



## 2019 IIBA® Seattle Chapter Officer Elections

This document describes the 2019 process for nominating and electing chapter officers.

### Election Committee

The 2019 Election Committee consists of Joel Ohringer (current President), Joanie Lohmann (current Secretary) and Varsha Khanna (current VP Finance). The Committee members do not include a person running for election themselves. The Election Committee is responsible for preparing a slate of nominees for the positions that are up for election, determining the eligibility and willingness of each nominee to stand for election, and conducting the election process.

### IIBA® Seattle Chapter Board Openings

Each year an election is held to fill board positions. About half of the board positions come open each year. This allows the board to have overlap in members for continuity from one year to the next.

Reasons to join:

- **Make a difference** - Take an active role in advancing the business analysis in the local community
- **Teamwork** – IIBA® Seattle Chapter Board members make up a great group of individuals whose purpose and friendship extend beyond the boardroom
- **Advance your career** – Volunteering on a professional organization board is a great way to boost your career
- **Earn CDUs** – You can get up to 30 CDUs per cycle toward your IIBA® recertification for volunteering as a member of the board
- **Networking** – Being on the board allows you to meet individuals from many companies and industries
- **Professional Development** – Board members receive leadership training and support from IIBA® International.

Board members serve a two-year term. Once elected, the term will be July 1, 2019 through June 30, 2021. To be nominated, a person must be in good standing as an IIBA® member and as an IIBA® Seattle Chapter member. Here is the list of positions that are open for election this year:

**President** – Provides leadership to the IIBA® Seattle Chapter board and membership. Establishes and manages Chapter’s business goals and objectives. Facilitates meetings and acts as mediator and guide. Works to keep the board on task and maximize its effectiveness. Represents Seattle Chapter at IIBA® events and activities.

**Secretary** - Plays a critical role in communicating and ensuring proper management and use of important organization records. Is the conduit for communication between the board,



management, and members, by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. Tracks important filing deadlines, and files Chapter forms with the Secretary of State, the state tax agency, and the IRS.

**Vice President (VP) Programs** – Responsible for planning and execution of most chapter events. This includes Speaker Events, Social Events and Workshops (excepting those initiated by Professional Development and Board activities). Develops an engaging year-long slate of speakers, schedules and acquires venues for events, and takes care of logistics for the events. This is a key role because these events mark the primary benefit to members and the main interaction with the Chapter.

**Vice President (VP) Professional Development** – Responsible for the professional development and educational programs designed to increase the competence of the business analysis community, including certification study and readiness programs. Organizes, promotes, and facilitates BABOK study groups which is of key value to members, and a driver of membership.

These Board positions are working positions and not just advisory. Detailed Job Descriptions are available upon request.

## Nominations

Chapter members in good standing may nominate others or themselves. Before nominating others, one should understand the position responsibilities and be confident of the nominee's willingness and ability to serve. The Election Committee will contact all nominees to ensure their willingness to stand for election, and to serve if elected. During this contact, the committee member will review the duties of the position and the expected time commitment.

Nominations are conducted by email. If you would like to nominate yourself or someone else, please submit to [info@seattle.IIBA.org](mailto:info@seattle.IIBA.org) :

- a **letter** (<1 page) describing which position you are interested in, why you would like to serve on the board and your qualifications
- a current **resume** or CV
- a **bio** (<250 words)
- your **contact information** including email and phone number
- your IIBA® **membership number**
- a .jpeg **photo** (optional), which will be published on the Chapter website

**Nominations will open March 26. The deadline to nominate is May 3.** When there is not at least one candidate for each open position, the Committee may choose to extend this deadline, with notice to the membership.

## Candidate Eligibility

A candidate must meet certain requirements in order to be on the board of directors.

1. Must be a member in good standing with IIBA®



2. Must be a member in good standing with the Chapter.

If elected, these memberships must be maintained throughout the length of the term. An IIBA® certification (CBAP®, CCBA™, ECBA™) is *not* required, but could enhance your candidacy.

The candidate must be able to fulfill their entire term. Pending relocations, short-term visas and the like may impact qualification. Candidates must reside in Washington state.

A nominee may run for one, and only one, position. A member who is nominated for more than one position must decide which position to run for and notify the Election Committee by the end of the nomination period.

Current Board members in good standing may seek reelection or run for another position, excepting members of the Election Committee. There is no limit to number of times a board member can be reelected.

Additional eligibility considerations may include - at the Elections Committee discretion - conflicts of interest, ethical concerns, or other relevant concerns.

## Evaluation of Candidates

Upon receipt of a nomination, the Election Committee will work with the Chapter VP of Membership and/or the IIBA® International Membership Services to determine that the nominee is a member in good standing of both IIBA® and the chapter.

The Election Committee will assess other factors for eligibility such as conflicts of interest. The Election Committee reserves the right to ask for additional documentation if needed. For fiduciary roles like President or VP of Finance, a criminal background check may be requested.

The Election Committee will evaluate the candidates' submitted materials and assess their ability to perform the role.

Having determined the eligibility of the nominees, the Election Committee will confirm with the nominees their willingness to hold a position on the Board of Directors.

The Executive Committee solely determines a candidate's eligibility and Committee decisions are final.

## The Campaign

The Election Committee will publish the list of candidates on the chapter website, with a short biography of each candidate, including such information as a brief work history, vision for the organization and qualifications of the candidate for the position.

The Election Committee will also send this information to the members using the standard communications method of email.



The candidate biographies will also be available at the Elections Meeting for review by the membership.

Candidates will have the opportunity to present themselves to the membership at the **May 28** Chapter meeting.

## Election Process

To allow for easy, more inclusive elections, voting will take place electronically. SurveyMonkey will be used to email eligible members an electronic ballot. These are automatically tabulated.

**Voting opens May 17, 12:01AM and ends June 7, 11:59PM.**

Voters can vote for only one candidate for each position and may vote on any or all positions. There are no write-in votes.

The tabulated votes are final. In the case of a tie, the full Board alone determines the winner based on the strengths of the candidate and campaign. Those Board members who ran for office in 2019 for that position will be excluded from participating. The board's decision on the matter is final.

The VP of Membership will provide the current email list of eligible voters for use in distributing ballots.

## Voter Eligibility

A voter must meet certain requirements in order to be eligible to cast his or her vote.

1. Must be a member in good standing with IIBA®
2. Must be a member in good standing with the Chapter.

## Redress

Any grievance from candidates or eligible membership regarding the election process may be submitted to the Elections Committee. The Committee will seek to investigate and remedy. If unresolved, the petitioner may request to be heard by the full Board (excepting those members who are running/have run for office in 2019). The board's decision on the matter is final.

## 2019 Timeline

- March 26** Elections Announced, Nominations Open
- April 23** Review of Board Roles at April Chapter Meeting
- May 3** Nominations period closed
- May 14** Elections Committee presents Candidate list to Board
- May 17** Voting Begins
- May 28** Candidates present themselves at May Chapter Meeting
- June 7** Elections Committee presents elections results to Board
- June 25** New Board Introduced at June Chapter Meeting / AGM