

ICOLC Coordinating Committee Elections

The ICOLC Coordinating Committee (CC) is responsible for tasks as listed below. These tasks may be carried out by the CC members or, at the direction of the CC, may be carried out by the ICOLC Program Coordinator.

1. Timeline*

January 1	CC member's term begins, including co-chair term
February	CC reviews/refreshes this document as necessary
	First-term CC members with terms expiring indicate their willingness to continue for a second term
August 1	CC issues call for consortium voting representatives via email list
September 15	CC issues <i>Call for Candidates</i> via email list
September 15-October 1**	CC sends <i>Candidate Information Template</i> to candidates
October 1-December 31	Previous co-chair onboarding new co-chair during this transition period
October 5	<i>Candidate Information Template</i> receipt deadline
October 10	CC verifies each consortium's voting representative
October 15	CC approves ballot; CC shares ballot via email list
November 1	Election opens to verified voting representatives
November 15	Election closes
December 1	CC validates and finalizes election results, notifies candidates
December 15	CC members announced via email list
December 31	Terms end

*If dates fall on a holiday or weekend, the CC will adjust the timeline to accommodate.

**Last date listed is the deadline.

2. CC Members' Terms

- a. Terms begin on **January 1** and end on **December 31**.
- b. Terms are three years.
- c. Members are limited to two consecutive terms (maximum of six years). If a member serves part of a term, this service counts as one full term served.
- d. A member may serve a second term without standing for re-election if they so choose.
- e. One-third of the CC members will rotate each year.
- f. No consortium elected to the CC has restricted participation.
 - i. There is no limit to the length of service a consortium may serve on the CC; the six-year limit applies only to individual members.
 - ii. If ICOLC employs a staff member (e.g., ICOLC Program Coordinator) who also works at an ICOLC member organization, then that organization is still entitled to fully participate in all CC and ICOLC activities, including voting, posting to the email list, and subgroup participation.

3. CC Co-Chairs: Service and Terms

- a. The co-chair term begins **January 1** and ends on **December 31**.
- b. The co-chair term is two years.
- c. Each CC Member shall serve as a co-chair unless they choose not to do so. If two or more members share CC start dates, service selection is based on seniority (i.e., longest serving on the CC), then by prioritization of diverse geographic regions.

- d. Once a CC member has served as co-chair, they do not serve again, even if they are the most senior member of the CC.
- e. The onboarding period (October 1-December 31):
 - i. The outgoing co-chair shares duties with the incoming/new co-chair beginning three months prior to the end of the outgoing's two-year term.
 - ii. The incoming/new co-chair begins their service three months prior to the start date of their two-year co-chair term.
- f. If a co-chair position becomes vacant, the next person slated to be co-chair is automatically in that role unless they choose not to do so. If a co-chair serves part of a term due to a vacancy, this service does not count toward the two-year term maximum.

4. CC Composition and Qualifications for Candidates

- a. Candidates represent the broad communities of consortia in ICOLC and their consortium on the CC, not themselves individually. As such, each consortium may only have one representative on the CC.
- b. A consortium can nominate only one candidate for election to the CC.
- c. To qualify to stand for election, candidates must:
 - i. Demonstrate a contribution to the ICOLC community, evidenced by a statement of activities or CV that exemplifies this contribution/participation;
 - ii. Submit a completed *Candidate Information Template*;
 - iii. Have worked in a consortium for at least two years (total may include previous positions); and
 - iv. Submit authorization from their consortium's manager or director to stand for election, in the form of an email to the CC approving the candidacy.

5. Election

- a. *Call for Candidates*
 - i. The CC will issue a *Call for Candidates* via the email list **September 15**.
 - ii. Only candidates who have met the requirements in Section 4c may stand for election.
 - iii. Candidates must have completed and returned the *Candidate Information Template* to be included on the ballot.
 - a. Between **September 15-October 1**, the CC will send candidates the *Candidate Information Template* to complete and return by **October 5**.
 - iv. The CC will share the ballot with the membership and voting representatives via the email list by **October 15**.
 - v. Candidates on the ballot may be invited by the CC to participate in an online session available to all ICOLC members.
- b. Ballot
 - i. The CC approves the ballot, i.e., ensures that candidates have met requirements in Section 4c.
 - ii. The ballot will contain candidates who have met the requirements in Section 4c.
 - iii. There is no limit to the number of candidates a ballot may contain.
 - iv. The ballot will contain language that urges the promotion of diversity of representation. Voting representatives may define diversity in the manner that is significant to their context (e.g., geographic, ethnic, member type/composition).
- c. Voting and Results
 - i. Each consortium verifies its voting representative by **October 10** with the CC. Voting representatives can be verified at any time of the year (due to staff changes or periodic updates).

- The representative must be in place by October 10 for the election, however.
- ii. The consortium's verified voting representative casts one vote for the consortium.
 - iii. The election opens **November 1**.
 - iv. The election closes **November 15**.
 - v. The candidate(s) receiving the highest number of votes are elected to the CC.
 - vi. The two candidates receiving the highest number of votes following those elected under 5.c.v. are elected as Alternates 1 and 2; they would serve as outlined in Section 6a.
 - vii. The CC validates and finalizes election results by **December 1**.
 - viii. The CC notifies all candidates of results by **December 1**.
 - ix. Elected CC members are announced via the email list by **December 15**.

6. Vacancies

- a. Vacancies occurring January 1-August 31 will be filled first by Alternate 1 and then Alternate 2 (see Section 4.c.vi.).
- b. Vacancies occurring September 1-December 31 will be filled by the election process.

Candidate Information Template

Name:	_____
Pronouns:	_____
Job title:	_____
Country:	_____
Email address:	_____

Consortium Information*

Name:	_____
Address:	_____ _____
Country:	_____
Number of staff:	_____
Number of members:	_____
Principle functions:	_____ _____
Member type(s):	<input type="checkbox"/> Academic <input type="checkbox"/> Public <input type="checkbox"/> Special <input type="checkbox"/> School <input type="checkbox"/> Mixed <input type="checkbox"/> Other

Required Attachment and Email

1. Please attach a statement outlining why you want to serve on the ICOLC Coordinating Committee. The statement must include a list of activities or CV that exemplifies a contribution to or participation in ICOLC. Your statement of activities or CV must show that you have worked in a consortium for at least two years (total may include previous positions).
2. Please have your manager or director email the ICOLC Coordinating Committee a statement authorizing your candidacy and, if elected, your three-year service on the Coordinating Committee.

This Candidate Information Template must be completed and submitted for your candidacy to be considered by the ICOLC Coordinating Committee.

Return this form and attachment/email to:

Approved October 2, 2024