

## **Nominating Committee Structure and Election Procedures for the Washington State Academy of Sciences**

### *1.0 Introduction*

Governance of the Washington State Academy of Sciences is provided by 12 members of the Board of Directors and by an additional five Officers, all elected by the WSAS membership. The responsibilities of Board members and Officers, described in the Bylaws, require both leadership skill and scientific excellence in collaborating with WSAS Staff to increase the Academy's impact. Experience with organizational management, teamwork and collaborative decision making, extensive community networks, and a strong reputation for scientific excellence and integrity are desired.

### *2.0 Definitions*

Standing WSAS Nominating Committee: This committee conducts the annual process of identifying candidates for the open Board of Directors and Officer positions. The Chair shall be the President Elect in years where there is no Past President, and the Past President when there is no President Elect. The Vice Chair shall be appointed by the Board of Directors.

### *3.0 Election Procedure*

To meet the leadership goals of the WSAS, the WSAS Board has adopted the following Procedures for election to the Board of Directors and Officer positions.

1. At the Fall Board meeting, the WSAS Staff and Board discuss:
  - A. The desired skills and backgrounds of candidates for the upcoming election. Considerations include but are not limited to supporting the strategic direction of the WSAS, Board diversity and appropriate representation of members' perspectives, distribution of representation across members' institutions and organizations, governance and leadership experience, evidence of effective collaboration and community networks.
  - B. The number of open positions and maximum number of candidates. This should be greater than the number of open positions, with a goal of two candidates per open position.
2. The Chair shall solicit recommendations from the Board of Directors and current Officers, Topical Working Group leaders, and past Board members and Officers. These recommendations should be made in light of the desired skills and background established at the Fall Board meeting (step 1 above).
3. At the winter Board meeting the WSAS Board and Staff vet the candidates and agree upon a prioritized candidate list for the Nominating committee to contact. If additional time is needed, the Nominating Committee will work with the Board by email to finalize the prioritized candidate list.
4. The Chair shall contact the candidates on the prioritized list, starting with the highest priority and working down, to determine each candidate's interest in standing for election to the Board or to any

open Officer position(s). This process continues until the number of candidates equals the desired number of candidates for the open positions (decided at the fall Board of Directors meeting).

5. Each candidate shall submit to the Nominating Committee a one paragraph biography, one paragraph personal statement, and a headshot to be included on the ballot.
6. These submittals are reviewed and approved by the Nominating Committee and Executive Committee prior to submitting to the Board for approval at the spring Board meeting.
7. At the spring Board meeting the Board votes on the candidate slate. The Board has the option of shortening this list. The approved slate of candidates is submitted to the WSAS membership for voting.
8. Once the votes are tallied, the candidates are ranked in terms of votes received, from the highest number of votes to the lowest number of votes. Open Board and Officer positions are then filled starting from the recipient of the highest number of votes and proceeding downward until all open positions have been filled. In the event of a tie between two or more candidates which impacts the final open position, the Board of Directors holds an election between those candidates to establish the final rank order which fills all open positions. This final Board election, if necessary, is done electronically. The winning candidates are then contacted to confirm they are still able to serve, and if any refuse, then the next lower candidate on the vote ranking is selected. This process proceeds until all positions are filled.
9. The new members of the Board of Directors and Officers are announced at the first Annual Meeting following the election.
10. Candidates that are not elected are eligible to run in future elections, should they agree to do so.

Template for Board Candidates:

Name

Title, Institution

Photo (headshot, high resolution)

Bio (150-200 words max), *3<sup>rd</sup> person*

Personal Statement (150 words max), *1<sup>st</sup> person*

If selected for the Board, the information from this template (name, title, photo, and bio) will be used on the Board page of the WSAS website.