



# **IGS Governing Board Elections Process**

## Document History

Date	Version	Amendments
Dec 2014	v0.0	<ul style="list-style-type: none"> <li>Original version (“IGS GB Election Procedure and Optimal Timeline”).</li> </ul>
27 Mar 2019	v1.0	<ul style="list-style-type: none"> <li>Enhanced original version (“IGS Governing Board Elections Process”).</li> </ul>
24 Jul 2019	<a href="#">v2.0</a>	<ul style="list-style-type: none"> <li>N/a.</li> </ul>
03 Sep 2024	v3.0	<ul style="list-style-type: none"> <li>Cleaned up the document and referenced the <a href="#">2023 IGS Terms of Reference</a> where relevant.</li> <li>GB Elections: <ul style="list-style-type: none"> <li>Overhauled and clarified the process.</li> <li>Updated the approximate timeline.</li> <li>Added the new Vice-Chair requirement for all IGS Committees / recommendation for all IGS Pilot Projects and Working Groups.</li> </ul> </li> <li>Associate Member Approvals: <ul style="list-style-type: none"> <li>Explicitly added and clarified the process.</li> </ul> </li> </ul>

## Background

According to the [2023 IGS Terms of Reference](#):

*The Standing Elections Committee is responsible for organizing and supervising elections within the IGS, and is assisted by the CB. They are also responsible for delivering results of the election to the GB. The SEC consists of at least three GB members holding a position not currently up for re-election, and the SEC chair is appointed by the Chair of the GB. At least one staff member from the Central Bureau will provide administrative support and guidance to the SEC members.*

*Members of this committee serve for staggered 2-year terms, renewable without limitation. For elections, the Standing Elections Committee works with the CB to issue a Call for Nominations for all GB vacancies, vets the nominations, and presents to the Associate Members a list of at least two candidates for each position to be filled at the time of elections. In the case of a tie, the election is by the members of the GB.*

*In consultation with the IGS Executive Committee, the Standing Elections Committee will be responsible for the following tasks:*

- vetting and selecting the candidates responding to Governing Board Vacancy Calls for Nominations;*
- identifying and proposing candidates when sufficient nominations for a given vacancy are not received during the open Call for Nominations period; and*

3. *supporting the IGS Committee, Working Group, and Pilot Project chair elections and re-elections.*

## Associate Members Approvals

As per the IGS Terms of Reference, the application and approval/rejection process for Associate Members (AMs) is detailed in the “*IGS Associate Member Engagement Process*” document (of which the [v3.0](#) is in effect at the time of writing).

The Standing Elections Committee (SEC) may choose to launch campaigns to increase engagement by encouraging AM applications. In such a case, the SEC shall be mindful of the need for organisational and geographical balance while fostering inclusivity, diversity, equity, and accessibility in the IGS Community. See in particular the IGS IDEA Statement and Charter, available at <https://igs.org/wg/idea>.

## Governing Board Elections Process Overview

All Governing Board (GB) positions expire at the end of the calendar year. In any given year where there are GB vacancies, or where vacancies are expected at the end of the year, the Standing Election Committee, supported by the Central Bureau (CB), shall identify potential candidates for each vacancy. This search may include reaching out to specific individuals that were previously identified, or rely on an open Call for Nominations to the Associate Membership or via IGSMail. Calls for Nominations shall describe each position and invite applicants to submit their credentials and a short statement of interest, and be open for at least one month.

After candidates have been identified, and/or the Call for Nominations completes, the CB shall conduct a preliminary check to verify that all candidates are active Associate Members. After this, the candidates shall be sent to the SEC for consideration and further review. No fewer than two, and no more than five candidates shall be selected for each vacancy. If there are two identical positions (for example, Analysis Center Representatives) then candidates shall be grouped together and the top two most popular individuals shall fill the two available positions.

The final set of CB/SEC nominees shall then be presented to the GB for a preliminary approval, to prevent conflicts of interest and seek further input from the GB in terms of potential candidates. The CB/SEC shall present the rationale behind the nominations. Only the GB-approved nominees may be considered for the following steps of the process.

Candidates shall then be notified of their progress in the election process. They shall be asked to confirm their interest in standing for election in a given position as well as willingness to serve the prescribed time. A longer statement of interest, along with a letter of support from the candidate’s home institution/organisation, shall also be requested. All documents must be provided at least one month before the end-of-year GB Meeting.

One month prior to the end-of-year GB Meeting, the Central Bureau shall generate an online ballot system and distribute this along with candidate statements and CVs to the relevant voters

for each vacancy. Reminders shall be sent out during the open voting period, with a final verbal reminder given during the end-of-year GB Meeting. Voting shall close at the first coffee break of the end-of-year GB Meeting, or at a time prescribed by the Chair.

In the case of **Appointed Members**, SEC and CB shall pay particular attention to identifying/nominating candidates preferably from under-represented regions, and to considering diversity and inclusion in terms of expertise, geography, gender, and generation. See in particular the IGS IDEA Statement and Charter.

As detailed in the IGS Terms of Reference, **Committees, Pilot Projects, and Working Groups** are led by a Chair. Vice-Chairs are also required for all Committees, and recommended<sup>1</sup> for Pilot Projects and Working Groups. When the Chair/Vice-Chair term expires, the Standing Election Committee shall support the Central Bureau in contacting each Component in order to guide them through coordinating the election of a new Chair/Vice-Chair within the Committee/Pilot Project/Working Group. As per the IGS Terms of Reference, the designated Chair is still subject to approval by the GB. If there are multiple candidates, the CB may assist with the election process.

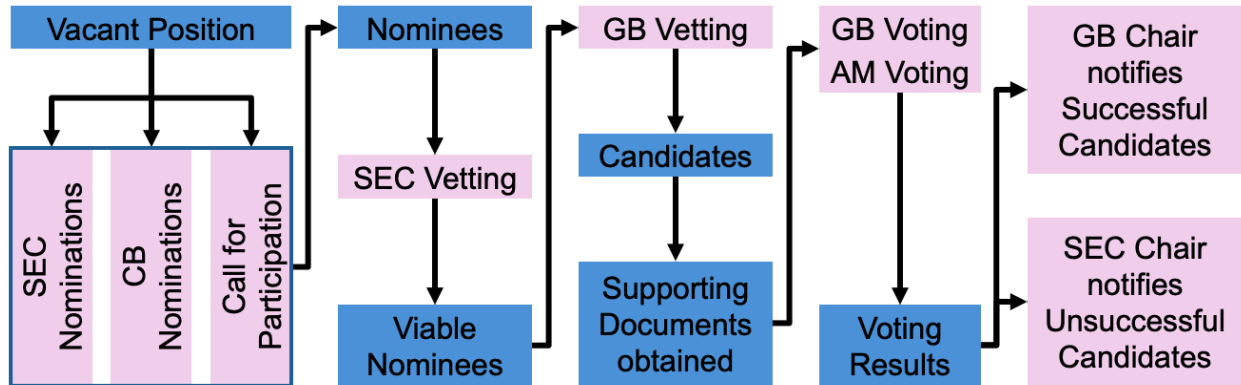
## Approximate Governing Board Election Timeline

The Table below presents an approximate timeline for the Governing Board Election process.

Deadline	Action	Who
end of June	<ul style="list-style-type: none"> <li>GB Members up for renewal have been notified and asked to confirm their interest.</li> <li>A Call for Nominations for all expiring GB positions has been sent to the Associate Members.</li> </ul>	SEC and CB
end of July	<ul style="list-style-type: none"> <li>The Call for Nomination closes.</li> <li>Nominees are vetted and verified. Viable nominees are presented to the GB for preliminary approval. Approved nominees become selected candidates.</li> </ul>	CB and SEC
beginning of August	<ul style="list-style-type: none"> <li>Selected candidates are asked to confirm their interest and to send their required documents.</li> </ul>	SEC
end of September	<ul style="list-style-type: none"> <li>Confirmed candidates have provided their required documents.</li> </ul>	candidates
beginning of November	<ul style="list-style-type: none"> <li>Online voting systems have been prepared and sent respectively to the AMs and to the GB.</li> </ul>	SEC and CB
end of November	<ul style="list-style-type: none"> <li>AM voting concludes.</li> </ul>	AM
end-of-year GB Meeting	<ul style="list-style-type: none"> <li>GB voting concludes.</li> </ul>	GB
end of January	<ul style="list-style-type: none"> <li>Successful candidates are notified.</li> </ul>	GB Chair

<sup>1</sup> See GB Decision 65b-01, approving the *Policy for the establishment and governance of IGS Working Groups, Pilot Projects, and Committees*.

	<ul style="list-style-type: none"> <li>• Unsuccessful candidates are notified.</li> </ul>	SEC and CB
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**Figure:** Flowchart illustrating the process for the GB Elections.

## Appendices

Below are some examples of emails that can be used during the election process.

### Appendix 1: Call for Nominations to Associate Members

Dear IGS Associate Members,

The IGS Standing Elections Committee (SEC) and Governing Board (GB) are pleased to announce the 2023 Call for Nominations for the following IGS GB positions:

one (1) IGS Governing Board vice-chair,  
one (1) Analysis Center Representative, and  
one (1) Network Representative.

The election process will follow the same procedure approved on 17 May 2021 for the 2022 elections, and the IGS SEC encourages all Associate Members to nominate candidates for any of the available positions, including self-nominations, as long as both the Associate Member and the candidate are active and in good standing with the IGS. All IGS Associate Members (i.e., colleagues receiving this email and listed on the Associate Membership List) are eligible to nominate, and should do so between the 1st of October 2023 and the 31st of October 2023. Suggested nominations should be sent to [elections@igs.org](mailto:elections@igs.org).

Please make sure the IGS Central Bureau is aware of any updates to your email address and/or affiliation. For that purpose, feel free to send an email to [cb@igs.org](mailto:cb@igs.org).

The election process will be overseen and enforced by the IGS Standing Election Committee, which is as of today comprised of XXXXXXXXX (list of names and current roles). Committee members will be responsible for reviewing and approving all Associate Member applications, and vetting and selecting candidates responding to the Governing Board Call for nominations.

Once the call for nomination ends, the SEC will organize and verify nominations. Candidates will be contacted to confirm their interest and asked to provide a curriculum vitae, statement of intent, and letter of support from their organization. The election process will be electronic and take place from the 15th of November 2023 to the 1st of December 2023, closing at 12:00 pm Pacific Time. For each position, the elected candidate will be elected to serve a 4-year term, starting on the 1st of January 2022.

On behalf of the Standing Elections Committee and Governing Board, thank you for your consideration, interest, and cooperation.

XXXXXX

On behalf of the Standing Election Committee

It is recommended to include in the email a link to the IGS Terms of Reference and a brief description of each vacant role.

## Appendix 2: Appointed Members

Dear XXXXXXXXXX,

I am contacting you today on behalf of the International GNSS Service's Standing Election Committee (SEC).

As you may know, a major initiative of the International GNSS Service (IGS) and one of the objectives of the IGS 2021+ Strategic Plan is to engage with a globally diverse geodetic community. In order to accomplish this, the IGS Governing Board and SEC regularly look for new members whom they feel can provide input and valuable perspective from regions and technical specialties currently under-represented in our membership.

The SEC would like to nominate you as a potential new appointed member on the IGS Governing Board to represent the geodetic community in the XXXX region and XXXX (personalise with relevant details).

The Governing Board will be presented with a list of nominees, and vote on approving a subset of them at the Governing Board meeting in December 2024. Should you be successfully confirmed as an Appointed Governing Board member, you would be asked to participate in IGS Governing Board meetings (2 to 3 per year) and various other GB activities and votes. You would also be encouraged to participate in the Committees, Pilot Projects or Working Groups (see <https://igs.org/wg-pp/>) that are of any interest to you. Your participation in Governing Board meetings can be either in person or virtually via teleconference, noting that in-person attendance is strongly encouraged whenever possible. Please also note that Governing Board members do not receive any payment, compensation or travel subsidy from the IGS.

We strongly believe that your experience, enthusiasm, and regional insight will tremendously benefit our organisation and its governance. If you are interested in serving in this capacity for a two-year term (2025-2027), four application documents are needed:

- (1) a CV,
- (2) a short statement of interest,
- (3) a statement of support from your institution, and
- (4) a more detailed letter of interest outlining your potential contribution to the IGS GB (namely with respect to the IGS goals).

Items (1) and (2) are due to the IGS SEC ([elections@igs.org](mailto:elections@igs.org)) by Wednesday the 30th October 2024. Items (3) and (4) are due by the 15th of November 2024 and are necessary to validate your application.

Please do not hesitate to contact me or the SEC with any questions you may have about this, and many thanks for your work on behalf of our global geodetic community.

With best regards,  
XXXXX

XXXX on behalf of the IGS Standing Election Committee.

### **Appendix 3. Appointed Members to be re-elected**

Dear XXXXXXXXX,

I am contacting you today on behalf of the IGS' Standing Election Committee (SEC).

As you may know, your current term as Appointed Member is coming to an end at the end of this civil year. According to the IGS Terms of Reference, the maximum number of terms for Appointed Members is 4.

EITHER:

Since you have only completed X terms so far, the SEC would like to nominate you for renewal in your current Appointed Member position. Please let us know whether or not you would like to be considered for renewal. If you would prefer to step down, we would welcome your recommendations for a new Appointed Member, from your institution or region or beyond.

OR:

Since you will have completed the maximum 4 terms at the end of this year, we cannot nominate you for renewal. However, we would welcome your recommendations for a new Appointed Member, from your institution or region or beyond.

We strongly believe that your experience, enthusiasm, and regional insight will tremendously benefit our organisation and its governance!

As a reminder, the Governing Board will be presented with a list of nominees, and vote on approving a subset of them at the end-of-year Governing Board meeting.

If your affiliation changed, please let us know the latest details and send us an updated statement of support from your current institution by the 15th of November 2024 (this is necessary to validate your application).

Please do not hesitate to contact us at the SEC with any questions you may have about this, and many thanks for your work on behalf of our global geodetic community.

With best regards,  
XXXXX

XXXX on behalf of the IGS Standing Election Committee.

### **Appendix 4. Committees, Working Groups and Pilot Projects**



Dear XXXXXX,

You have been chairing the XXXX Committee/Working Group of the International GNSS Service (IGS) for at least the last XXX years. This is very much appreciated, thanks for your contribution and service to the IGS community.

Your term of chairing the WG is officially ending this year, at the end of December 2023.

Therefore, the Standing Election Committee (SEC) is asking you whether you intend to continue chairing the WG for another four years term. If yes, please a) indicate this to the SEC and b) for reasons of transparency ask the membership of your WG to approve your continuation. If no, please a) notify the membership of your WG of the vacancy and b) invite the membership to nominate one or more candidate(s) for the chair.

The IGS Governing Board is proposing to also establish a vice-chair position for all of its Committees and Working Groups. A vice-chair is able to assist in preparation of meetings, can take over parts of communication and can guarantee sustainability of the WG and its continuation in the future. In case you don't have a vice-chair in your WG, please contact the membership and ask for one or even more candidate(s). The IGS SEC recommends to consider diversity and inclusion of geography, gender, and generation when nominating candidates. In case your WG has a vice-chair, please proceed with his/her approval in the same way as for your position.

The next IGS GB meeting will take place at the end of November or early December this year. Therefore, we very much appreciate your feedback and decisions until November, 03, 2023 to [elections@igs.org](mailto:elections@igs.org) to prepare the approval by the GB.

If a voting on a position is necessary, the IGS CB is happy to assist with its voting tool.

Best regards,

XXXX

On behalf of the IGS Standing Elections Committee

## **Appendix 5. Consolation Letter for unsuccessful candidates**

*Dear XXXX,*

*We would like to thank you so much for expressing your interest in the 2023 IGS Governing Board Call for Nominations.*

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*It is with regret that we would like to inform you that your nomination as XXXXXXXX position was not successful.*

*Nevertheless, we do really appreciate your interest in participating in the IGS governance activities, and we hope your involvement in the IGS community will continue. Please explore the option of joining an IGS Working Group, Pilot Project or Committee, should that be of interest to you.*

*On behalf of the Standing Elections Committee and Governing Board, thank you again for your consideration, interest, and cooperation.*

*Best regards,*

*Xxxxxxxxxxxxxx*