



## ELC-100: Nominations and Elections Committee – 15 April 2021

### Purpose

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

### Applicability

This policy applies to the Nominations and Elections Committee.

### Policy Content

#### *Membership*

The Nominations and Elections Committee is a standing committee. The Nominations and Elections committee shall be filled by regular or senior members and be comprised of eight (8) voting positions 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**

Position No.	Position	How filled	Term Concludes at installation of successor, which occurs at the:
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, on Service 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
8	Academic Council	Appointed by the Director for Academic Matters	IW or 01-Feb if there is no IW, every odd 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:

- (a) If the position is appointed, by the position or body authorized to make the appointment
- (b) 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 for more than two consecutive terms for a given position. When a person assumes a position in-progress of a term, the remainder of the term assumed does not count as the first term.

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*

The selection criteria used when identifying candidates for INCOSE elected positions shall comprise the associated Position Description and Eligibility Information. The Board of Directors confirms the positions for election each year and may choose to provide guidance and priorities to the committee regarding sector preference for candidates for election. The Nominations and Elections committee will in general strive to achieve diversity in the selection of candidates for election across sectors.

The Nominations and Elections committee is responsible to work with the Chief of Staff to ensure Position Descriptions for upcoming elected roles are up-to-date and posted on the INCOSE website; update of each Position Description rests with the incumbent Director.

Position descriptions shall contain the following information:

- (a) Role Name
- (b) Role Description
- (c) Responsibilities of the role holder
- (d) Authorities of the role holder
- (e) Accountabilities of the role holder
- (f) Required Skills - both as a member of the INCOSE Board of Directors, and specific to the role. This includes both technical/specific skills and influencing/soft skills.
- (g) Indicative level of effort (hours per year)

The following Eligibility Information shall be used:

- a) Candidate is an Individual INCOSE member, as defined in MBR-100 (this excludes Student and Associate Members, but not Senior Members).



- b) Candidate does not hold elected/appointed INCOSE roles on the Board of Directors that would clash with the period of office of the potential role.
- c) Candidate understands both the role they would be performing, and the responsibilities of a member of the INCOSE Board of Directors, and its typical time and travel commitment.
- d) Candidate (or their employer) has provided a letter demonstrating their ability to provide the time and travel commitment necessary. At a minimum the travel commitment includes in-person attendance at all Board Meetings during the period of office. Time commitment includes the quarterly Board Meetings, Board telecons, and performance of the tasks associated with the role.

The committee will communicate selection criteria information to potential candidates.

## *2. Potential Candidates*

The committee shall create and maintain a list of potential candidates for all positions within scope for future elections. The committee may also offer advice on potential candidates when solicited by INCOSE Directors looking to fill appointed roles, or elected roles outside the scope of ELC-100.

All information on potential candidates shall be held in compliance with ADM-102 (Confidential Information).

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 administer any nominations for Officers or At-Large Directors 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.

Candidates for Sector Director positions may only be nominated by a current Chapter President in good standing of an active Chapter within that sector.

No member of the Nominations and Elections committee may be a candidate for an elected position for which the committee is responsible. 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. If a board member leaves a post before completing their term of office, other sitting board members should not be considered for another international position that would conflict with their current position, including assuming new responsibilities that would cause them to vacate their current position early. The Nominations and Elections committee 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. Campaigning*

INCOSE will post Information about the list of election candidates on the ballot, their profiles, vision statement, and an optional photograph on the INCOSE Website and make this available via INCOSE social media channels,

Candidates for the position of President-Elect will be invited to take part in an election webinar.

INCOSE will allow each candidate at least one opportunity to communicate using the INCOSE e-mail service to individual members who have opted in to receive e-mail from INCOSE. All candidates will be given the opportunity to send one message to each INCOSE entity (e.g., CAB, CAG, Fellows). Use of this service is subject to limits prescribed by the CIO, the Director for Marketing and Communications, and the Chair of Nominations & Elections. The campaign message must be submitted to the INCOSE Central office for dissemination to members to ensure the correct distribution is used conforming to INCOSE policies.

In addition to this communication, Candidates may:

- choose to campaign to raise awareness of their candidacy and vision, and to encourage INCOSE members to vote for them or promote their campaign. All campaigning shall comply with the INCOSE Code of Ethics;
- only campaign between the date of the posting information about the candidates on the INCOSE website, and the closure of the ballot;
- post election messages using personal accounts, clearly attributable to their candidacy, on INCOSE Social Media channels and on INCOSE discussion boards, subject to limits prescribed by the Director for Marketing and Communications;
- only communicate their candidacy, vision, and qualifications. No comment on the candidacy, vision, or qualifications of other candidates is acceptable.

Candidates may not post to social media from INCOSE social media or send email messages to any INCOSE email distribution lists, official or unofficial.



Members of the INCOSE Board of Directors and the members of the Nominations and Elections Committee may not endorse any candidate standing for election.

#### *5. Ballot*

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 1<sup>st</sup> September and close on 21<sup>st</sup> September, with results available to the membership by 1<sup>st</sup> October.

Both paper and electronic ballots shall provide a means for the electorate to vote for a write-in candidate for each position.

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.

#### *6. Inspectors of Election*

The Chair, the Co-chair, and the Second At-Large member of the Committee shall serve as the sole Inspectors of Election and shall be empowered to carry out all duties in accordance with Article II, Section 13, of the Bylaws with respect to actions taken by members when voting by written or electronic ballot in accordance with Article II, Section 12, of the Bylaws.

#### *7. Additional Responsibilities*

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

### **Responsible Position**

The Nominations and Elections Chair is responsible for this policy.

### **Related Policies**

BOD-100 and SEC-100 describe elected positions for which the Nominations and Elections Committee are responsible.

**SUPERSEDES:** Previous ELC-100 dated 15 April 2021

**APPROVED BY:** INCOSE Board of Directors, Virtual, 15 April 2021 (Approved administrative changes incorporated 28 September 2021)

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



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