

## **NORDP Election Guidelines: Processes and Procedures**

### ***Nominating Committee***

Elections will operate through the Nominating Committee. All NORDP members in good standing (Regular and Affiliate) are eligible to serve on the Nominating Committee. Each year, the outgoing Chair of the Nominating Committee will invite NORDP members to apply to serve on the committee and will choose six members to serve on the Committee for the following year. Ideally, the Nominating Committee should represent all of NORDP's regions (including international members), but this is not an absolute requirement.

Once established, the Committee will select two members of the NORDP Board of Directors to serve on the Committee, and the full Committee will then elect its Chair. No NORDP region should have more than two representatives on the Nominating Committee, whether the Chair, an at-large member, or a member of the NORDP Board. The Nominating Committee Chair will inform the Board and the NORDP membership of the composition of the Nominating Committee.

The Nominating Committee shall review the current composition of the Board in terms of institutional representation to confirm with the Executive Committee which of the designated and at-large seats will be contested in each annual election. The contested seats are determined by who is rotating off the Board in any given year and if there are open, unfilled seats from a previous election or resignation. The Nominating Committee will also review the materials used in the previous election and make modifications to them, as needed, based on feedback from the prior year's process. Based upon 15 Board members, each serving four-year, staggered terms, approximately one-third of the Board positions will be open for election each year.

The Nominating Committee must make known to NORDP membership the eligibility criteria and qualifications considered for Board membership. The Nominating Committee must create application materials and ensure the application form posted to the main NORDP website includes questions that elicit information specific to the qualifications and selection criteria described below.

The Nominating Committee will then issue a call for nominations and applications (to include the eligibility criteria and qualifications that will be considered for Board membership) to the NORDP membership. The call for nominations should be timed in such a way that the nominations period closes with enough time for the Nominating Committee to complete all of the following processes:

- consider the nominations received;
- contact those nominees who meet the eligibility criteria and other qualifications, and verify their interest in standing for election; and
- allow time for those nominees who wish to run to prepare and submit their applications.

Once the period for applications has closed, the Nominating Committee will review all of the applications received for completeness and proceed to consider the applicants' eligibility. The Nominating Committee will identify candidates for the Board, to be voted upon by the NORDP Membership, based on the extent to which they meet the qualifications as described below. For each Board position eligible for election, the Nominating Committee should aim to identify at least two (and ideally not more than four) candidates.

The Chair will prepare a report for the Board of Directors of the Nominating Committee's activities, including the number of nominations and applications received, the number of applicants deemed ineligible for election (and the reasons for so deciding in each case), and the names of the applicants being recommended for candidacy for each open position on the Board. This report is to be ready for presentation to the Board not later than its next regularly scheduled monthly meeting after the Nominating Committee has completed its work. The Chair of the Nominating Committee will communicate the decisions of the Board and the Committee regarding eligibility and fitness to each of the applicants following the Board's determination based on the recommendations of the Nominating Committee.

### ***Eligibility Criteria***

Only regular members of NORDP in good standing are eligible to serve on the Board of Directors. Being in good standing is defined as having a current membership in NORDP, with all dues owed fully paid, at the time of the election. Affiliate members of NORDP (defined as individuals working for a for-profit entity that employs more than 25 people) are not eligible to serve as Board members.

### ***Qualifications***

Qualifications for serving on the Board of Directors encompass several factors, including:

- Active support and/or service to NORDP (e.g., at least three years of service on committees, working groups, or other efforts on behalf of the organization). Demonstrated leadership in NORDP activities is preferred. While conference presentations are highly valuable to the organization, they do not in and of themselves constitute active support of the organization or demonstrate an individual has knowledge of how NORDP operates and how its mission is served.
- At least five years of research development experience or very closely related experience.
- Demonstrated progression of duties and responsibilities within the research development profession, including, but not limited to: supervision of other research development professionals, management of a significant research development portfolio, or other major contributions to the research development profession (or a closely related field).
- Experience serving on community- or institutionally-based non-profit boards and/or other forms of organizational leadership (e.g., technical working groups, strategic planning or reaccreditation working groups, etc.).

### ***Selection Criteria***

The Nominating Committee will evaluate applicants for the ballot based on the following criteria:

- Potential of applicants to serve NORDP effectively, as reflected in their application materials and other evidence – their description of interests in serving on the Board and the contributions the candidates think they can make, their specific goals for NORDP, and why they think they would make good candidates.
- Diversity of Board Members is highly desirable, although there are no formal requirements.
- Diversity of institution type (e.g., location, size, focus, public, private, etc.) is also highly desirable (see “Designated Seats” below).

### ***Nomination Process***

Regular members in good standing are eligible for nomination to the Board and may self-nominate or be nominated by others. Regardless of how they are nominated, all applicants must submit application materials to be considered for candidacy.

### ***Designated Seats***

To ensure the NORDP Board includes the perspective of research development professionals who do not work for large universities or research institutes, three Board positions have been designated for candidates from the following:

- One position for candidates from a predominantly undergraduate institution (PUI).<sup>1</sup>
- Two other positions for candidates from either a minority-serving institution (MSI)<sup>2</sup> and/or a regional institution.<sup>3</sup>

All other members of the Board will be elected from the membership at large. If no qualified candidate for one or more of the designated positions is identified through the

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<sup>1</sup> As defined by the National Science Foundation, PUIs are accredited colleges and universities (including two-year community colleges) that award Associate's degrees, Bachelor's degrees, and/or Master's degrees in NSF-supported fields, but have awarded 20 or fewer Ph.D./D.Sci. degrees in all NSF-supported fields during the combined previous two academic years.

<sup>2</sup> As defined by Title III, Part F (20 U.S. Code §1067q) of the Higher Education Act, minority-serving institutions are either (1) historically black colleges and universities (HBCUs) or predominantly black institutions, (2) Hispanic-serving institutions, (3) tribal colleges and universities, (4) institutions serving Alaskan natives or native Hawaiians, (5) institutions serving Asian-Americans and Native American Pacific Islanders, or (6) non-tribal institutions serving Native Americans.

<sup>3</sup> A regional institution means a college or university that has research expenditures over the past three years (based on NSF data) of less than \$50,000,000 and not a qualifying PUI.

nomination process, those positions will remain open until filled by appointment or during the next election cycle.

### ***Election Process***

The Nominating Committee will aim to advance two or more candidates for each open Board position from among the applications received. The Nominating Committee will create ballot materials to be completed by the nominees that will include information such as brief biographical statements that include information on their role in research development, past/ongoing service to NORDP, service on other boards or in leadership positions, and their interests and goals in serving on the Board.

### ***Timeline***

- The Nominating Committee will be formed during November and December.
- Election materials will be developed during January and Calls for Board applications will be sent out in February.
- Nominations will be due in early March, and applications will be due in early April. Nominating Committee members will notify nominees to verify interest on a rolling basis and no more than three business days following the nomination deadline.
- The Nominating Committee will review and post eligible nominees for open positions no later than two weeks prior to the Annual Meeting.
- Nominees will be invited to participate in an open candidates' forum during the Annual Meeting. The format of this forum will be determined by the Nominating Committee and scheduled in coordination with the Program/Conference Committee. If the Chair of the Nominating Committee is attending the Annual Meeting, s/he will serve as the moderator of the open forum (and may invite one or more additional members of the Nominating Committee to assist). If the Chair of the Nominating Committee will not be attending the meeting, the committee will select one or more of its other members in attendance to moderate the forum. Nominees may also be provided the opportunity to have additional interactions with members (e.g., webinars, podcasts, or video recorded statements and informal meet and greets during the Annual Meeting).
- The Nominating Committee will work with 1) the company selected to provide online voting services or 2) NORDP's executive administrator to establish the balloting.
- Voting will open on the first day of the Annual Meeting and will close after three weeks.
- The Nominating Committee chair will work with the Board liaisons to notify all members of the Board regarding the election results within one week following the close of voting.
- The Nominating Committee chair will notify all candidates regarding the election results within two weeks following the close of voting. At an appropriate timepoint thereafter, the NORDP President will present the new Board members to the membership.

### ***Board Officer Elections***

The Board will elect officers from among its current members. Board members will not be considered eligible for election to an officer position before completing at least one year of service on the Board, but in extraordinary circumstances, the Board reserves the right to waive this requirement. The Board will exercise careful consideration and due diligence in responding to such extraordinary circumstances. If an officer leaves the Board in mid-term, nominees will be solicited and voted on by the Board in an expeditious fashion.

*Approved by the Board of Directors during February 2020*