Introduction
This document lays out policies and procedures governing the IGDA election for directors. It was the intent of the founding directors that elections be conducted fairly, efficiently, and with dignity and decorum. These policies and procedures are designed to meet those goals.

If any part of this document is in conflict with the Bylaws, the Bylaws supersede it. The Board of Directors has the power to interpret this document.

Election Process Overview
1. Board candidates are nominated.
2. Nomination Committee reviews candidates and recommends final election slate.
3. Membership votes.
4. Election results announced.
5. Board members take office.

Qualifications of Directors
The qualifications to serve as a Director of the Board are specified in the Bylaws, and are as follows:

1. The Director must be an IGDA member in good standing.
2. The Director must have been an IGDA member in at least two (2) consecutive membership years prior.
3. The Director must adhere to the Board of Directors’ Code of Ethics.
4. Directors must have read the Bylaws of the IGDA and agree to be bound by its terms.

Responsibilities of Directors
As the governing body of the IGDA, the Board of Directors has a great deal of responsibility. Beyond the commitment to be prepared for and attend meetings, and be engaged in the work of the organization, Directors understand that:

1. They must focus on the mission of the IGDA and strive to keep it relevant and meaningful.
2. They must participate in critical fundraising activities on behalf of the organization.
3. They provide financial oversight, and ultimately have fiduciary responsibility over the organization.
4. They must ensure legal and ethical integrity and maintain accountability.
5. They must ensure effective organizational planning, thinking strategically for the long-term success of the organization.
6. They strive to enhance the IGDA’s public standing and be advocates of the organization within the community.
7. They ensure the IGDA has adequate resources to fulfill its mission.
8. They determine, monitor, and strengthen the organization’s programs and services.
9. They oversee, evaluate, and direct the Executive Director.

Annual Election Schedule
The following is the rough schedule for the 2017 election cycle. If any of these dates should fall on a weekend or holiday, or if the Board of Directors needs to schedule around an industry event, the next most appropriate date will be selected.

- **21 December**: End call for nominations; all nominations must be received by this date. All voting eligible members of record as of this date may vote. Voting membership “last chance” drive ends.
- **21 - 30 December**: All submitted candidates are reviewed by the Executive Director to confirm they meet the requirements.
- **2 January 2017**: The Nomination Committee begins review process of candidates to recommend final slate.
- **30 January**: Final recommended slate provided to the Board by the Nomination committee for ratification.
- **30 January**: Board approves final slate of candidates to present to membership for voting.
- **1 February**: Election announced. Voting open.
- **1-22 February**: Voting period.
- **22 February**: End of voting; e-ballots are counted.
- **23 February**: Board meets and certifies election results.
- **27 February**: Election results are announced and Board orientation of new members begins.
- **1 April**: Newly elected Directors take their seats.

Nomination Procedures

**Members**
Any member who meets the qualifications above may nominate themselves for election to the Board of Directors by following the procedure below.

**Sitting Directors**
Any director whose seat is coming up for election may nominate themselves for reelection by following the procedure below. Directors in elected seats currently serving on the Board whose seats are not coming up for election may not nominate themselves for election to a different seat.
Procedure
Any member who meets the qualifications above may request that a nomination package be emailed to them at any time during the nomination period. The request should be sent by email to the Executive Director of the IGDA. The package will be emailed within three business days.

The nomination package will include:

- Bylaws.
- Articles of Incorporation.
- Code of Ethics.
- Board Member Expectations.
- This election manual.
- A nomination certificate.
- IGDA Annual Report from most recent year.

Candidates should print, sign, and fax or email back the nomination certificate on or before the nomination deadline, 21 December 2016.

All nominees are required to certify:

1. That they meet the qualifications to serve as a Director.
2. That they have read the Bylaws of the IGDA and agree to be bound by its terms.
3. That they acknowledge the responsibilities and expectations of a Director.
4. That they have read the IGDA Election Policies and Procedures Manual.

Note that all governing documents and past annual reports are available from the IGDA website: http://www.igda.org/about/.

Candidates’ Statements
Each candidate will have the opportunity of publishing a statement that will be posted to the IGDA web site and emailed to members as part of the election materials.

This statement may be no more than 400 words long. Any statements longer than 400 words will be returned to the candidate and the candidate will be asked to provide a shorter one. If no statement of 400 words or less is provided before the close of nominations, the election materials will state that no statement was provided.

Candidates are advised to maintain a professional tone focus to their statements on their personal philosophy, priorities and goals for the organization (e.g., 3/4 of statement). It is acceptable for candidates to provide some background on themselves (e.g., 1/4 of statement).

Candidates must send their statements to the Executive Director via email to kate@igda.org on or before the close of nominations, 21 December 2016.
No candidate’s statement will be edited for any reason. However, the Executive Director reserves the right to require edits or revisions if it is deemed that a candidate’s statement contains inaccuracies, false statements, or inappropriate language or content.

**Credit for IGDA Volunteerisms/Contributions**
Candidates who have volunteered for and/or contributed to the work of the IGDA in an official capacity can include their efforts below their statement. These credits do not count against the 400-word limit of their statement. Some examples would be:

- CityX Chapter Coordinator
- CommitteeX Chairperson, 2001-2003
- Online ForumX Moderator
- SIGX White Paper Co-Author

The Executive Director is available to assist candidates to ensure that all such credits are accurate and appropriately attributed.

**Nomination Deadline**
Candidates must return their signed nomination certificate via fax or email and candidate statement via email by 23:59 PST (UTC-8) on 21 December 2016.

**Withdrawal**
Candidates who wish to withdraw from the election before the election materials are emailed to members should notify the Executive Director of the IGDA.

**Candidate Confirmation**
Nominations that are confirmed and verified by the Executive Director are eligible to become candidates. Candidates are selected for the final slate by an independent Nomination Committee. The Nomination Committee is comprised of former IGDA Board Chairs and is selected by the current IGDA Governance Committee. The Nomination Committee, convened on an ad hoc basis, will review the candidate statements, conduct interviews as needed, and will put forward a final slate of candidates. This final slate of candidates shall be comprised of no more than twice the number of candidates than there are board seats available (e.g. if there are 2 seats open for election, the final slate shall be no more than 4 individuals). The Nomination Committee shall recommend the final slate of candidates, and that slate must be ratified by the IGDA Board of Directors.

**Elections**

**Inspector of Elections**
The Executive Director is the appointed inspector of elections. The inspector is responsible for tabulating the ballots after the election closes.
Election Materials
Prior to the commencement of voting on 1 February 2017, election materials will be sent to all IGDA members who are eligible to vote as of 21 December 2016. The materials will include the candidates' statements and a web link to a unique online voting ballot. The ballot will indicate the number of open seats, the number of ballots required to constitute a quorum (10% of the voting-eligible members of record), and will list the names of candidates in alphabetical order, with equal prominence given to each.

Voting Procedure
IGDA directors are elected by “approval voting”, in which members are entitled to vote for as many or as few candidates as they like, including all or none, regardless of the number of seats open for election. The candidates receiving the most votes will be elected.

Each member should mark his or her online ballot and submit it prior to the voting deadline, 22 February 2017. The online ballot will prevent members from repeat voting.

Election Verification
After voting closes at 23:59 PST (UTC-8) on 22 February 2017, the inspector of elections will count the submitted ballots and determine if a quorum has voted. If less than a quorum has voted, the inspector of elections will inform the Board of Directors that the election is void. If a quorum has voted, the inspector will tally the votes and determine the winning candidates according to the rules specified above.

Void Election
In the event a void election, the Directors' seats to be filled shall be declared vacant and a majority of the IGDA Board of Directors will select the Directors to fill such vacancies in accordance with the IGDA Bylaws.

Election Results
The results of the election will be announced to the membership on or after 27 February 2017 after the Board has a chance to either certify the election results, void the election results, or choose to appoint new Directors as described above.

Withdrawal or Disqualification

Withdrawal Procedure
Candidates who want to withdraw from the election after the election materials have been emailed to members should notify the Executive Director. In the event the candidate wishes to withdraw after the election has commenced, contact the Executive Director immediately.

Disqualification
Candidates may be disqualified for their participation in the board election in the event that any information provided during the nomination process is determined, by the IGDA Board, to be inaccurate or fraudulent. Also, if a candidate blatantly violates the IGDA’s Code of Ethics, Values and/or Inclusivity Policy in their statements and/or actions, this could be grounds for disqualification from the election process.
Effect of Withdrawal or Disqualification
If any candidate withdraws or is disqualified from the election before the ballots have been counted, votes for the candidate will not be counted. If a winning candidate withdraws or is disqualified after the ballots have been counted and before he or she has taken his or her seat, the non-winning candidate receiving the next highest number of votes will be elected. If no non-winning candidate is available, the seat will be declared vacant by the Board.

Board Term
Elected Directors serve a three (3) year term on the Board. Directors who are selected via the 2017 election will serve through the 2020 election.