ILTA Board Election Task Force Charter

The purpose of the Board election process is to ensure that the International Legal Technology Association (ILTA) continues to be a volunteer-led organization and finds the best candidates possible possessing the knowledge, skills, and attributes required for effective board service.

Introduction

In 2015, ILTA’s Executive Director and Board undertook a review of the process for electing the Board of Directors. The process had been essentially unchanged since 2003 and ILTA wanted to ensure that it continued to be both strong and volunteer-led in keeping with its roots and culture. In addition, some downsides of the election process had become apparent.

Following a year of research, due diligence, and deliberation, the Board recommended changes which, given their nature, required a membership vote for approval. The membership approved the recommended changes by a vote of 79% to 21%.

Given that the current process has been in place for the 2017-2019 and 2019-2021 Board election cycles, the current Board has decided to review it in light of the organization’s experience with those cycles, as well as update the external research on governance norms and best practices.

Mission Statement

The Board Election Task Force (BETF) will review the current process for electing the ILTA Board of Directors, with careful consideration of ILTA’s culture and core values and best practices among comparable non-profit associations. Based on its findings, the BETF will recommend whether any and if so what changes should be made to the ILTA Board election process and associated governance documents.

Task Force Objectives

1. Research the Board selection processes for comparable non-profit associations to determine best practices and assess the pros and cons of the more common approaches and models.
2. Review the work done by the 2015-17 Board regarding the issues ILTA hoped to address with the current selection process and assess whether and how effectively the process has addressed those issues.
3. Analyze and outline the strengths and weaknesses of ILTA’s current Board election process as compared with its own past processes, non-profit association best practices, and other common approaches and models.
4. Recommend to the Board that the current election process either be retained as is or revised.
5. Detail proposed changes, if any.
Task Force Structure

Board Leadership
Jim McKenna, President
Chris Hunt, Secretary
Joy Heath Rush, CEO (ex officio)

Staff Liaison
Teresa Laird

Membership
TBD

Member Composition

The number of additional volunteers to be chosen will be five, with a total voting membership of seven, plus one ex officio, non-voting member. Membership is open to all participants from member entities in good standing, except for sitting members of the Talent Council.

The BETF will recommend a Chair and Vice Chair to the Board. The Board President will not be eligible to serve as Chair or Vice Chair of the BETF.

Term of Service

BETF members will serve until the deliverables are complete and accepted by the Board. This is anticipated to be a minimum of six months.

It is important to note that this effort is time bound. The work of the BETF must be completed no later than July 31, 2020, in order to effect any recommended changes in time for the 2021-2023 Board election.

Member Selection Process

Those wishing to serve on the BETF will apply through the normal volunteer application process. Volunteer applicants will be interviewed by at least one Board member in his/her first term of service and the CEO. The members of the BETF will be approved by the Board of Directors.

Deliverables

The BETF will recommend to the Board whether the current Board selection process should be kept as is or should be changed in any way.

If any changes are recommended, details of those changes must be provided in the recommendation.