

## **IGDA Board of Directors' Election Policies and Procedures Manual**

Last Updated: 23 September 2022

### **Introduction**

This document lays out policies and procedures governing the IGDA Board of Directors election. 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. IGDA HQ and the IGDA Board of Directors review candidates and put forward the final election slate.
3. The membership votes.
4. Election results are 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 as of the time of their election or appointment.
2. The Director must have been an IGDA member for at least the two (2) consecutive years prior to taking office.
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.

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

### **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 they must:

1. Support the objectives and mission of the IGDA; using any skills or knowledge they have to further that mission and seek expert advice where appropriate.
2. Participate in critical fundraising activities on behalf of the organization.
3. Provide financial oversight, and ultimately have fiduciary responsibility over the organization.
4. Ensure legal and ethical integrity and maintain accountability.

5. Ensure effective organizational planning, thinking strategically for the long-term success of the organization.
6. Strive to enhance the IGDA's public standing and be advocates of the organization within the community.
7. Ensure the IGDA has adequate resources to fulfill its mission.
8. Determine, monitor, and strengthen the organization's programs and services.
9. Oversee, evaluate, and direct the Executive Director.

## Annual Election Schedule

The annual elections schedule can be found by visiting <https://igda.org/elections/>.

## Nomination Procedures

### Sitting Directors

Any director whose seat is coming up for election may nominate themselves for re-election 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 submit their nomination through the nomination form provided by the IGDA during the annual call for nominations. Candidates will be asked to provide information including but not limited to:

- Contact information
- Candidate statement
- Relevant IGDA/volunteer experience
- A headshot or other visual representation

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 are available from the IGDA website:

<http://www.igda.org/about/>.

## Candidates' Statements

Each candidate will have the opportunity to publish a statement that will be posted to the IGDA website 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 and focus their statements on their personal philosophy, priorities and goals for the organization (e.g., 3/4 of the statement). It is acceptable for candidates to provide some background on themselves (e.g., 1/4 of the statement).

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 Volunteer Experience/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 submit their nomination package through the designated form by 23:59 PST on the nomination deadline date.

### **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, 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 composed 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**

IGDA HQ is responsible for tabulating the ballots after the election closes.



### **Election Materials**

Prior to the commencement of voting each year, election materials will be sent to all IGDA members who are eligible to vote as of the close of the nomination period each year. The materials will include the candidates' statements and a weblink to a unique online voting ballot. The ballot will indicate the number of open seats 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 each year. The online ballot will prevent members from repeat voting.

### **Election Verification**

After voting closes, IGDA HQ will tally the votes and determine the winning candidates according to the rules specified above.

### **Void Election**

In the event of 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 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 unless otherwise specified.