



International Test and Evaluation Association  
4400 Fair Lakes Court, Suite 104  
Fairfax, VA 22033-3899

Phone: 703-631-6220 ~ Fax: 703-631-6221 ~ [www.itea.org](http://www.itea.org)

---

## **ITEA Board of Directors Policy**

### **NOMINATION AND ELECTIONS PROCESS (Approved February 6, 2012 – Revised July 25, 2012)**

#### **A. Purpose and Election Cycles**

1. The purpose of the Elections Committee is to assure proper conduct of the nominating and election process for ITEA Directors. Its duties and responsibilities are defined in Article VII, Section 6, of the ITEA Bylaws. Some of those are repeated and expanded upon here with specific policies for implementation.
2. Election cycles. As of January 1, 2011, the Board consists of eleven (11) Elected Directors who shall each serve staggered terms of three (3) years. These Directors' terms shall commence each year at the conclusion of the annual international symposium, according to a schedule developed by the Board.

#### **B. Elections Committee Members**

1. In addition to the requirements for the Committee Chair and Members specified in the ITEA Bylaws in Article VI, Section 6, these individuals must also:
  - a. Possess an understanding of the role, responsibilities and leadership requirements of the Board of Directors and of individual Directors;
  - b. Understand the democratic process of identifying and electing leadership and be familiar with the policies and procedures of ITEA;
  - c. Understand the mission and purpose of ITEA and the public served by the Association;
  - d. Possess a broad understanding of the stakeholder groups represented by ITEA in the industry;
  - e. Act in a manner that is fair, unbiased, and free of improper influence at every stage of the process;
  - f. Maintain the confidentiality of all information received; and,
  - g. Follow ITEA's written policies and procedures for soliciting nominations and conducting elections.
2. The ITEA Executive Office (EO) shall provide whatever information and/or training is needed by members of the Committee to prepare them for their duties and responsibilities.

### C. Solicitation of Candidates

1. The Committee Chair shall set the timeline for the Committee's work, based upon these target dates:
  - a. Newly elected ITEA Directors assume office at the conclusion of the annual international symposium each year.
  - b. Results of elections should be announced at least two (2) months prior to the start of the annual international symposium each year.
2. At the appropriate time, the Committee shall issue a "Call for Nominations," which will require submission of a statement including, at a minimum, the following information. The Committee may issue a form or checklist to solicit this information in an organized format.
  - a. Names and contact information for both nominator and candidate.
  - b. Areas of candidate's expertise.
  - c. A biography or résumé detailing the candidate's experience, education, employment history, and other relevant background information.
  - d. Demographic information for the candidate, including employment setting, region represented, and segment of the industry.
  - e. A description of the candidate's leadership and volunteer experience.
  - f. A description of the candidate's expertise in any specific areas the Board may deem necessary and desirable.
3. In addition, each candidate must submit the following information to assist the Elections Committee in evaluating eligibility.
  - a. The date that they joined the Association and the expiration date of his/her ITEA membership. A candidate must have been an ITEA member for at least two (2) years to be eligible for election to the Board of Directors.
  - b. Any additional remarks he or she wishes to make (up to 100 words) concerning the purpose of the candidacy, issues to be addressed during the term of service, and relevant previous accomplishments.
4. A candidate may be nominated for either an elected or an appointed Board position and may either be self-nominated or nominated by another ITEA member. If the candidate is nominated by another ITEA member, the candidate should be contacted directly to determine their interest in standing for election to serve on the ITEA Board of Directors.
5. The final submission must be signed by the candidate, attesting to the accuracy of the information provided and verifying his or her willingness to participate in the nominating and election process.

#### D. Selection of Candidates

1. To allow for a true election, the Committee shall endeavor to nominate more candidates than there are positions to fill. However, in the event that only one qualified candidate emerges for any position(s), ITEA members will be assured that the Elections Committee has vetted the individual(s) and they are indeed qualified.
2. Review of candidate information
  - a. Each nomination shall be evaluated against the criteria for service on the Board as enumerated by the ITEA Bylaws in Article VI, Section 2, Paragraph A, "Number and Composition" and any special needs that have been identified for Board diversity or specialized expertise.
  - b. The Committee shall solicit pertinent information about each candidate from the EO.
  - c. After the first round of review, the Committee shall notify candidates to let them know whether they have met the qualifications, and to provide them an opportunity to supplement their submissions.
  - d. All candidates shall be granted the same amount of time to remedy qualification problems (such as membership status) and submit any supplemental information.
3. Establish a slate of candidates
  - a. Once the deadline for supplemental information has passed, the Committee shall perform a final evaluation of the nominations.
  - b. Additional guidelines that the Committee may follow in preparing the slate of candidates include:
    - There should be no more than three (3) representatives from the same ITEA Region either serving on the Board or placed on the ballot for election to the Board at the same time.
    - There should be no more than two (2) representatives from the same Chapter either serving on the Board or placed on the ballot for election to the Board at the same time.
    - In a case where more candidates are nominated in any one area than the maximum allowable cited above, the Committee shall evaluate those nominations and select, by majority vote of the Committee, the most qualified candidate(s) for the slate.
  - c. All candidates must meet the qualifications for election to be allowed on the slate.
  - d. The Committee shall notify all candidates of its determinations.
  - e. The final slate shall be submitted to the EO for publication, and to the Board for their information.

## E. Develop the Official Ballot

1. Candidates shall be listed on the ballot in random order, or alphabetically by last name if randomization is not available.
2. Biographical information shall be included on the ballot, as provided and verified by the candidates under §C.3-4, above.

## F. Election

1. Elections shall be conducted by electronic voting, with paper ballots being provided to those members for whom the EO does not have a valid e-mail address.
2. The EO shall contract with an electronic voting vendor and monitor performance under the contract for a fair and valid election.
3. The EO shall publish a notice to all eligible voters of the availability of the voting process, specifying the opening and closing dates.
4. The constituency shall be allowed a window of at least three (3) weeks during which to submit their votes.
5. The candidate(s) receiving the most votes—a plurality—shall be elected to the position(s) open for election.
6. The EO shall obtain results from the vendor and report them to the Committee within one week after the close of voting. The report shall include the following:
  - a. The total number of ballots cast;
  - b. The total number of invalid votes cast (if any); and
  - c. A list of all candidates and the number of valid votes received by each.
7. In the event of a tie vote, a run-off election shall be held for that position.
8. The EO shall require the vendor to maintain all voting records for as long as necessary to comply with the appeal provisions of §G.1. below.
9. The Committee shall review the number of votes received per candidate for each open position, and the Chair shall certify the results in each category.
10. The Committee Chair shall communicate the results to the President of the Board of Directors.
11. The President of the Board shall send letters of congratulations to those elected and thank-you letters to those not elected.
12. A general announcement of the results shall be published to the constituency via *The ITEA Journal*, e-newsletter, email communication, and/or Web site announcement.

### G. Appeal of Election Results

1. Any candidate who wishes to challenge the vote count may appeal the results of the election by notifying the Chair of the Elections Committee in writing, c/o the EO, within thirty (30) days after the official count of the ballots is announced.
2. The Committee Chair shall confer with the EO and a representative of the voting service to determine whether there were any problems with the voting process or with the reported results.
3. If no irregularity is found, the results shall stand as reported.
4. If an irregularity is found which might change the outcome of an election, a special revote shall be held for the affected position(s) only.
  - a. Procedures will be carefully monitored to prevent a recurrence of errors.
  - b. Results of the revote shall be considered final.