****

**ISME Elections Call for Nominations**

**Members (Individual, Group and Honorary Life Members) are invited to submit nominations for the position of President Elect and member representatives for the Board of Directors for 2018 - 2020.**

**The deadline for nominations is 15 January 2018.**

**President Elect** is a six-year term, i.e. after two years as President Elect the same person will serve two years as President followed by two years as Immediate Past President.

**Member representatives for the Board of Directors**serve for a two-year term but may seek re-election for a second two-year term to a maximum of four years.

**Criteria for Candidacy**:

Nominees for President Elect and ISME Board of Directors must:

* have established a record of service to the Society;
* be a financial member of ISME for at least four consecutive years immediately prior to the closing date for nominations;
* possess a high professional standard and a strong commitment to music education in its broadest sense;
* possess personal and professional attributes that are in line with the ideals of the Society;
* be willing to undertake a leadership role in the governance and activities and the Society;
* be able to work cooperatively with individuals and groups;
* be willing and able to devote the necessary time to the office.

*Note:* Nominees presented to the membership for election will be expected to commit to attend, and to fund their attendance at, the full day Board meeting planned in Baku for the Saturday immediately after the 2018 ISME World Conference. Nominees will also be expected to commit to attend the Board meetings in Helsinki in July 2019 and 2020. For Board meetings in the non-conference years, and other meetings that Board members may be asked to attend, travel, accommodation and living expenses can be claimed – full details will be issued to the successful nominees or nominees can contact isme@isme.org for further information.

**The Nomination Process**

Each member of ISME is eligible to nominate not more than two candidates for the position of President Elect and not more than two candidates for the twelve Board of Directors positions. Nominators must secure the signature of the prospective nominee(s) and submit the completed nomination form for each nominee, along with the required nomination materials to the Secretary General. Forms and supporting materials should be sent electronically to [isme@isme.org](mailto:isme@isme.org) with 2018 NOMINATION as the subject. (See attached nomination form for details - this can be downloaded from the members’ area of the ISME website.)

**Nomination Materials:** Each candidate should provide:

* A short biographical statement in English (suitable for publication on the ISME website) identifying, at a minimum, the nominee’s professional employment history and involvement with ISME (specifically including service to ISME) and with other major music education associations;
* An abbreviated curriculum vitae in English identifying, at a minimum, key professional employment history, ISME membership history, involvement with ISME (specifically including service to ISME) and with other major music education associations. Additional items, such as education and scholarly/creative achievements, may be submitted as word count permits.
* A personal statement in English (suitable for publication on the ISME website) and
* A recent portrait-style photograph (suitable for publication on the ISME website).

The biographical statement and the personal statement may not exceed 250 words each for President Elect and 150 words each for Board Member nominations. The abbreviated curriculum vitae for both President Elect and Board nominees may not exceed 500 words. Where bios, CVs and / or personal statements exceed the maximum number of words they will be returned to the nominee for editing / re-drafting. Lack of adherence to requirements by the closing date may nullify the nomination.

The Secretary General checks nominations to ensure that they meet the established membership criteria. Names of eligible nominees who have agreed to serve are then forwarded by the Secretary General to the Nominating Committee for consideration. The Nominating Committee will consider all nominations and develop an election slate in accordance with the established timetable.

**Note:** **17.00 GMT 15 January 2018** is the deadline for electronic receipt of nominations.

**The Nomination Process**

The 2018 Nominating Committee consists of the Chair, who is the Immediate Past President – Sheila Woodward, and four other ISME members - Susan Hallam, Ramona Tahir, Sergio Figueiredo and Hakan Lundstrom.

The Nominating Committee provides the Board with a balanced slate of strong, experienced and ISME-knowledgeable candidates for approval, taking into account both qualifications and a diverse spread of gender and geographical/cultural representation. The Board is responsible for recommending to the membership a slate of not more than two nominees for the position of President Elect and not more than 24 nominees for the 12 available Board of Directors positions.

The Nominating Committee therefore works (a) to select candidates from nominations submitted by the membership in accordance with previously approved guidelines, (b) to proactively seek out ISME members to serve as candidates for election who will be nominated in advance of the closing date, (c) to prolong the nomination submission process by preferably no longer than 14 days after the closing date to strengthen the pool, if deemed deficient in qualifications, number and/or diversity of nominees and (d) in the latter case, to have the Nominating Committee Chair inform the Executive Board and, after committee discussion and full agreement, to have the Chair approach an ISME member(s) known to any identified potential candidate(s) towards achieving nomination submission of such candidate(s) preferably within 14 days after the original closing date.

**Announcement of Candidates:** when the Board has accepted the slate, the names of the candidates for office, along with each candidate’s photo, vision statement and curriculum vitae, will be announced to the membership on the ISME Website and in the Newsletter no later than 31 May, 2018.

**Election*:*** the President Elect and Board of Directors are elected by the members of the Society using the electronic voting system on the ISME website (only electronic voting can be accepted).

**Announcement of Voting Results*:*** the results for the 2018 election will be announced to the membership during the ISME World Conference at the 2018 General Assembly in Baku, Azerbaijan, and through newsletters and electronic Postcards sent to members through the ISME Office.

**Further Information*:*** please refer to the ISME Constitution, Bylaws and Policy Manual or contact the ISME Secretary General (isme@isme.org).