

IGS GB Election Procedure and Optimal Timeline

(based on elections 2007 document; revised by Nomination Committee December, 2014)

From Terms of Reference:

"... the nominating committee conducts the elections. The nominating committee consists of three members, the chair of which will be appointed by the Chair of the GB and is a member of the GB not currently up for reelection. The nominating committee presents to the Associate Members for each position to be filled a list of at least two candidates for election. The election will be by the number of votes received by the Associate Members. In the case of a tie the election is by the members of the Governing Board."

1 October	The chair of the Nominating Committee (NC), as per the IGS Terms of reference, is appointed by the Chair of the IGS Governing Board. The chair of the NC selects the other two members and informs the Executive Committee.
<i>1 October</i>	<i>In a parallel and essential step the Membership Committee reviews the Associate Membership list and works with the IGSCB to update the website and mail list (voter list). This much be done prior to the first election announcement to the Associate Membership.</i>
8 October	The NC prepares a draft list of ~5 candidates for each open positions on GB
13 October	This list is presented at an EC meeting (by teleconference) and additional names may be suggested by EC.
23 October	The Nominating Committee comes up with final list with 2-3 on the short list and 2 on the substitute list
24 October	The candidates on the short list are asked in an official mail from the NC whether they are willing to stand for elections. Usually each candidate is also communicated with by one of the NC to answer questions they might have about the position or process. The candidate should be encouraged to check with their management to make sure they will be supported (time, travel, etc.).
31 October	Deadline for first round of candidates to reply
(1 November)	If needed, the candidates on the substitute list are asked in order to finally obtain a final list of 2-3 candidates for the ballot.
7 November	Deadline for first round of candidates to send their 250 word biographical statements to NC. Candidates can be directed to the statements from previous elections as an example.
(8 November)	Deadline for substitute list of candidates to reply
(15 November)	Deadline for substitute 250 word biographical statements
16 November	Final list of candidates and statements submitted to IGSCB via an online form that helps the set up the election website Poll. The poll is set up by IGSCB and ready for review by the NC.
<i>19 November</i>	<i>Final Date for IGS Membership Committee to review and approve Associate Member list (this is the voter list)</i>

20 November	Review and edits of election website Poll by NC. Letter sent by NC to Associate Members by IGSCB using voter list approved by IGS Membership Committee.
13 December	Election closed, Voters validated, and results tallied.
14 December	Results presented to GB meeting at AGU; congratulations and regrets sent to candidates; then results sent to Associate Members

Example Emails:

Appendix 1. Example invitation to possible candidates for IGS Election from Nominating Committee from 2014 election.

Appendix 2. Emails to be sent upon reply from invited candidates.

Appendix 3. Email to Associate Members announcing election.

Appendix 4. Email to Associate Members reminding them of the election.

Appendix 5. Example Post-elections letters from IGS Chair (sent as soon as possible after the elections are concluded in December)

Appendix 1. Example invitation to possible candidates for IGS Election from Nominating Committee from 2014 election.

Subject: IGS Governing Board Nomination

Dear Dr. XYZ,

It is our pleasure to inform you that the IGS Nominating Committee (Charles Meertens, Carey Noll, and Ralf Schmid) has nominated you to serve as a candidate for Network Representative on the IGS Governing Board.

We ask whether you are willing and able to stand for election (by the IGS Associate Members) for a 4-year term on the IGS Governing Board commencing January 1, 2015.

For your reference, the relevant section of the IGS Terms of Reference is included below.

We are hoping of course that you will accept this nomination and that you will stand for election. In this regard, we ask that you confirm your intention as soon as possible, but no later than *Tuesday, November 11, 2014.*

In addition, we ask that you submit a brief Biographical Statement and summary of your objectives not to exceed 250 words by *Friday, November 14, 2014.* This statement will be distributed to the Associate Members together with voting instructions.

We look forward to a positive response and we are confident that you are a highly qualified candidate who would benefit the Board and the IGS community.

If you have any questions please feel free to contact any of us.

Best regards

X, Y, Z

IGS Nominating Committee

THE IGS TERMS OF REFERENCE (Bylaws):

Extracted from: <http://igscb.jpl.nasa.gov/organization/bylaws.html>

"... a nominating committee conducts the elections. The nominating committee consists of three members, the chair of which will be appointed by the Chair of the GB and is a member of the GB not currently up for reelection.

The nominating committee presents to the Associate Members for each position

to be filled a list of at least two candidates for election. The election will be by the number of votes received by the Associate Members. In the case of a tie the election is by the members of the Governing Board."

Appendix 2. Emails to be sent upon reply from invited candidates

Send email such as following to candidates who accept:

Dear XXX,

Thank you for your positive answer and your willingness to stand for elections as AC representative and to support the IGS GB in facing the future challenges with your profound insight into space geodetic data analysis and applications. Thank you also for your short and concise statement that will be posted on the election website.

Best regards,

X, Y, Z
IGS Nominating Committee.

1) --- End Mail ---

Send email to candidates who do not accept saying that the NC appreciates their response and hopes that they might be interested/able to participate in a future election.

Dear XXX,

Thank you for your reply. It is unfortunate that your institution would not be able to support your participation in GB meetings. We accept of course the answer and acknowledge that your institution has already a strong involvement in the IGS. Nevertheless, the possibility to work with you as AC representative in the Board was very attractive. We hope that the situation may be different for elections in another year.

Best regards and much success with your work,

X, Y, Z
IGS Nominating Committee.

Appendix 3. Email to Associate Members announcing election.

This email is sent by the IGS CB on behalf of the Nominating Committee

From: IGS Central Bureau <cb@igs.org>
Subject: IGS Governing Board Election
Date: December 2, 2014 at 6:21:23 PM MST
To: IGS Central Bureau <cb@igs.org>
Bcc: meertens@unavco.org

Dear IGS Associates,

The terms of two positions on the IGS Governing Board (GB), one of the Analysis Center Representatives and one of the Network Representatives, come to an end December 31, 2014. In accordance with the IGS terms of reference (<http://kb.igs.org/hc/en-us/articles/201950526-IGS-Terms-of-Reference>), a Nominating Committee, consisting of Carey Noll, Ralf Schmid and myself, was established by the IGS Executive Committee to conduct the election that includes presenting a list of at least two candidates per position to the Associate Members of the IGS. The current IGS Governing Board membership is available on the IGS website (<http://www.igs.org/about/gb>).

All Associate Members of the IGS (i.e., those colleagues receiving this email and listed on: <http://www.igs.org/about/am>) are eligible to vote for one person for each position. The candidate receiving the most votes for each position will be elected to serve a 4-year term starting January 1, 2015.

The following candidates have agreed to stand for election for Network Representative (1 position to be elected):

- Carine Bruyninx (Royal Observatory of Belgium)
- Ludwig Combrinck (Hartebeesthoek Radio Astronomy Observatory, HartRAO)
- Yuki Hatanaka (Geospatial Information Authority of Japan)

The following candidates have agreed to stand for election for Analysis Center Representative (1 position to be elected):

- Rolf Dach (Astronomical Institute of the University of Bern)
- Mathias Fritsche (Deutsches GeoForschungsZentrum Potsdam)
- Thomas Herring (Massachusetts Institute of Technology)

Each of the candidates has provided a short summary of their current position and professional activities. Please use the following website to read the candidate CVs and to cast your votes:

<http://connect.igs.org/2014-elections>

The members of the Election Committee will maintain confidentiality with respect to individual votes. Voting will remain open until Saturday, December 14 at 00:00 UTC.

We would like to thank all of the candidates for standing for election. The IGS is fortunate to have such highly qualified and motivated candidates for these positions.

Best regards,
Charles Meertens
Carey Noll

Ralf Schmid

Appendix 4. Email to Associate Members reminding them of the election.

This email is sent by the IGS CB on behalf of the Nominating Committee and contains the original email announcement

From: IGS Central Bureau <cb@igs.org>
Subject: ***REMINDER*** - IGS Governing Board Election 2014 - poll closes Dec 14 at 0:00 UTC
Date: December 10, 2014 at 6:21:23 PM MST
To: IGS Central Bureau <cb@igs.org>
Bcc: meertens@unavco.org

If you haven't already voted, please remember that the Governing Board election will close at 0:00 UTC on December 14.

<http://connect.igs.org/2014-elections>

IGS CB
www.igs.org

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We would like to thank all of the candidates for standing for election. The IGS is fortunate to have such highly qualified and motivated candidates for these positions.

Best regards,
Charles Meertens
Carey Noll
Ralf Schmid

Appendix 5. Example Post-elections letters from IGS Chair (sent as soon as possible after the elections are concluded in December)

Congratulations:

Dear <<Elected Candidate>>,

It is my great pleasure to congratulate you on your election to the position of <<GB Position>> to the IGS Governing Board. You received a strong show of support and confidence from the IGS Associate Member electorate. We thank you very much for your willingness to serve and look forward to formally welcoming you to the Governing Board. We will contact you in the new year regarding upcoming meetings and events.

Best regards,
<<Chair>>, IGS Governing Board Chair

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Regrets:

Dear <<Non Elected Candidate>>,

As you know, the recent IGS Governing Board election concluded on <<GB Meeting Date>>. I regret that I must inform you that you were not selected by the IGS associates to serve on the Board at this time in the position of <<GB Position>>. The high level of competence that you and the other candidates brought to the field presented a difficult choice for the IGS Associate Membership. We sincerely appreciate your willingness to have run and hope you will continue your involvement in the IGS and consider future opportunities to contribute to the success of the service.

Best regards,
<<Chair>>, IGS Governing Board Chair

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