SUMMARY & PURPOSE:
New members for the Council and the subcommittees must be carefully considered and due process applied fairly and appropriately at all times. This policy shall provide the key concepts and steps to ensure that all elections shall be completed to meet these principles.

DEFINITIONS:
None needed

POLICY:
General Items:
- Elections shall be held at least once a year in a manner to support the attendance of new members at the IMSH Council meeting.
- The timing of the election shall occur at a time agreed by the Director of Certification and Council leadership.
- Calls for Council and subcommittee positions shall be made at the same time.
- Council positions shall be filled first, individuals who are not selected for the Council positions shall then be slated into the subcommittees as appropriate.
- The method of the call for nominations shall be selected as appropriate to include:
  - Eligibility criteria
  - Method of submission (e.g. email vs web-based form)
  - Items to submit (e.g. statement of interest, CV)
  - Due dates
- Individuals can self-nominate or nominate others.
- Preference shall be given to those who have demonstrated activity in certification activities (e.g. involvement in subcommittees).

General Member Elections (also applies to subcommittee members):
- An open call for nominations shall be made for any general member position that is open during the normal cycle of elections.

Public Member Elections:
- Nominations for the Public Member shall be submitted to the Director of Certification.

Chair-Elect Elections:
- Nominations for Chair-Elect shall be submitted to the Director of Certification.

Council Voting Process:
- The full Council shall vote on all positions that need filled.
- The Chair-Elect position shall always be a private vote.

Vacancies:
- The Council leadership shall provide the names of individuals to fill vacant seats to the Director of Certification.
- This shall also apply to any open subcommittee positions when insufficient numbers of individuals apply and/or individuals are not qualified for open positions.

SCOPE/APPLICABILITY:
This shall apply to all election processes for Council and subcommittee positions.

PROCEDURES TO ENSURE COMPLIANCE:
1. The Staff shall create the slate based on submitted names. Staff shall ensure that all individuals nominated for any position are eligible, interested, and can meet the responsibilities of the position.
2. In the case of excessive numbers of submissions for open positions, the Staff shall consult with Council leadership to tier the submissions and create a slate from the most qualified individuals. The process shall be shared with the Council when the slate is presented.

3. The full Council shall vote on the slate using the following guidelines:
   a. Council members shall have a single vote for each open position.
   b. Multiple iterations of voting shall be used until a majority vote is achieved for the positions that must be filled.
   c. An assent process can be used to review each candidate when there are multiple nominations.

4. Once Council positions are filled, open subcommittee positions shall be filled using the same voting process described previously.
   d. Individuals shall be appointed by Council vote to the most appropriate subcommittee and to ensure fair and balanced representation.

SUPPORTING/REFERENCE DOCUMENTATION:
- None

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:
- Standing Rule 4: Composition

ASSOCIATED NCCA STANDARD(S):
- 2, 2C

POSTED PUBLICLY: YES/NO