Nominating Committee

The main purpose of the BICSI Nominating Committee is to present the Board of Directors with a slate of candidates for eligible offices each year. The Nominating Committee follows the BICSI Bylaws, BICSI Board of Directors Policies and Procedures, BICSI Committee Standard Operating Procedures (SOP), and other applicable BICSI policies and procedures. The Board of Directors, under the authority of the Bylaws, established the BICSI Nominating Committee and authorized the committee to conduct its intended purpose. The Board President serves as the Chair of this committee and the Board President-Elect serves as the Vice-Chair. The BICSI Chief Executive Officer (CEO) serves as an ex-officio (non-voting) member of the committee. Coincident with their term of office, the Board President appoints committee members with one member from each region who have been BICSI members in good standing for at least twelve (12) months. Members of the committee may not run for a board position while serving on the committee. Due to the sensitive nature of the committee discussions, its meetings are closed to any guests.

Board of Directors Elections

The BICSI Board of Directors is comprised of four (4) elected Officers (President, President-Elect, Secretary and Treasurer), one elected Regional Director from each BICSI Region, as defined by the Bylaws and this Policy and Procedures, and the Immediate Past President and CEO who are non-voting ex-officio members.

Except for the President, President Elect, Immediate Past President, and CEO, all BICSI Board and Officer positions are elected to a maximum of two (2) term-limited, two-year terms of office. The President Elect/President/Immediate Past President is elected and limited to a single six-year term, which is equally split between the three respective positions.

No more than two (2) elected officials from the same company, organization or entity may serve on the Board of Directors simultaneously. If at any time the number of applications received exceeds this aggregate number, the nominating committee at its discretion will determine the two candidates to be nominated.

Board Officers and Directors are prohibited from serving as an Officer or as a voting member of any committee, subcommittee, workgroup, task force, or any other approved BICSI volunteer group unless otherwise stated in the Bylaws or in BICSI’s policies and procedures.

Candidates for any Board of Directors position must confirm that they are not married to or in a personal dating relationship or have a family relationship with any BICSI staff member and agree that they will refrain from such relationships during the candidate’s term of office.

Candidates for any Board position must also confirm they have not been convicted of a felony or equivalent crime as a conviction disqualifies an individual from running for or serving on the Board of Directors. Current or former BICSI employees are ineligible from serving on the Board of Directors.
Candidates for any Board of Directors position shall submit a completed BICSI Board of Directors Conflict of Interest Policy, Acknowledgement and Disclosure Form identifying any potential conflicts of interest (e.g., ownership interest in an ATF or ADTP).

**Recruiting of Candidates**

The Membership will be solicited for Self-Nominations via electronic mail, fax, or web site. In addition, it is expected that the Nominating Committee will actively participate in the recruiting of potential candidates throughout the year up to the deadline for submitting the slate of candidates to the Board of Directors. To this end, the Nominating Committee should seek to identify possible candidates, contact, and recruit those candidates, inform them of the demands of Board service, and help in completing the Self-Nomination process.

**Nomination Eligibility**

The Nominating Committee shall follow the eligibility requirements and restrictions for each Board position as defined in the Bylaws and the Board of Directors Policy and Procedures.

Once a candidate is approved for the election and notified by the Nominating Committee, candidates are prohibited from participating in general or multi-track session presentations as a presenter or moderator at BICSI events in the months of August and September.

Articles or content submitted for consideration in the BICSI Journal or other BICSI periodicals by any candidate after the election slate is declared may not be published until after the close of the election. Campaign violations & restrictions include acts such as presenting at a national conference, distributing self-promotion marketing material, involving others in any act(s) of campaigning, use of social media for self-promotion, verbal or written correspondence of any kind, and/or any other act(s) by the candidate construed as active campaigning.

A violation of this policy is subject to disqualification of the candidate. Questions or concerns for clarification of this policy should be directed to the chair of the Nominating Committee.

**The Self-Nomination Process**

The nomination process is managed by designated BICSI staff as appointed by and working under the direction of the BICSI Chief Executive Officer (CEO).

Applicants are required to complete a self-nomination application. Applicants must also submit with their application a letter of corporate support (a letter of commitment if you are self-employed) and a brief biography (limited to no more than 300 words). Information contained on the application and the biography will appear on the ballot if the candidate is slated. To ensure familiarity with current restrictions regarding elected officials, candidates must acknowledge during self-nomination that they have read and understand the BICSI Bylaws. Candidates must also voluntarily acknowledge whether they have a felony or equivalent conviction.
The application form will appear on the BICSI web site on or before April 15th each year. Applications must be completed and received by BICSI no later than June 1st unless otherwise extended by the Nominating Committee. Nominating Committee members may provide forms to targeted candidates at any time, but all completed applications must be received by BICSI no later than June 1st for the candidate to be considered.

The Nominating Committee will monitor the nomination process to ensure that enough individuals have submitted applications by the deadline. If, as the deadline approaches, the potential slate of candidates consists of less than two candidates for any of the expiring Board positions, the Committee may recommend extending the application submission deadline and potentially solicit targeted members to consider submitting an application. It is not the intention of the Nominating Committee to simply fill the ballot with another name and thereby provide the appearance of a contested election. All candidates must be willing to actively serve and support the BICSI mission if elected.

Self-Nominations
The Nominating Committee shall meet and review all self-nominations. Any nominee may be rejected by a majority vote of the Nominating Committee for any reason. The Committee must, however, substantiate their reason(s) for rejection for possible later review by the Board of Directors. The committee must reject any nominee who does not qualify based on the eligibility restrictions or who does not provide a letter of corporate support or does not maintain their BICSI membership during the election cycle.

Compiling the Slate of Candidates
The slate of candidates will be comprised of a minimum of one eligible member of BICSI for each open Board seat to serve as an elected member of the BICSI Board of Directors. All self-nominees will be considered only for the office(s) they have indicated on their self-nomination form. The Nominating Committee will not slate a candidate for a different open position for which they did not apply unless agreed to in advance by the candidate.

There is no limit to the number of candidates that may appear on the ballot for each open position. If, after repeated, ongoing, and sincere attempts by the Committee, only a single eligible candidate is identified for an open position, the Committee may present the slate of candidates with only a single candidate for that position. If an eligible candidate cannot be identified, the Board of Directors shall fill the vacancy as indicated in the BICSI Bylaws.

Once the slate is reported to the Board of Directors, the Nominating Committee Chair will notify all self-nominees of their acceptance or rejection no later than August 1st. BICSI staff will prepare an election announcement to appear in various BICSI publications and on the BICSI web site showing the slate and each candidate’s information.
Nominations from the floor and write-in candidates are prohibited. Selection of candidates will be made through this self-nominating process as overseen by the Nominating Committee. Voting will occur in accordance with the Bylaws.

**Candidate Withdrawal or Ineligibility**
After the slate of candidates is reported to the Board of Directors, a candidate may withdraw from the election or be declared ineligible. If a candidate withdraws or is declared ineligible prior to the ballots being distributed, the Nominating Committee may attempt to obtain another candidate to replace the dropped candidate. If the Nominating Committee is unsuccessful in slating a replacement candidate, the Board of Directors will fill the vacant position in accordance with the BICSI Bylaws.

If a winning candidate withdraws or is determined ineligible after the ballots have been distributed to the membership, then the candidate with the next highest number of votes will be declared the winner.

Some potential reasons a candidate may be declared ineligible include, but are not limited to, a loss of corporate support, relocation from within the region for which they are running for Regional Director, and/or conviction of a felony or equivalent crime.

**Counting the Vote**
The election process to include balloting and results notifications will take place in accordance with the Bylaws and Board of Directors Policy and Procedures. All ballots must be returned to the party responsible for counting the votes by 5:00 PM Eastern, U.S. time zone on September 30th. The Nominating Committee is prohibited from participating in any way with the actual counting of the ballots. Actual numbers will remain confidential, only winning candidates’ names and the offices to which they are elected will be disclosed.

The candidate who receives the most votes will be declared the winner (except in the case of withdrawal or ineligibility). No candidate will be required to obtain a majority (more than 50%); therefore, run-off elections are not necessary in the case of three or more candidates.

In the event of a tie vote, the nominees will be informed by the Board President and a run-off election through electronic voting will be handled by the same Tellers Committee, or contractor in accordance with the Bylaws and the Board of Directors Policy and Procedures.

**Restrictions**

- **Secretary**
  - Eligibility
    - For the office of Secretary, the nominee must be a member of BICSI for at least twenty-four (24) consecutive months prior to the acceptance of the nomination by the Nominating Committee.
    - There is no geographical residence requirement to be eligible to serve as Secretary of BICSI.
- Previous experience on any organization Board of Directors is preferred.
  - Duties
    - The Secretary, together with the CEO, is responsible for keeping accurate records and minutes of all meetings of BICSI’s Board of Directors, Executive Committee, including Ethics appeals meetings.
    - The Secretary is responsible for facilitating the review and updating of BICSI’s Bylaws, and the Board of Directors Operating Policies and Procedures.
    - The Secretary is a member of the Executive Committee and the Finance and Audit Committee.
    - Upon election and assumption of office, the Secretary shall resign membership in all committees, subcommittees, workgroups, task forces, and any other approved BICSI volunteer group in which they were involved prior to their assumption of office.

- Regional Director
  - Eligibility
    - For the Regional Director, the nominee must be a member of BICSI for at least twenty-four (24) consecutive months prior to the acceptance of the nomination by the Nominating Committee.
    - Regional Directors shall reside in and have their official voting address in the geographical region from which they are elected.
    - The following geographical areas have achieved Region status and are subject to the upcoming board elections:
      - US Southeast Region
        Alabama, Florida, Georgia, North Carolina, South Carolina, and Virginia
      - US South-Central Region
        Arkansas, Colorado, Kansas, Kentucky, Louisiana, Mississippi, Missouri, New Mexico, Oklahoma, Tennessee, and Texas.
      - US Western Region
      - Global Region
        BICSI members whose official membership addresses are located outside of the boundaries of other established regions.
  - Duties
    - Regional Directors actively participate in the activities of the Board of Directors including strategic planning, allocating resources through the budget, monitoring progress, promoting the organization including within their region, and assisting in the oversight of the CEO.
    - Regional Directors actively support BICSI responses and efforts related to public policy issues that may impact BICSI members. This may include participating in
or encouraging certain members to participate in state and local public policy meetings and other activities to help ensure BICSI’s position is effectively communicated to policy makers.

- A Regional Director may be assigned by the President the duty of Board Liaison to one committee, subcommittee, workgroup, task force, or any other approved BICSI volunteer group unless otherwise stated in the Bylaws or in these policies and procedures. Regional Directors are expected to review and adhere to the duties of a Board Liaison as specified in this policy.

- A Regional Director should serve as the host of regional events that take place in their respective region. As such, Regional Directors will support staff in the planning and execution of regional events, as needed. This may include providing help in identifying session topics, reviewing presentation submissions, confirming speakers, and recruiting sponsors for the regional event. The number of regional events per region is subject to the Board approved budget.
  - As host of the event, the Regional Director should serve as the event moderator introducing speakers, thanking sponsors, and other duties of an event host, as needed. If the Regional Director cannot attend the event as planned, then they must notify the President and President-Elect so that arrangements may be made for another current Board Member to host the meeting, if needed.

- Regional Directors are expected to attend BICSI events within their region, when possible, except for the Global Regional Director and EMEA Regional Director due to the distances involved and challenges of travel (e.g., costs, time, etc.). Global Regional Director and EMEA Regional Director attendance at events in their regions will be reviewed on an event-by-event basis.

- Regional Directors shall collaborate together and with staff in scheduling regional events to avoid event conflicts. Regional events shall be planned according to the staff Regional Event Operations Procedures.

- Regional Directors also are prohibited from serving in a regional volunteer leadership position, such as a district or country chair, vice chair, or secretary.