



*Last updated: September 2019*

## **President Elect and Members-at-Large of the Board of Directors Nominating Committee**

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### **Appointment of the Nominating Committee**

Prior to each election, the Board of Directors shall appoint a standing committee to be called the *Nominating Committee* consisting of the Past President and four other members not currently serving on the Board. The Past President shall serve as Chair.

### **Duties of the Nominating Committee**

The Nominating Committee shall solicit nominations from the ISME membership by undertaking the following functions:

- Solicit and review nominations for the next biennium for:
  - President-Elect
  - Members-at-Large of the Board of Directors
- Develop a slate of suitably qualified candidates that is balanced and diverse, particularly with respect to culture, experience, gender, language and geography.
- Present to the Board of Directors a slate of not more than two candidates for each position to be filled. (A maximum of 24 nominees for the Member-at-Large Board slate and a maximum of 2 nominees for the President-Elect slate)

The Board of Directors shall approve and present to the membership an intact slate of candidates submitted by the Nominating Committee. The Board may ask the Committee to reconsider a slate of candidates it has submitted, if desired.

In the event of a tie vote for President-Elect, or in the event that a tied vote makes it impossible to determine who shall be seated on the Board of Directors, the decision shall be made by the Nominating Committee.

The membership should be advised of the opening and closing dates of the call for nominations on at least one occasion through the ISME newsletter and again through an ISME Postcard. The wording of these announcements shall be formulated by the Nominating Committee and stipulate the process for submitting the nomination/s.

Once nominations are submitted and the process is closed the Nominating Committee will meet electronically to consider the nominations. Any conflict of interest by members of the committee shall be declared once the list of nominees is known. The Nominating Committee will not consider any nominations that have not been submitted in the required format.

Individual members of the Nominating Committee are not eligible for nomination or to formally propose nominees.

## Duties of the ISME President and Board of Directors

The ISME President will request the Past President to nominate:

- The additional four (4) committee members
- Invite members of the Board to submit the names of potential members of the Nominating Committee

The Past President will submit the proposed membership of the Nominating Committee to the President for approval. The President will then charge the Past President to convene the committee as soon as possible thereafter.

The Board may accept or reject the Nominating Committee slate. If the slate is rejected then the Past President will be asked to present another slate for approval. If needed, this process will continue until Board approval is reached.

Once approved the Board of Directors shall present to the membership an intact slate of candidates for both the position of President Elect and Members-at-Large of the Board.

## Duties of the Chief Executive

The Chief Executive may be called on by the Nominating Committee to assist in the process of finalising the voting slate. This may include:

- Ensuring that all proposed candidates meet the established criteria for the positions to which the candidates have been nominated
- Preparation of nomination forms
- Collection of nominees' biographies and photos
- Communications of the call for nominations
- Preparation of voting mechanisms

## Criteria for Candidacy

Nominees for President-Elect and Members-at-Large of the ISME Board 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 nominating
- 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 allocate the necessary time to the office which is:
  - **President-Elect: six years** (i.e., two years as President-Elect, two years as President, and two years as Past President); and
  - **Member-At-Large: two years**
- Nominees should also be made aware that, if elected, they are required to attend a Board meeting on the Saturday immediately following the conference

## Nomination Process

- Each member of ISME is eligible to nominate not more than two candidates (in total) for the position of President-Elect and for each Member-At-Large position on the Board of Directors
- Nominating must be made using the official nomination form and submitted electronically to the online link provided
- 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 (see below)
- The Chief Executive reviews nominees to ensure that they meet the established membership criteria and then contacts each nominee to determine whether or not he/she is willing to accept the nomination
- Names of eligible nominees are then forwarded to the Nominating Committee for consideration
- The Nominating Committee will consider all nominations and develop an election slate in accordance with the established timetable

## Nomination Materials

- A curriculum vitae for each candidate, detailing, at minimum, their professional employment history and his or her involvement with ISME and with national or other major music education association
- Personal statement (why you wish to serve, what you bring to the role)
- The ISME nomination form
- A recent photo (a good quality head and shoulder passport style photo)

The curriculum vitae and the personal statement may not be more than one page each in length.

Nominations will only be considered when all documents are submitted at the online link provided.

## Timelines

### Non- conference year

July – formation and approval of the Nominating Committee membership

October/November - Call for nominations

### Conference year

January – Slate presented to ISME Executive

February – Executive recommends the slate to the Board for approval. Assuming the slate is approved, the Nominating Committee stands down.

April – Preparation of voting materials and processes

May – Advise nominees if they have been selected for the slate

June – Voting opens

August – Voting closes on the Wednesday of the conference week

Results announced at the General Assembly on the Thursday of the conference week

### **Reference Bylaw XIII**