

## INFORMATION FOR POTENTIAL CANDIDATES: IAIA 2018 ELECTION

*The purpose of this document is to explain to potential IAIA Board candidates: (1) the process by which a slate of candidates is prepared for the IAIA election; and (2) the expectations for Board service. We have tried to answer many of the typical questions, but should you have further questions or need clarification of particular points, please contact the current chair of the Board Nominations Committee, Miles Scott-Brown ([msbciera@gmail.com](mailto:msbciera@gmail.com)).*

Article IV, Sec 1 of the IAIA By-Laws states that "the affairs of the Association shall be conducted by a Board of Directors." The overall strategic direction for IAIA resides with the Board, while IAIA staff handle operational matters. Membership of the Board of Directors is defined in the IAIA By-Laws as nine persons: three presidential officers and six directors. The roles include:

- President and Chair of the Board
- Immediate Past President
- President-Elect
- Secretary and Director
- Treasurer and Director
- 4 Directors

The IAIA Board is subject to a renewal process each year when one-third of the Board members complete their three-year terms and are replaced by a newly elected President-Elect and two new Directors.

The IAIA Board Nominations Committee is tasked with the preparation of a list of candidates for the annual election. Each year the Committee has from the IAIA Annual Conference to mid-December to prepare a slate of candidates to run for the three positions. The election is held electronically in January each year, with positions to be taken up after the next AGM. The Board Nominations Committee is mandated to "... prepare slates of two or more candidates for each office, and ...[to]ensure that the Board of Directors maintains a balance of regional, racial, ethnic, gender, experience and professional expertise."

### 1. IAIA NOMINATIONS AND ELECTION PROCESS

The Nominations Committee identifies potential candidates for the IAIA Board and makes recommendations to the IAIA Board on the final slate of candidates.

Potential candidates can be identified by three means:

- identification by the Committee members;
- identification by any IAIA member, who provides the candidate's name to the Committee for their consideration; and,
- self-nomination, as stipulated in the IAIA By-laws (*Article IV, Section 5[b]*). Nominations signed by at least five Nominators and by the Nominee, all of whom must be IAIA Members in Good Standing, shall be included on the ballot, provided that the completed nomination is received by the Executive Director by the deadline (November 15 for the 2018 election year).

All names of potential candidates to be considered for nomination are sent to the IAIA Executive Director to confirm that each candidate is an IAIA Member in Good Standing (current year's membership dues are paid).

At least two candidates will be nominated by the Committee for each of the three nomination pools: President-Elect and two Directors. IAIA members will vote on one

candidate from each of the three pools on the election ballot; one pool is specific for the position of President.

### **Stipulations**

The Board Nominations Committee advises nominees that they agree to attend all Board meetings (mid-term, and those associated with the Annual Conference); communicate electronically with fellow Board members between meetings; and be able to obtain their own finance to cover part of their travel and accommodation costs for these meetings.

It is recognized that attending two international meetings each year for three years may be financially prohibitive and require excessive time away from work, especially for those Board members who are independent consultants and/or have no organization or employer support. All Board members are expected to attend the Board meeting associated with the annual meeting and all Board members ideally will be present at all three midterm meetings. Missing one midterm meeting may be excused for financial or work-related considerations. IAIA can provide a travel reimbursement to Board members so that they can participate in the two Board meetings. This reimbursement is an annual maximum of US\$1825 for each Board member, for expenses incurred.

For accounting purposes, un-requested reimbursements may not be carried over to a subsequent year.

In addition to the in-person meetings, President, Past-President, and President-Elect may be expected to participate in monthly conference/video calls (1-hour duration) with the Executive Director. The entire Board is expected to respond to email communications one to three times per month (on average), with increasing communications expected the month in advance of face-to-face meetings.

## **2. BECOMING A CANDIDATE**

The Board Nominations Committee functions as follows:

1. compile a list of potential candidates who may be interested in running for election;
2. put out a call to the IAIA membership, welcoming members to consider running for election (this requires the support of five current IAIA members; see note on page 1);
3. create a candidate list based upon those members who have been approached and those who have been nominated by other IAIA members; and,
4. create three pools of nominees for the IAIA election.

Candidates must secure the agreement of their employer (if relevant), as time will be needed to participate in two Board meetings per year. Employers may also be willing to provide some financial support should a candidate be elected.

If selected to stand for the Board election or nominated by five IAIA members, candidates will be asked to provide two items:

1. A short resume, no more than 250 words in length, containing: a brief overview of your professional qualifications and experience; a brief statement of any current or past service to IAIA beyond regular membership); and a short statement of your thoughts on IAIA. For example, you may have ideas about how you would like to see IAIA develop in the next few years; you may have suggestions for how it might serve impact assessment professionals more effectively; or, you may see emerging issues to which IAIA may need to respond. The intention is to allow candidates to present information that the voting members will find useful when making their choices.

The resume is best written in the 1<sup>st</sup> person as this information is sent out with the ballots to the IAIA membership to assist them with their voting. It should be forwarded to the Executive Director ([jill@iaia.org](mailto:jill@iaia.org)) by an agreed date.

2. The Board Nominations Committee Chair also asks each candidate in a *Letter of Commitment* if he/she will be able to comply with the conditions of office:
  - Attend all Board and Council meetings;
  - Carry out electronic communications on Board affairs between meetings;
  - Be prepared to take on special assignments - see below for examples.

An electronic Confirmation of Commitment Letter is sent to each candidate: they are asked to sign it and forward it to the Executive Director ([jill@iaia.org](mailto:jill@iaia.org)) and to the Nominations Committee Chair, Miles Scott-Brown ([msbciera@gmail.com](mailto:msbciera@gmail.com)).

### **3. COMMITMENTS ASSOCIATED WITH BEING ON THE IAIA BOARD OF DIRECTORS**

The Board meets twice per year: once associated with the IAIA annual conference, and again at a mid-term meeting. The conference Board meeting is scheduled for the two days following the conference. Attendance is mandatory at the AGM and Council meeting, which are scheduled during the conference. Newly elected Board members officially take office "at the commencement of the first meeting of the Board of Directors after each Annual General Meeting." The retiring Board members are invited to participate in this meeting but are not required to do so.

IAIA holds its annual conference event at a different continent/region each year to give all IAIA members an opportunity to attend some IAIA conferences at convenient locations. Annual conferences tend to be scheduled between April and June.

The location of the mid-term Board meeting varies greatly. It may be held in association with one of IAIA's special symposia, in conjunction with and at the site of an Affiliate's meeting, or at a strategic location to increase that region's exposure to IAIA. The location is always discussed by the Board at the annual meeting. The mid-term meeting is usually scheduled mid-way between annual conferences, often in November or December, and is two days in length.

Board members are also asked to take on special assignments during their tenure. Examples include acting as the Board Liaison to a committee; serving on a Task Force to deal with a specific Board or association initiative; writing an article for the IAIA News blog; or attending a particular function at or near one's home base as an IAIA representative. Serving as Director-Secretary or Director-Treasurer also counts as a special assignment. Board members are also encouraged to initiate activities in accordance with IAIA overall policy and planning objectives. All Board members are expected to use their talents, networks, and influence to build a more secure financial and membership base for IAIA.

### **4. FOR ALL CANDIDATES**

It is important that each candidate discuss the possibility of serving on the IAIA Board with his/her employer. Common questions that an employer will ask when one of his/her staff is asked to serve on the IAIA Board include "How much time will it take?" and/or "Who covers the costs?"

- Based on previous experience, individuals should allow roughly one week for the mid-term meeting, and up to ten days for the annual conference and associated Board meeting. These estimates include travel time.
- Activities and e-mail or other electronic communications while at home base are estimated to require two to three working weeks per year. If a candidate expects his/her employer to fund the required travel, that expectation should be confirmed with the employer before the candidate agrees to be on the ballot.

IAIA expects that the employer gains positive benefits by having a staff member closely associated with an organization of professionals such as IAIA. The staff member benefits as well as the employer from the close association with his/her fellow Board members, where an important goal is to advance the role and practice of impact assessment in broadly-based environmental assessment and management and in sustainable development world-wide. IAIA's association with other international organizations is also of interest and provides mutual benefits.

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**Miles Scott-Brown**  
Chair, IAIA Board Nominations Committee

**Jill Baker**  
IAIA Executive Director

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