

F2F Meeting London - Bylaw 4.1 - Rules on Election of Officers

Chair and Vice Chair, elected to two year terms. (Current terms end Oct. 21, 2018)

Procedure:

At least 60 days before expiration of current Chair’s term (<u>Aug. 22</u> or earlier)	Chair announces nominations are open for office of <u>Chair</u> , and Vice Chair is automatically nominated. Vice Chair can decline nomination and/or run again for Vice Chair. Others can also be nominated or self-nominate.
From 1 week to 4 weeks	Nomination period for <u>Chair</u> remains open
Upon close of nomination period for Chair	Nomination period for <u>Vice Chair</u> opens
From 1 week to 4 weeks	Nomination period for <u>Vice Chair</u> remains open
If only <u>one</u> person nominated for a position	Forum will hold a Ballot to confirm appointment. All members vote as a single class, majority of votes needed to win.
If <u>more than one person</u> nominated for a position	Forum will hold an election Ballot. Within 2 weeks after close of nominations: (1) Chair will appoint an Election Committee of 2 or more people with “independence” and typically non-voting status to receive and count votes, announce results, and (2) Chair will announce an election ballot on the management mailing list along with the ballot start date, ballot end date, and a description of the voting process Nominee receiving most votes wins (no runoffs unless a tie in top two nominees)

How we did it in 2016: See Ballots 176 and 177.

Possible schedule for 2018:

Date	Period	Activity
Thu. Aug 9, 2018 – 8 am Pacific	7-28 days for Chair	On the CABF call, review election process and announce nominations for <u>Chair</u> are open, for 14 days (through Aug. 23, 8 am Pacific). Send email to management list also.

Thu. Aug. 23, 2018 – 8 am Pacific	7-28 days for Vice Chair	Nominations for <u>Chair</u> close Start of nomination period for <u>Vice Chair</u> for 14 days (through Sept. 6, 8 am Pacific). Current Chair asks Chair nominees to prepare optional election statements by Sept. 6 Chair announces Election Committee
Thu. Sep. 6, 2018 – 8 am Pacific	14 days (regular ballot period)	Nominations for <u>Vice Chair</u> close Current Chair asks Vice Chair nominees to prepare optional election statements by Sept. 20 Start of ballot for election of <u>Chair</u> – one week discussion period (candidates can post their optional election statements to Management list), one week voting (public ballot if only one nominee, private voting ballot if multiple nominees – to Election Committee)
Thu. Sept. 20, 2018 – 8 am Pacific	14 days (regular ballot period)	Close of voting period for <u>Chair</u> , announce results Start of ballot for election of <u>Vice Chair</u> – one week discussion period (candidates can post their optional election statements to Management list), one week voting (public ballot if only one nominee, private voting ballot if multiple nominees – to Election Committee)
Thu. Oct. 4, 2018 – 8 am Pacific		Close of voting period for <u>Vice Chair</u> , announce results
Mon. Oct. 22, 2018		Start of terms for new Chair and Vice Chair.

Bylaw 4.1 Officers

(a) Term of office: The Forum will elect a Chair and Vice Chair, each to serve for a two-year term. The Vice Chair has the authority of the Chair in the event of any absence or unavailability of the Chair, and in such circumstances, any duty delegated to the Chair herein may be performed by the Vice Chair. For example, the Vice Chair will preside at Forum Meetings and Forum Teleconferences in the Chair’s absence. The offices of Chair and Vice Chair may only be filled by Forum Member representatives.

No person may serve as Chair for more than a two-year period or be elected to Vice Chair upon expiration or termination of the person’s service as Chair, but a person is eligible to be elected as Chair again after having vacated the position as Chair for at least two years.

(b) Manner of conducting nominations: At least sixty (60) days prior to the expiration of the current Chair's term or upon his/her early termination as Chair, the Chair or Vice Chair will announce through the management mailing list that nominations are open for the office of Chair and the Vice Chair will automatically be nominated as the next Chair, but Forum Members may nominate themselves or others to be additional candidates as Chair. A Vice Chair may decline the nomination to the office of Chair and/or indicate an intent to seek nomination for re-election to the office of Vice Chair. The nomination period for Chair will last for at least one week but no longer than four weeks. Upon the close of the nominations for Chair, the nomination period for the office of Vice Chair shall immediately open. The nomination period for Vice Chair will last for at least one week but no longer than four weeks.

(c) Manner of holding officer elections: If a single individual is nominated for a position, the Forum will hold a ballot to confirm appointment of the nominee. For the confirmation ballot, each Forum Member is entitled to a single vote regardless of the number of participating Forum Member representatives or whether the Forum Member is categorized as a CA or product supplier. If multiple votes are received from a Forum Member's representatives, the last vote submitted during the voting period is considered the Forum Member's vote. The single nominee is considered confirmed if a majority of the Forum members who vote are in favor of the appointment, regardless of the number of votes cast and irrespective of whether 2/3 of the CAs or 1/2 of the product suppliers approve appointment of the nominee.

If more than one candidate is nominated for Chair or Vice Chair, the Forum will announce an election ballot to determine which candidate will fill the position. Within two weeks after the close of the nomination period, the Chair or Vice Chair will establish an election committee and announce the election ballot on the management mailing list along with the ballot start date, ballot end date, and a description of the voting process. The Chair or Vice Chair will appoint the election committee by selecting at least two volunteers who have a reputation for independence, preferably individuals without voting rights in the Forum and that participate as Interested Parties. The election committee is responsible solely for tallying Forum Member votes in connection with the election ballot. The description must include the email address(es) where members will send their vote, which should be the email addresses of the election committee.

For election ballots, each Forum Member is entitled to a single vote regardless of the number of participating Forum Member representatives or whether the Forum Member is categorized as a CA or product supplier. If multiple votes are received from a Forum Member's representatives, the last vote submitted during the voting period is considered the Forum Member's vote. Within two weeks after the election ballot closes, the election committee will compile the votes, ensure that only one vote is counted per Forum Member, confirm the results with other members of the election committee, and publish the ballot results by sending an email to the public mailing list. The election committee will not include any votes submitted before or after the voting period when compiling the votes. The ballot results email will contain only the following information: a short description of the ballot purpose, the total number of votes submitted during the ballot period, and the name of the nominee receiving the most votes. The election committee may include other language as necessary to accurately describe the ballot and any concerns the election committee had with the ballot, provided that such language does not disclose how individual Forum Members voted. The election committee will treat the votes of individual Forum Members as confidential information. The nominee receiving the most votes is appointed to the applicable position, regardless of the number of votes cast and irrespective of whether 2/3 of the CAs or 1/2 of the product suppliers voted for the nominee. If the election ballot results in a tie among the candidates receiving the most votes, the Chair or Vice Chair will call for another election ballot that includes only the two tying candidates.