



## **NCS Board of Directors Nominations Process and Timeline Updated March 2018**

### **NOMINATING COMMITTEE**

The Nominating Committee shall consist of a Chair who will be the Immediate Past President along with two members of the Board and two members-at-large. The two members of the Board will be identified and selected by the Board of Directors. The members-at-large positions will be selected as follows:

- 1) a Call for Volunteers is distributed to the NCS membership;
- 2) the Board of Directors reviews applicants and votes on the two members-at-large.

The Committee must have multidisciplinary representation and include at least one non-physician. No member of the Nominating Committee can stand for election while they are a member of the Nominating Committee. Terms for members of the Nominating Committee will be four years, and individual terms will be staggered so that a full rotation does not occur each year.

### **OFFICERS**

The process for the selection of Officers of the Neurocritical Care Society is outlined in the Bylaws which states: "Open Officer seats will be filled using the following succession plan: Secretary to Treasurer; Treasurer to Vice President; Vice President to President. The Secretary position will be elected by the Board of Directors at its Annual Meeting. All Officers must have previously served on the Board of Directors. Unless a shorter term is provided in the resolution of the Board electing such officer, the term of office of each officer shall begin with the first meeting following the Annual Meeting and until the officer's successor is elected or appointed and qualified." Candidates for the Secretary position will consist of those who are currently serving or have served on the Board of Directors. The Board of Directors will be asked to forward their recommendations to be considered as a part of the process. Candidates will be reviewed and one candidate will be nominated by the Nominating Committee which is then sent to the Board of Directors for voting. Simple majority of Board vote results in selection or non-selection of nominated candidate. If candidate is not approved, the Nominating Committee will take all comments from the Board into consideration and introduce a new candidate.

### **AT-LARGE DIRECTOR SEATS**

The Neurocritical Care Society accepts nominations for open at-large seats (NOTE: there is a designated nurse and pharmacist seat so it is important to check and see if one is rotating off. There was an International Seat designated; however, this seat will now be filled by the Global Regional Committee Chairs on the Board of Directors for a two-year term. Below is the process for identifying and electing candidates of open at-large director seats. The Nominating Committee will follow agreed-upon processes for the identification and selection of Board of Director At-Large seats. During the voting process of At-Large Director seats, the Nominating Committee has the option to consider

two designated Board seats among those that are currently open, one for advanced practice providers and one for non-neurologist physicians.

1. Send Call for Nominations to membership. *April*
2. The Nominating Committee will meet to review the nominations and identify any additional candidates to add to the list. Any member in good standing may run in the primary. – *Second Week of May – the Nominating Committee should make special note to ensure advanced practice providers and non-neurologist physicians are included on the ballot*
3. The Executive Office will contact the nominees to verify that individuals accept the nomination. *(Immediately following Nominating Committee approval)*
4. The preliminary ballot including all nominations approved by the Nominating Committee will be sent to membership for a vote – *Second Week of May with deadline of Forth Week of May*
5. The Nominating Committee will review the results and select two candidates for each open seat (i.e., if there are five open seats, 10 candidates will be selected – if there are six open seats, 12 candidates will be selected). – *Last Week of May – The Nominating Committee should make special note to ensure advanced practice providers and non-neurologist physicians are included on the final ballot.*
  - Half of the final candidates will be based on the top votes (i.e., if 10 candidates are needed, the top five candidates based on votes will automatically be placed on the ballot; if 12 candidates are needed, the top six candidates based on votes will automatically be placed on the ballot). The remaining half will be selected by the Nominating Committee taking into consideration the number of votes, profile of those already serving on the Board and other factors as deemed important by the Nominating Committee. No additional candidates may be added at this point in the process. ***TO BE ENFORCED AT MAY MEETING*** *The Nominating Committee should make special note to ensure advanced practice providers and non-neurologist physicians are included on the final ballot.*
6. Each candidate (chosen by the Nominating Committee or standing in the primary election) will prepare a brief statement regarding their qualification and positions. Letters of support may be provided. *(Send notifications immediately following Nominating Committee meeting with deadline of the Second Week of June)*
7. The names of all at-large candidates will be presented to the membership as an aggregate via an email ballot which will include the names of the candidates and their statements. Those receiving the most votes from membership will become directors. In the event of a tie for the last at-large position, the Executive Committee will vote among those tied by secret ballot. *(Send final ballot the Third Week of June with votes due within two weeks.) At its discretion, the Nominating Committee may designate two of the open Board seats for advanced practice providers and non-neurologist physicians if they are not included in the final vote.*
8. The new directors will be announced at the Business Meeting during the Annual Meeting.

## **GLOBAL REGIONAL COMMITTEES**

In addition to the election of the Directors, one Global Regional Committee chairperson will be elected from each of the five regions (Asia, Europe, Central/Caribbean and North America, Mideast/Africa and South America) who will hold the director office for a two-year term and until their successors have been elected and qualified.

1. Each regional committee will hold their own election for the individual to serve as Chair of their International Regional Committee
2. The Chair of the International Regional Committee will become the nominee for the
3. open Director seat for their region
4. The Chairs will be presented to the membership for ratification during their annual election process
5. These Chairs have full voting rights

NOTE: the goal is secure two seats for 2016 and then the remaining 3 in 2017

## **LEADERSHIP POLICIES & PROCEDURES (As approved by BOD on 5.2.13)**

1. Officer terms are one year
2. Officers include the President, Vice President, Treasurer and Secretary
3. There will be a succession from Secretary to Treasurer to Vice President to President, on the acknowledgement (vote of confidence) of the BOD each year
4. There will be an annual election from members on the Board of Directors for the Secretary (and as is currently the case, all Officers must have previously served on the BOD).
5. The immediate Past-President will serve as a voting member of the Executive Committee and the Board of Directors as a one-year term
6. All Past-Presidents (except the Immediate Past-President) will be ex officio (non-voting) members of the BOD and will have the right to attend BOD meetings at their discretion
7. There will be a Past-Presidents Committee that will function as an advisory committee
8. to the officers.
9. No Past-President can be elected to the BOD
10. Elected BOD member terms will remain at 4 years
11. No BOD member who is rotating off may stand for re-election to the BOD that same
12. year. There must be at least a 1-year hiatus before being re-elected to the BOD. Total
13. lifetime BOD terms are limited to 2 (total of 8 years).

### **These policies and procedures were developed to:**

- Preserve institutional memory
- Avoid leadership burnout
- Expand elected leadership opportunities to society members
- Avoid the negative aspects of election “campaigning” and bad feelings from not being re-elected
- Emphasize that much of the recognized and valued NCS leadership comes from members who are not officers or on the BOD