

## ICRS BOARD OF DIRECTORS ELECTIONS GUIDELINES

### **NOMINATION and REVIEW PROCESS**

All elections will take place as stated in the ICRS bylaws. All nominations are held by the ICRS and will be considered for the award for each of the five years following the original submission, within the limits of eligibility for the award.

Nominations must be comprised of a single pdf and include:

- (1) a cover letter that speaks to the nominee's research interests and background, including relevant experiences with the ICRS and current contact information (i.e., email address and phone number) of the nominee; and
- (2) a current CV of the nominee.

All nominations will be reviewed by the ICRS Secretary for eligibility requirements. The Secretary will work with the Managing Director to run the election.

### **TIMELINE** (subject to change by Secretary):

Jan 1: Nominations are due to the ICRS Secretary.

Jan 15: The Secretary will confirm each candidate's eligibility.

Feb 1: The Secretary will send the list of eligible nominees to the Executive Director for ratification.

Feb 15: The Secretary will notify eligible candidates of their nomination and will request confirmation of their willingness to serve, if elected. Candidates may provide a short (200 word max) personal statement.

March 1: All election materials due to Secretary.

March 15: The Secretary, working with the Managing Director, will post an election ballot, including the lists of candidates and personal statements.

March 29: Election closes. Secretary ratifies results and notifies Executive Director by April 7

April 21: Secretary informs nominees of their individual election results.

### **NOTIFICATION OF AWARDS**

Award recipients will typically be publically announced at the ICRS Business Meeting.