

## ***Guidelines for the Nominating Committee***

### **1. Objective**

The nominations and election process seeks:

- a. To provide for the future effective leadership of the CI, especially considering that future Presidents, Vice-Presidents and other officers are drawn from present and past directors;
- b. To achieve a high-quality Board of Directors with appropriate representation and diversity;
- c. To be as transparent and democratic as possible, encouraging input from Sections and individual members.

### **2. Guidelines and By-Laws**

- a. These guidelines pertain to the formation of the Nominating Committee, its operation, and the conduct of the elections for the Board of Directors, all of which are partially specified in the CI By-Laws. In the event of a conflict between these guidelines and the By-Laws, the By-Laws take precedence.
- b. In this document, the word “shall” is used for rules always to be followed, whereas the word “should” is used for guidelines where some discretion can be used.

### **3. Appointment of the Nominating Committee**

- a. As stated in the By-Laws (Art. III, Sec.6) the Nominating Committee is “appointed by the President in agreement with the Executive Committee.”
- b. The committee should be formed no later than 6 months prior to the election.

### **4. Composition of the Committee**

- a. The committee should have between 6 and 10 members.
- b. The committee should consist of approximately equal numbers of existing Board members and non-Board members.
- c. Current officers should not be appointed to the committee.
- d. The committee should be geographically representative.
- e. The committee should include members from both academia and industry.
- f. The committee should include mid-career as well as senior members of the community.
- g. A member should not serve more than two consecutive terms on the committee.

### **5. Nominations**

- a. The committee shall solicit nominations from the Chair of each Section.
- b. The committee shall solicit nominations directly from the membership (e.g., by an e-mail request).
- c. Self-nominations are accepted.
- d. A nomination consists of a brief statement of the nominee’s suitability (maximum one page) and a CV.
- e. Nominations should be submitted in electronic form and received by the CI office by the stated deadline.
- f. The committee shall consider the list of previous nominees maintained by the CI Secretary and Executive Administrator. The committee shall provide their input to

the list maintained by the CI Secretary and Executive Administrator following the election cycle.

6. Composition of the existing board and slate
  - a. The committee shall review the composition of the current board and identify the number of open positions.
  - b. The committee shall review the geographical representation of the continuing board and compare it to the participation in CI activities as reflected in papers published in, for example, the Proceedings of the Combustion Institute and Combustion & Flame in recent years.
  - c. As necessary, the committee shall set an upper limit on the number of candidates to be put on the slate from each geographical region to avoid a significant over-representation of that region. (See also 7.f.)
  - d. Regions whose participation is increasing may be given some preference. Note that there shall be no more than four non-officer Directors from any Section on the Board of Directors. In consideration of this guideline, the slate may be imbalanced. (See By-Laws, Article III, Section 2.)
7. Slate of candidates
  - a. The committee shall propose a slate of candidates equal in number to twice the number of openings on the Board.
  - b. The slate should aim to achieve a Board that:
    - i. Is of high caliber in combustion research
    - ii. Is geographically representative
    - iii. Is technically representative
    - iv. Has members from both academia and industry, with the long-term goal of achieving at least 20% industrial participation
    - v. Provides diversity of gender, age, etc.Note that the slate may be imbalanced to redress a counter imbalance of the continuing Board members.
  - c. Criteria for selection include:
    - i. Research activity and stature
    - ii. History of effective service to CI and/or other organizations
    - iii. Potential for leadership of CI as future president or officer
    - iv. Integrity, judgment and acumen
    - v. Willingness to devote time and to contribute constructively to Board activities
  - d. The committee shall ensure that all candidates are of the desired caliber, in part by comparing their qualifications with those of the individuals on the list of previous nominees.
  - e. Prior to finalizing the slate, the committee shall inform the relevant Section chair of the proposed nomination and invite comments on the suitability of the proposed nominee.
  - f. In order to achieve the appropriate balance on the Board, with the approval of the President, the committee may impose limits (maxima and/or minima) on the

number of candidates that can be elected in specified categories (e.g., geographical or industry).

- g. The committee shall report the proposed slate to the President who shall accept it provided that it is consistent with the By-Laws and broadly consistent with these Guidelines.
  - h. The committee shall verify that the proposed candidate is willing to stand for election and to serve if elected.
8. Announcement of the slate
- a. The slate of candidates shall be announced at least four (4) weeks prior to the end of the election.
  - b. There shall be a “Board Election” page on the CI web site, on which shall appear “candidate statements” and profiles for each candidate (limited to no more than 300 words).
9. Elections
- a. The election shall be completed before the end of the International Combustion Symposium.
  - b. The President shall appoint a Tellers Committee, normally including the Secretary (if not a candidate) and the Executive Administrator, which is responsible for preparing the election ballots for distribution to the voters.
  - c. Members of the Institute shall receive a ballot, brief information on each candidate, and voting instructions.
  - d. The ballot shall consist of the list of names of all candidates, with an empty box beside each for entering a ranking from 1 up to the number of candidates.
  - e. The members may vote for as many candidates as they like, by identifying their rank order preference of the candidates. For example, putting 1 in the box of their first choice, 2 in the box of their second choice, etc.
  - f. Completed ballots shall be submitted before the specified deadline.
  - g. After the deadline, the Tellers Committee shall verify the legitimacy of the ballots.
  - h. An independent, electronic voting company will be responsible for conducting the election, counting the ballots, and reporting the results to the President. It is the responsibility of the Secretary and Executive Administrator to provide the slate of nominees to the voting company, which will use the Single Transferrable Vote (STV) process to determine the candidates that are elected for the open positions.
  - i. If limits (maxima and/or minima) are imposed as described in 7.f, then the STV procedure shall be modified as follows. At each stage in the STV process a candidate is automatically elected if his or her election is necessary to achieve an imposed minimum; and a candidate is automatically eliminated if his or her election would cause an imposed maximum to be exceeded. In the latter case the votes of the eliminated candidate are transferred to other candidates in the usual way.
10. Announcement of the results of the election
- The results of the election shall be announced after a plenary lecture at the International Combustion Symposium.

## 11. Amendments

These Guidelines may be amended by a vote of the Board of Directors.

Original date of adoption: 15 October 2013

Amended approved: 7 August 2014

Inserted Section 7. b. iv

Appended: Certificate of Incorporation

Amendment approved: 22 September 2015

Changes to: Title; 6.b.; 6.d.; 9.b.; 9.e.; 9.g.; 9.h.; 9.i.;

Insertion of 5.f.; 7.c. iv and v; 7.d.; 7.f.

Deletion of 9.j.