COMMITTEE MEMBERSHIP

There are nine (9) members of the committee including the Chair, who is the Immediate Past President of SNA. The SNA Executive Director shall serve as an ex officio member. The Chair selects the remaining eight (8) members of the committee, two (2) from the Board and six (6) from the membership, such that committee membership is balanced among government, academia, and business. The appointments should be made by the end of the calendar year and the committee membership should be posted on the SETAC web site shortly thereafter. Committee membership is for one year. The Chair serves as Board liaison.

III. OPERATING PROCEDURES

A. The Committee shall prepare a slate of nominees from the SNA membership to replace outgoing government, academic, and business members on the SNA Board of Directors, and for SNA representatives to the SWC. The Committee should review membership demographics and consider any group that might be underrepresented on the Board. Nominees should represent a balance of disciplines (e.g., toxicology, chemistry), sectors (government, academic, business), gender, and perspectives. It is also desirable to attempt to have representation on the Board proportional the distribution of SNA members in Canada, Mexico, and the United States. Nominations are to be made by the Nominations Committee SNA members interested in serving for election can contact a member of the SNA Nominations Committee to have their name considered for nomination..

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- B. Voting for and election of individuals to the SNA Board of Directors, the SWC, and officers of the SNA Board shall proceed in accordance with the SNA Constitution and Bylaws.

- C. When vacancies on the SNA Board of Directors or among SNA representatives to the SWC occur during terms, the SNA Nominations Committee may submit candidates to the President for consideration to fill the vacancy. The President may use his or her own discretion in appointing a replacement with concurrence of the Board, while maintaining balance among sectors as appropriate.

- D. The SNA Nominations Committee shall, upon election of new members to the Board of Directors each year, prepare a slate of nominees for officers of the SNA Board of Directors.

- E. The following are criteria in seeking qualified candidates for officers:
 - 1. Secretary-Treasurer. Must be a Board member, have an understanding of finance and accounting for a nonprofit organization, and have a firm base of operations. Stability in this position from year to year is desirable.
 - 2. Vice President (VP). Any Board member is eligible for nomination. At least two candidates are nominated by the committee. Candidates should express their willingness to serve as VP of the Geographic Unit and agree to serve as SNA President in the following year. The Nominations Committee shall consider sector balance over time as part of the VP nomination process (the VP position typically rotates between academia, government, and industry).
 - 3. President. Must be Vice President during the current nomination period, unless the position of VP is vacant or the VP cannot serve as President. In this case, the Nominations Committee will identify two candidates for President, and one individual shall be elected by vote of the Board. Nominees must be current members of the SNA Board of Directors.

IV. ACTIVITIES CALENDAR

- A. The Immediate Past President becomes the Nominations Committee Chair at the SNA Annual Meeting in November and by the end of December selects the remaining eight (8) members of the committee.

- B. During the first quarter of the year, the Chair will provide to Committee members a list of the SNA Board and SWC members whose terms are expiring and their affiliation (sector). The Chair shall then solicit from Committee Members the names of individuals who should be considered for nomination to the SNA Board

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and the SWC.

- C. The Chair shall develop a list of potential nominees to serve for election to the SNA Board and potential nominees to serve for election as the SNA representatives on the SWC.
- D. The Executive Director confirms that each potential nominee is a member of SNA in good standing. Committee members shall then rank potential nominees, and agree either by consensus or by vote on the final slate of nominees to be presented to the SNA Board for approval.
- E. The Chair will contact the nominees to confirm their willingness to run for election and determine their willingness and ability to perform the duties of a Board or SWC member including attending the Board of Directors or SWC meetings as appropriate. The Chair will provide the nominees with a summary of the major duties of the SNA Board Members or the SNA representatives to the SWC (Attachments 1 and 2).
- F. The list of candidates to run for election to the SNA Board and to the SWC is presented to the SNA Board by the Chair for consideration and approval.
- G. An electronic vote of the SNA membership for Board and SWC nominees shall be conducted by SNA. The nominees will be asked to submit a photograph and brief biographical sketch that will be provided to the SNA membership as part of the voting process (Attachment 3).
- H. The SNA President will notify the SNA Board and nominees of the election results. The SNA Executive Director will notify the SETAC membership of the election results (including the number of SNA members that voted in the election). The SNA Executive Director will inform the new members that they are welcome to attend the upcoming meetings of the SNA Board the weekend before the start of the SNA Annual Meeting and are welcome to participate in the monthly conference calls of the SNA Board. Information will also be provided by the SNA Executive Director regarding the timing of orientation training of new members.
- I. In advance of a face to face meeting of the SNA Board (typically in July or August), the Chair will provide Nominations Committee members with a list of Board members who are eligible to run for election to Vice President or Secretary-Treasurer (if necessary) of SNA. The committee will identify at least two nominees for each position by consensus or by vote. Each candidate will be asked to provide a 1-page summary to the SNA Board describing why they are

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interested in serving for election. The SNA Board will elect one individual to the position of SNA Vice President and SNA Secretary-Treasurer (if necessary) at a face to face meeting of the SNA Board (typically in July or August)..

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Attachment 1: SETAC North America Board of Directors – Responsibilities of Elected Members

Members of the SNA Board of Directors are elected for a 3 year period. The following describes the general responsibilities and duties of a SNA Board member.

Board responsibilities include:

- 1) Advancing SETAC's mission and purposes
- 2) Determining, monitoring and enhancing SNA's programs
- 3) Acting with integrity and in the best interest of SETAC
- 4) Promoting SETAC's image
- 5) Managing the business, functions, and activities of SNA
- 6) Overseeing resources and finances of SNA
- 7) Assisting with the recruitment of new board members

A member of the SNA Board is expected to:

- 1) Participate in 3 face-to-face meetings each year (one of which is held in conjunction with the annual North American meeting)
- 2) Participate in additional functions at the annual meetings (including meals and receptions, mentoring activities and committee meetings – these can impact your ability to attend technical sessions)
- 3) Participate in monthly conference calls with the SNA Board
- 4) Attend the SETAC regional chapter meeting in his or her area and present board activities at this meeting
- 5) Support the activities of the SNA Board through active and timely participation on issues circulated by email or discussed during conference calls or at meetings
- 6) Be forthcoming with any bias and act in a manner that in no way undermines the objectivity of discussions and activities
- 7) Act as a SNA Board liaison to a SNA committee or advisory group. These responsibilities include:
 - a. Keeping up-to-date on activities through communications with the Chair of the committee/group
 - b. Communicating these activities to the SNA Board

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Attachment 2: SNA at-large representative to the SWC – Responsibilities of Elected Members

The SNA at-large representatives on the SETAC World Council (SWC) are elected for a 3 year period. The following describes the general responsibilities and duties of the SNA at-large representatives to the SWC.

SNA at-large representative to the SWC responsibilities include:

- 1) Advancing SETAC's mission and purposes
- 2) Determining, monitoring and enhancing SETAC and its programs
- 3) Acting with integrity and in the best interest of SETAC
- 4) Promoting the image of SETAC
- 5) Overseeing the resources and finances of SETAC
- 6) Managing the business, functions, and activities of SETAC
- 7) Assisting with the recruitment of new SWC representatives

SNA at-large representatives to the SWC are expected to:

- 1) Participate in 2 or 3 face-to-face meetings each year (one of which is held in conjunction with the annual North American meeting and one is held in conjunction with the annual European meeting)
- 2) Participate in additional functions at the annual meetings (including meals and receptions, mentoring activities and committee meetings – these can impact your ability to attend technical sessions)
- 3) Participate in monthly conference calls with the SWC
- 4) Participate in monthly conference calls with the SNA Board of Directors
- 5) Be forthcoming with any bias and act in a manner that in no way undermines the objectivity of discussions and activities
- 6) Support the activities of the SWC through active and timely participation on issues circulated by email or discussed during conference calls or at meetings
- 7) Serve as a liaison between the SWC and SNA Board of Directors

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Attachment 3: Information to be provided by nominees to serve for election to the SNA Board or by nominees to serve for election as the SNA representative to the SWC.

1. An electronic color photograph of yourself
2. A one-page summary (written in the first person) that includes the following information:
 - a. Length of time as a member of SETAC
 - b. Technical area of expertise
 - c. Experience in conducting volunteer work for SETAC
 - d. Description of what you see as the strengths of SETAC today and potential new activities or issues for SETAC to address in the future.

January 1988

Updated November 1999

Revised - 8 January 2003

Revised - 2 October 2007