

## **PROCEDURE 18: PROCEDURE FOR NOMINATING FSAB OFFICERS AND DIRECTORS**

### **PURPOSE**

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

### **SCOPE**

This procedure establishes the process of appointing a nominating committee and recommending nominations for FSAB Officers, Executive Committee, and Directors.

### **NOMINATING COMMITTEE**

Following each annual meeting, the FSAB President will form a Nominating Committee. The Committee will consist of three or more FSAB Directors, one of whom is the most recent past FSAB president who is still a Director. That most recent past President will chair the Committee.

### **NOMINATION OF FSAB DIRECTORS**

By November 1 of each year, the Nominating Committee for that year shall ascertain the number of Regular Director positions on the FSAB that will fall empty as of the upcoming annual meeting. If deemed necessary by the Board, the Secretary will circulate, among the member FSAB-accredited CABs, a notice informing them of the open Regular Director positions and current Director Job Description. The solicitation shall be posted on the website and sent to forensic science organizations. The Secretary will request that nominations of CAB certificants to fill these openings be sent to the Administrative Manager.

The administrative manager shall provide the nominees' names and credentials and supporting documentation as they are received to the Nominating Committee. The Nominating Committee shall evaluate the nominations regarding the qualification of the applicants and whether the skillset possessed by the applicants supports 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 FSAB OFFICERS**

All FSAB officer terms are for one year.

The Committee will inquire among the existing FSAB 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 will also inquire among the FSAB Directors whether there are other officer candidates. Multiple candidates may be proposed for the same officer position.

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

A list of candidates for all the FSAB officer positions shall be presented to the FSAB Directors at least two weeks before the annual meeting. Nominations from the floor may be made at the annual meeting. A vote on the candidates will 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.