Director-Elect Nomination Process

Introduction

Division Directors and Region Directors are elected to the IEEE Board by members of their constituencies. They first serve as Directors-Elect before becoming Directors and Members of the Board. Owing to the fact that Regions and Divisions are organized differently, not all elements of the nomination process can be the same. For example, four of the Division Directors are elected by the members of individual technical societies while six are elected by the members of several societies that are grouped into one Division. The individual societies and the Regions have their own standing Nominations & Appointments Committees. The Divisions containing multiple societies share only the nomination process for Division Director-Elect. This document seeks to describe what should be the common elements of the nomination process for all Directors-elect. Additional details for particular Divisions and Regions are provided elsewhere and should not conflict with the details presented below.

Requirements and best practices for Division and Region Director-Elect nominations:

1. Nominating Committee: There must be a nominating committee.
   - The committee membership should represent the diversity within the organizational unit it serves.
   - No potential candidate for Director-Elect can serve on the nominating committee.
   - The committee shall have a Chair. The Chair, for the coming term, shall be identified by 1 December.
   - There shall be a minimum of three members on the committee, including the Chair.

2. Soliciting Nominations: A broad Call for Nominations shall be distributed within the organizational unit at least 90 days prior to the nominating committee’s meeting.
   - The call for nominations shall indicate the deadline for submission and where nominations are to be sent.

3. Position Criteria/Position Description: The Description for an IEEE Director, as approved by the IEEE Board of Directors, shall be distributed with the Call for Nominations. The description, as well as any special skills requested by the IEEE Board of Directors, shall be consulted [or considered] when candidates are being reviewed by the Nominating Committee. These Position
Descriptions are available at URL:
http://www.ieee.org/about/corporate/position_descriptions.html

4. Biographies and Position Statements: All potential candidates shall complete and submit the Nominations Form which requires submission of a Biography, list of IEEE Activities, and Position Statement, for evaluation by the Nominating Committee. The form is available at URL: ...(Link to be provided, access is form the Position Descriptions Page.) ..... 

5. Size of the Slate: The committee shall decide how many candidates to place on the slate.
   • The slate must have a minimum of two candidates. Specific procedures relative to the submission of slates with less than two names must be provided in accordance with IEEE Bylaw I-307.8 Single Nomination Slates.
   • It is a recommended best practice that the slate contains no more than four candidates.

6. Voting: All candidates shall be supported by a majority vote of the nominating committee.
   • It is a recommended best practice that voting be done by secret ballot.
   • It is a recommended best practice to use approval plurality voting when there are three or more candidates (vote for any and all you approve of) or selection plurality voting when there are less than three candidates (vote for one or the other).

7. Submission of Slates: In accordance with IEEE Bylaws, the slate of candidates must be forwarded to the election staff for submission to the IEEE Board of Directors no later than 15 March.

8. Codify Process: This process shall be documented in the TAB Operations Manual and the MGA Operations Manual. Additional processes within this framework adopted by the Regions or Divisions shall be codified in their operating procedures or other governing documents.