

NOMINATING COMMITTEE MEMBERS: TERMS OF REFERENCE

The main function of the Nominating Committee (NC) is to solicit, receive, and review nominations to fill vacant positions on the Executive Committee (President-Elect, Treasurer and Secretary), the Board of Directors (BoD), the Career Awards Committee and the NC itself, and to submit a list of nominees to the BoD for approval. Nominating Committee members cannot be nominated for an ISTS position while serving on the Committee.

The regular Nominating Committee nominee should have attended at least 3 Symposia.

Specifically, members of the NC will:

- Serve a three-year term, which begins on the 1st of May during the year they are elected. The Chair of the NC is appointed by the President from among NC members who are entering the second year of their term, to ensure that he/she has at least one year's experience with the workings of the committee.
- Review nominations proposed both by the NC and by the general Membership of the ISTS to determine the nominee's eligibility for the intended positions. In cases where the Committee member has made a nomination, that member shall recuse themselves from all Committee discussions regarding the nominee and the position for which the nomination was made.
- Contact eligible nominees to determine whether they are willing and able to serve in the position for which they have been nominated.
- Discuss the qualifications of the various nominees; obtain the required documentation from each nominee, including: biographical information, a photograph and the nomination form.
- Decide on a list of nominees for each position, which will be presented to the BoD for approval at least two months before the Annual Business meeting. If there are an insufficient number of suitable nominees for any position, the NC may provide additional nominees.
- Following approval of the list of final nominees by the BoD, post the list on the ISTS website together with the photograph and biographical information of each nominee to assist the Membership in evaluating the nominees. The list of final nominees and the information that must accompany each nomination needs to be available to the Membership one month prior to the start of the Symposium. If a nominee does not provide their bio in a timely manner, they shall not be included on the final ballot.
- Regularly remind the Membership that elections are open and encourage

Members to vote.

- Present an overview of the nominations process and the results of the elections to the Membership at the Annual Business Meeting at the Symposium.
- Present a report to the BoD at the Symposium Board meeting. In the event that the NC Chair is not able to attend a Symposium to present the NC's report, the Chair will appoint a member of the NC to represent them. If no NC member can attend, then the NC Chair will provide a written report to the Secretary at least 30 days prior to the Annual Symposium.

Discussions related to the assessment of nominees amongst NC and BoD members must remain confidential.

Members of the NC should maintain their ISTS active member status by paying their annual membership fees for the duration of their term.