asis&t

Association for Information Science and Technology

COMMITTEE TERMS OF REFERENCE

NOMINATIONS COMMITTEE

PURPOSE / ROLE

- The Nominations Committee is responsible for submitting a diverse, international slate of officers for election as follows: at least one candidate for President-Elect, at least two candidates for Directors-at-Large, and at least one candidate for Treasurer if that position in coming open in any year.

- The Committee will ensure that all candidates for nominated offices meet the qualifications of those offices, fully understand the responsibilities and level of commitment required of those offices and represent the diversity of the information professions.

COMPOSITION

- The Nominations Committee is comprised of five members.

- The Chair shall be the Immediate Past President.

- Two additional members will be appointed by the President and shall not be members of the Board of Directors

- At the meeting of the Chapter Assembly and the SIG Cabinet which take place during the annual conference, each body will designate one member of ASIS&T to serve as a member of the Nominations Committee for the next election.

- If at the time the committee meets, the designee of the Assembly or Cabinet is not able to serve, a substitute for the vacancy will be made by the presiding officer of the Assembly or Cabinet whose designee is unable to serve.

- The Executive Director will serve as staff liaison to the Nominations Committee.

ACCOUNTABILITY

- The Chair is responsible for reporting on the Committee's work and progress to the Board.

- The slate of nominees will be kept confidential until the election opens.

MEANS OF CONDUCTING WORK

- The Committee will meet as often as needed in order to accomplish its charge. This is likely to require at least two, and not more than four meetings which will be held by videoconference.

- Attendance at the Annual Meeting during the term of committee membership is highly recommended for all committee members. All committees will meet in person during the Annual Meeting so in-person attendance is strongly encouraged. However, in order to engage all committee members, those who cannot attend in person may participate via video conferencing.

COMMUNICATION AND RESOURCE SHARING

- The Committee will use the ASIS&T Community platform to conduct committee business and to communicate among committee members.

- ASIS&T staff will ensure that all documents housed on the community platform are organized in such a fashion as to provide adequate institutional knowledge to allow committee members to come up to speed on committee issues quickly.

- Committee members are expected to familiarize themselves with the committee's purpose and charge, as well as background materials housed on the platform.

- Confidential materials and/or copyrighted materials will not be shared via the ASIS&T Community platform.

- If Association documents that the Committee needs to use contain information not intended for wider sharing within the Association, this information will be redacted by the chair before it is made available to Committee members.

- Because of the confidential nature of the Committee's work, written minutes of discussion regarding the qualifications of individual candidates will not be kept on file.

- At the end of each nominations cycle, any information pertaining to specific award nominees or individuals will be downloaded from the iConnect platform and archived at HQ. It will be removed from the iConnect platform.

SELF-EVALUATION

Each year (prior to the Annual Meeting), the ASIS&T Treasurer, as Committee Chair, will lead members in a review of its relevance, the value of its work, the effectiveness of its work process over the past year, and its terms of reference.

OTHER CONSIDERATIONS

- The Nominations Committee will demonstrate the values outlined in the ASIS&T Diversity Statement when identifying and evaluating Board nominees. The statement is as follows:

  The ASIS&T community is committed to the values of diversity and inclusion, which we believe support our efforts to achieve and sustain excellence in the information science and technology field. We strive for diversity in all its forms,

including but not limited to age, race and ethnicity, gender, sexual orientation, religion, disability, geographic location, socioeconomic status, or education level. We believe that we can best promote excellence by engaging diverse group members and other stakeholders and providing opportunities at all levels of engagement for any individual or group that shares these values. ASIS&T leaders, volunteers, and staff will strive to keep diversity and inclusion at the forefront of all program planning and development efforts in order to ensure the most welcoming and engaging environment possible for our stakeholders.

CRITICAL DEADLINES

Event	Date
Call for Nominations Open	NLT 150 days prior to AM Business Meeting
Nominations Closed	NLT 130 days prior to AM Business Meeting
Election Opens	NLT 100 days prior to AM Business Meeting
Election Closes	NLT 65 days prior to AM Business Meeting

Approved by the ASIS&T Board of Directors on October 23, 2019.