

3.3 NOMINATIONS

POLICY TITLE: NOMINATIONS

DATE DRAFTED: SEPTEMBER 2014

APPROVED: DECEMBER 2015

NEXT REVIEW: NOVEMBER 2017

Purpose

The purpose of this policy is to outline the process for succession, nomination and election to the ISBER BOD.

Guidelines

NOMINATIONS PROCEDURES AND CANDIDATE SELECTION

Per the ISBER Bylaws, " Prior to Director-at-Large election, the Nominating Committee shall seek, qualify, and nominate candidates to serve as Directors-at-Large in accordance with the policies and procedures established by the Board. A Member in good standing may submit to the Nominations Committee the name or names of Members the Member recommends for consideration as a Director-at-Large nominee. The Nominating Committee shall nominate at least two (2) Members for each Director-at-Large position to be filled during the election. The Nominating Committee shall transmit the names of the nominees to the Secretary of the Society at least thirty (30) days in advance of the election or such other time period as established by the Board. Director-at-Large elections may be conducted prior to the Annual Meeting by any method approved by the Board, accessible and available to all Members, and permitted by law including, but not limited to, by mail, or email ballot. If Director-at-Large elections are not conducted prior to the Annual Meeting, Director-at-Large elections shall be held at that Annual Meeting." Both self-nomination and collegial nomination are encouraged.

As per the ISBER Nominating Committee Terms of Reference, nominations will be conducted per the following procedure:

1. At least two candidates for each open position
 - a. Nominating Committee can petition the BOD for permission to list only one candidate for a position
2. A write-in option should be on the ballot for each open position
3. Voting period is at least 20 days
4. Individual Members and named Organizational Member Delegates can vote

Candidates should be selected based on their expertise in the area of biobanking, leadership capabilities, dedication to the Society and availability of sufficient time to devote to the duties of the office and activities of the BOD and Society. In considering diversity and the need for balance on the BOD, the Nominating Committee will consider the following factors, among others, related to the potential candidate:

1. Type of repository that the candidate is associated with ("Type of repository" is broadly defined as "biological" or "environmental". A balanced ratio of representation of both types should be weighed against the society goals to be placed into nomination).

2. Type of employer (non-profit, government, industry). Appropriate representation of the employer types should be considered to represent to society membership.
3. Scientific and or operational expertise with clear leadership and managerial capabilities should be considered. Balanced representation of both scientific and operational expertise should be considered.
4. Geographical representation - The ISBER BOD is composed of 5 elected global Society Officers and one at-large voting director from each Region (Americas, Europe-Middle East-Africa, China, and Indo-Pacific Rim), for a total of 4 Directors-at-Large and 9 total BOD members.
5. Gender representation should be considered where appropriate to represent the membership.
6. Ethnicity representation should be considered where appropriate to represent the membership.
7. The Nominating Committee shall strive to ensure at least two-thirds of the voting BOD members are independent. An individual shall be considered independent if:
 - a. the individual is not compensated by the Society as an employee
 - b. the individual does not receive total compensation or other payments exceeding \$10,000 during the Society's tax year from the Society or from a related organization(s) as an independent contractor
 - c. the individual's compensation is not determined by individuals or organizations who are compensated by the Society
 - d. the individual does not receive, directly or indirectly, material financial benefits from the Society except as a member of the charitable class served by the organization
 - e. the individual is not related to anyone described above (as a spouse, sibling, parent, or child) or reside with any person so described.

SUCCESSION PLANNING

As outlined above, the Nominating Committee will be responsible for seeking appropriate nominations to the BOD. Whenever possible, the Nominating Committee will encourage current ISBER Committee leaders to nominate to the BOD, with the aim of ensuring a succession of ISBER leaders through the Committee member – to Committee Chair – to Board Member process.

REGIONAL DIRECTORS-AT-LARGE

Per the ISBER Regional Charter, ISBER members from each Region will be responsible for electing the Director-at-Large from their Region. Regions must have at least 20 members to elect a Director-at-Large. The ISBER Nominating Committee will be responsible for ensuring that Regions are represented on the BOD appropriately, as outlined above.

ISBER members assigned to Regions shall have the right to vote in ISBER regional elections for the Regional Director-at-Large, in ISBER global elections for the BOD, and on any other matters requiring a vote by the ISBER membership. ISBER members in good standing may hold any office in the Society and serve on Society Committees.

ENGLISH PROFICIENCY

All ISBER business is conducted in English therefore all ISBER BOD nominees must be proficient in the English language.

LEADERSHIP TRAINING

Incoming ISBER Board Members will be provided with materials to assist in the leadership transition, including an ISBER BOD orientation package outlining ISBER governance structures and responsibilities. Further, incoming Board members will be provided with reading material outlining the governance responsibilities and fiduciary duties of Board members.

The ISBER Nominating Committee will coordinate with the Governance Committee to identify additional educational needs of incoming and current Board members and coordinate educational opportunities as appropriate. Potential topics include, but are not limited to, financial analysis, governance, fiduciary duties, legal implications, and/or strategic planning.

