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## **ISMPP CERTIFICATION BOARD NOMINATIONS COMMITTEE POLICY**

### **A. Nominations Committee Establishment.**

The ISMPP Certification Board Nominations Committee (Nominations Committee or Committee) has been established to conduct and supervise Certification Board Director nominations and elections, consistent with the requirements of Article X of the ISMPP Bylaws.

### **B. Committee Composition and Terms.**

The Nominations Committee will be composed of three (3) ISMPP certificants in good standing appointed by the Certification Board Chair and approved by the Certification Board. The Nominations Committee Members will serve two (2) year terms, which will be staggered.

### **C. Committee Responsibilities and Authorities.**

The Nominations Committee will be responsible for identifying and reviewing qualified, appropriate candidates for open elected Certification Board Director positions, consistent with ISMPP Bylaws requirements and Certification Board Policies. The Committee will be responsible for preparing an appropriate slate of such candidates for each Certification Board election ballot. The Committee will make all reasonable efforts to assure that each slate of qualified candidates represents the diverse perspectives and backgrounds of the certificant population.

### **D. Committee Meetings and Confidentiality.**

The Nominations Committee will conduct its business via meetings, conference calls, email, mail, or fax, as deemed appropriate by the Committee or Committee Chair. All Committee communications, discussions, and materials related to potential Certification Board nominees are considered confidential and will be maintained in a secure manner. Copies of all Committee working materials, meeting minutes, and final correspondence to potential nominees will be forwarded to and retained at the ISMPP Office. All such documents or communications are strictly confidential.

### **E. Committee Chair/Chair Responsibilities.**

1. The Nominations Committee annually will elect one (1) of its members to serve as Chair for a one (1) year term.
2. The Committee Chair will be responsible for the following functions:
  - a. Review the policies and procedures of the Nominations Committee with the Committee Members and staff and ensure that all activities of the Committee are in compliance with such policies.
  - b. Work with the Committee and staff to develop a calendar to include:
    - (1). Final date for the receipt of nomination forms.
    - (2). Deadlines for distributing all potential nominee information to Committee Members.
    - (3). Date(s) of conference call(s) or meeting(s) to select the annual slate of nominees.
    - (4). Deadline for notifying candidates of final Committee ballot selections.
    - (5). Deadlines for mailing, receiving, and counting ballots.
    - (6). Deadline for notifying all candidates of the election results.
  - c. Schedule and coordinate with the Committee and staff the date(s) of the conference call(s) or meeting(s) for the selection of nominees.
  - d. Ensure that all potential nominees are notified of final ballot selections, and that all candidates on the ballot are notified of elections results, in a timely manner.
  - e. Preside over all Committee meetings, to ensure that a ballot is prepared in accordance with Committee policies.
  - f. Refer the names of the certificants not nominated to the Certification Board Chair for consideration for Committee service.
  - g. Present the election results to the ISMPP Board of Trustees and Membership at the Annual Conference.
  - h. Additional tasks assigned by the Certification Board or the Committee.

F. Committee Member Responsibilities.

Each Nominations Committee Member will be responsible for the following Committee functions:

1. Recruitment and solicitation of qualified candidates for Certification Board positions.
2. Review and assessment of potential nominees for Certification Board positions, including an objective and complete review of all related materials.
3. Participation in all Committee conferences.
4. Preparation and supervision of Certification Board election ballots for each election.
5. Additional tasks assigned by the Committee or the Committee Chair.

G. Candidate Recruitment Process.

1. The Nominations Committee will publish a Call for Nominations for open Certification Board positions on the ISMPP website at least one (1) month prior to each election. The Call for Nominations will include a deadline for submission of potential nominees. A reminder notice concerning the Call for Nominations will be sent one (1) week prior to the deadline. The Committee will actively recruit potential nominees before and after the Call for Nominations, and until the deadline.
2. The Committee will prepare and distribute candidate nomination forms. The nomination forms will be returned directly to the ISMPP Office in care of the Committee by the specified date.
3. The Committee will review and discuss potential nominees for each open Certification Board position. After thorough review and discussion, the Committee will determine which candidates are eligible and qualified, by consensus or majority vote.

H. Nominations Criteria and Selection Procedures.

1. All potential Certification Board Director nominees must be Certification Program certificants in good standing, except nominees for the Public Director position.
2. The Nominations Committee will give a preference to potential nominees with the following qualifications:
  - a. Demonstrated contribution(s) to an ISMPP Committee and/or Board;

- b. Demonstrated contribution(s) to an ISMPP educational activity, including the development or presentation of an ISMPP workshop or seminar;
  - c. Significant subject matter expertise in publication planning; or,
  - d. Significant leadership experience or expertise in credentialing, non-profit governance, finance, business development, or marketing.
3. The Nominations Committee also will consider the following criteria when preparing the slate of candidates for open Certification Board positions: geographic location; employment experience or specialty; employer; and/or other relevant and appropriate factors. The Committee reserves the right to consider the balance of affiliations of the eligible candidates (eg, to avoid an excessive proportion of candidates employed by one company unit or by one type of employer).
  4. The Nominations Committee will make all reasonable effort to identify two (2) or more eligible candidates to be elected to each open position.
  5. Members of the Nominations Committee are not eligible for nomination to the Certification Board during their tenure on the Committee.
  6. The Committee will prepare the election slate and appropriate ballots. The final ballot will represent the consensus or majority vote of the Committee.

I. Ballot and Elections Procedure.

The Nominations Committee will be responsible for supervising election processes, including the following:

1. A secure electronic ballot containing the slate of Certification Board candidates will be emailed to each eligible certificant for voting. The electronic ballot will be active for a voting period of approximately (1) one week. The electronic ballot will identify the deadline for the ballot to be submitted to ISMPP. This system allows each certificant to cast only one ballot one time.
2. Upon request, a numbered paper ballot will be mailed to an eligible certificant.
3. Electronic ballots will be returned to ISMPP by email or mail. In order for an election ballot to be valid, if returned via email, the ballot must be received by the deadline. If the ballot is returned by mail, it must be postmarked no later than the published date, and received no later than five (5) days after the deadline to be valid.
4. Candidates will be elected by a plurality of the eligible votes cast.

5. Staff will notify the Nominations Committee and Certification Board Chair of the election results. Once the candidates have been notified of the election results, staff will announce the results to the Certification Board.
6. The Committee Chair will ensure that the candidates are notified of the election results in a timely manner.
7. The ballots shall be retained in the ISMPP office for a period of one (1) year and then destroyed.

J. Staff Responsibilities.

The ISMPP staff will be responsible for the following Committee support functions:

1. Work with the Committee Chair to develop a Nominations Committee work plan and schedule.
2. Announce the Call for Nominations on the ISMPP website when directed by the Nominations Committee consistent with this Policy and send the reminder email one (1) week prior to the nominations deadline.
3. Verify the eligibility of potential candidates.
4. Send all nominations and supporting materials to the Committee Chair and Members on a weekly basis.
5. Distribute a final list of potential nominees to the Nominations Committee.
6. Notify Committee Members of all conferences and meetings.
7. Upon approval of the slate by the Committee, distribute ballots to all ISMPP Certification Program certificants in good standing.
8. Coordinate the election and the tabulation of election ballots.