



International Society of Arboriculture

Nominating and Elections (NEC) Committee

Purpose Statement: The purpose of the NEC Committee is to assist the Board in fulfilling its responsibilities regarding the selection of nominees for the Board of Directors and the selection of nominees for the elected positions on the Nominating and Elections Committee.

Structure

The NEC Committee is a body reporting to the International Society of Arboriculture ISA Board of Directors.

The composition of the committee is determined by Bylaw Article X Section B.2 and shall include (a) six disinterested ISA members in good standing as elected by the membership who shall be the voting members of the committee; (b) one director appointed by the board who shall be a non-voting member of the committee.



For final determination by the board, a recommended list of qualified candidates for the NEC, equal to or greater in number than the available positions which are to be elected by the ISA membership.

The list is to be provided to the board in sufficient time for the board to submit its slate of candidates to the membership at least ninety (90) days in advance of the annual general meeting.

Criteria

- Candidates must be an ISA Member in Good Standing.
- Candidates must agree not to seek open Director or Officer positions their tenure on the NEC.
- Preference is given to candidates with the following qualifications:
 - Prior active service on the ISA Board of Directors
 - Prior active service on an ISA Committee
 - Prior organizational leadership experience, including service in ISA Chapters or Professional Affiliates
 - Experience in non-profit organizational governance



Selection

- ISA calls to membership for nominees, NEC actively solicits nominees.
- NEC presents a qualified slate to the ISA Board of Directors for approval.
- An election is held using the ISA Board of Directors approved slate for consideration by the ISA membership and the Council of Representatives.

Terms of Office

- Appointments for committee members shall be for a term of three years.
- Terms are staggered and the term of one-third, i.e. two of the elected voting member terms will end each year.
- The director member is appointed annually.

Duties and Responsibilities

Committee

- Active recruitment of potential candidates for the ISA Board of Directors before and during the call for nominations
- Communicate with the ISA Board regularly to understand desired director characteristics.
- For each ISA Board of Directors and NEC election, the NEC committee will follow policy to submit and gain approval for each slate of candidates.
- Act in accordance with policy outlined in the Board Policy Manual, and ISA Board Corporate Policy.



Committee Members

- Members will be required to complete the ISA Confidentiality Form and Conflict of Interest Statement prior to beginning their term on the committee.
- Members must be willing to attend video conference meetings once monthly.
- Members must be willing to dedicate additional time to interviewing ISA Board Candidates and engaging in committee review processes.
- Members must be willing to dedicate time actively solicit potential board candidates.

Meetings

The Committee meetings will occur monthly, with additional meetings called as needed for interviews and any additional requests deemed by the committee chair.

ISA Staff Administrative Responsibilities

- The ISA Executive Director assigns a staff liaison to support the NEC Committee Chair.
- The staff liaison supports the committee with administrative support during meetings and support of the nomination and election procedures.
- The staff liaison communicates with corresponding internal staff to facilitate the work of the NEC.

