

## 18. NOMINATIONS AND VOTING

### **PURPOSE**

To outline processes for nominating and voting for Officers, Directors, and a Public Director for the Executive Committee.

### **SCOPE**

This procedure applies to the nomination and election of all Officers, Directors, and a Public Director for the Executive Committee.

### **NOMINATING COMMITTEE**

Following each annual meeting, the President shall form a Nominating Committee. The Committee shall consist of three or more Directors, one of whom is a Public Director and one of whom is a Regular Director, and one of whom is the current Immediate Past Present, or if unavailable, the most recent past President, who shall preside as chair of the Committee.

### **NOMINATION OF DIRECTORS**

By November 1 of each year, the Committee for that year shall ascertain the number of Director positions that will become available and to be filled as determined by the Board. The Secretary shall circulate, among the FSAB-accredited CABs and Directors, a notice informing them of the open Director positions, current Director Job Description and Skills and Interests Survey. The solicitation shall be posted on the website. The Secretary shall request that nominations to fill these openings be sent to the Administrative Manager. The nominations should include the applicant's current curriculum vitae and completed survey.

The Administrative Manager shall provide the applicants' names, credentials and supporting documentation to the Committee. The Committee shall evaluate the nominations with regard to the applicants' qualifications and skillsets that support the current needs of the FSAB. Although Regular Directors are not representatives of the CABs by which they are certified, a consideration shall be the continuing diversity of specialties possessed by the Regular Directors.

Following discussions within the Committee, nominees shall be presented to the Board at least two weeks prior to the Annual Meeting. Additional nominations from Directors and CABs shall be permitted, provided the nominations are accompanied by the required documentation and are submitted at least two weeks prior to the Annual Meeting. A vote for each position to be filled shall be conducted at the Annual Meeting.

### **NOMINATION OF OFFICERS**

The Committee shall inquire among the existing officers as to whether they wish to be considered for re-nomination to their current positions or to a different officer position, if eligible. The Committee shall also inquire among the Directors as to whether there are other officer candidates. Multiple candidates may be proposed for the same officer position.

The Committee shall ascertain that the qualifications of all officer candidates correspond to the needs of the office. The Committee shall also make sure that the candidate has the necessary time to devote to the office if elected.

A list of candidates for all the officer positions shall be presented to the Board at least two weeks before the Annual Meeting. Nominations from the floor may be made at the Annual Meeting. A vote on the candidates shall be conducted at the Annual Meeting.

#### **NOMINATION OF PUBLIC DIRECTOR TO THE EXECUTIVE COMMITTEE**

The Committee shall inquire among the existing Public Directors whether they wish to be considered for nomination or re-nomination to the Executive Committee. Multiple candidates may be proposed for a position on the Executive Committee.

The Committee shall ascertain that the qualifications of all candidates correspond to the needs of the position. The Committee shall also make sure that the candidates have the necessary time to devote to the position, if elected.

A list of Public Director candidates for the Executive Committee position shall be presented to the Board at least two weeks before the Annual Meeting. Nominations from the floor may be made at the Annual Meeting. A vote on the candidates shall be conducted at the Annual Meeting.

#### **VOTING**

All contested elected positions are voted on individually by secret ballot. Ballots are tallied by the Secretary except for the position of Secretary which is tallied by the Treasurer. Elected candidates are declared by majority vote regardless of the number of candidates for the position.