



Nomination Policy

Nominations Procedure:

- The Nominating Committee shall be composed of the Immediate Past President as Chair, the President-Elect and two members of ISSWSH appointed by the President. All open positions need to be filled by members of ISSWSH in good standing. The Nominating Committee will receive all qualified nominations for consideration during an open call for nominations period which must conclude at least 70 days before the annual business meeting of members.
- Qualified nominations may be submitted through the ISSWSH Office (info@isswsh.org) or a designated submission platform at any time during the open call for nominations.
- Nominations may be submitted by any ISSWSH member in good standing, including self, utilizing the qualifications described below.
- The nomination procedure outlined in this policy is applicable to the following elected positions within ISSWSH: President-Elect, Secretary, Treasurer; Committee Chairs of the following Standing Committees: Advocacy, Clinical Guidelines, Education, Fellowship, Finance, Global Development, Membership, Online Services, Research Grants, and Social Media; and Directors-at-Large.

Qualifications:

President-Elect, Secretary, and Treasurer

- a) Minimum active membership in ISSWSH: 3-5 years
- b) Previous significant contribution/accomplishment related to ISSWSH (e.g., Chairing the Annual Meeting, Participation as a Committee Chair, Fellows Member of ISSWSH)
- c) Attended ISSWSH Annual Meeting/Course in 3 of past 5 years

Committee Chairs

- a) Minimum active membership in ISSWSH: 3 years
- b) Active member of the committee in which they are nominated: 2 Years
- c) Attended ISSWSH Annual Meeting/Course in 2 of past 3 years

Directors at Large

- a) Minimum active membership in ISSWSH: 3 years
- b) Active member of a committee: 2 Years
- c) Attended ISSWSH Annual Meeting/Course in 2 of past 3 years

Term of Office:

1. President-Elect: Two-year term, then automatically becomes president for 2-year term
2. Secretary and Treasurer: Two-year terms, renewable once
3. Standing Committee Chairs: Two-year terms, renewable once
4. Directors at Large: Two-year terms, renewable once

Nomination and Election Process:

1. Nominations will be received by the ISSWSH Office and eligibility qualifications verified.



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2. Eligible candidates will be asked to submit a statement of interest, CV, and photo for use during the election process, as well as complete the conflict of interest disclosure form.
3. Qualified candidates will be forwarded to the Nominating Committee for review and approval after the conclusion of the open call for nominations period which will close no later than 90 days in advance of the Annual Business Meeting.
4. The Nominating Committee may nominate members who do not strictly follow the stated office qualifications if it is considered by the committee to be in the best interest of the association.
5. One member may not be a candidate for two different positions in the same election year.
6. The Nominating Committee will officially present all accepted nominations at least 50 days in advance of the Annual Business Meeting.
7. An online election will be held in advance of the Annual Business Meeting or Special Meeting scheduled as per Bylaws, Article IX, Section 3. ISSWSH members in good standing will be able to vote electronically by using the online voting system on the ISSWSH members only section of the website (log in required). The electronic voting window will be open for exactly 4 weeks (28 days) and will conclude at midnight of the day prior to the date of the Annual Business Meeting or Special Meeting. A final opportunity to vote will be allowed during the Annual Business Meeting or Special Meeting. The exact dates of the voting window will be announced to all ISSWSH members by email as timing may change depending on the schedule of the Annual Business Meeting or Special Meeting.
8. Election results will be announced as soon as the full vote has been tabulated and validated to the nominees and to the full membership.