

## **Nominating Committee Procedures for Society-wide Offices**

This information has been developed by a number of nominating committees and officers. Modifications, corrections, and additions to this are welcomed and should be sent to the SICB Secretary.

The order of presentation of the officers is as it appears in the SICB Constitution. The President, the President-Elect, the Past President, the Secretary, the Secretary-Elect, the Program Officer, the Program Officer-Elect, the Past Program Officer, the Treasurer and the Treasurer-Elect along with the Executive Director are the **Executive Officers** of the Society.

The relevant charge to the Nominating Committee is spelled out clearly in the SICB Bylaws.

**Article XV. Section 4. Nominating Committee for Society-Wide Offices:** The President shall appoint and charge a Nominating Committee consisting of the Member-at-Large of the Executive Committee whose term will next expire, and three members of the Society who are not members of the Executive Committee. Each member of the Nominating Committee shall be from a different Division of the Society and serve for a term of one year. The Nominating Committee shall meet at the Annual Meeting to evaluate potential candidates on the basis of scientific achievement, ability to discharge official duties, and record of service to the Society, and submit to the Secretary of the Society, a list consisting of no fewer than two candidates for each Society-wide office in time for publication of the list of nominees and their biographical sketches in the spring SICB Newsletter. The Nominating Committee must certify to the Secretary that each candidate has declared willingness to run for office and to serve, if elected. Any twenty-five members of the Society may make additional nominations for any office in writing to the Secretary.

The Nominating Committee

1. should be familiar with the duties of the officers and, in general, how the Society works.
2. should be familiar with the SICB Constitution and Bylaws.
3. must provide at least two candidates for each position.
4. should request a listing of the members of the Society from the Executive Director.
5. can review a listing of SICB members who have recently run for Society-wide and Divisional offices by going to the SICB web site Resources > Elections > Election Candidates for SICB and Divisions.

The guidance provided here suggests that it may be desirable for candidates to be long-standing members of SICB and to have attended annual meetings in recent years. Information on the duration of membership and meeting attendance may be obtained from the Executive Director of SICB ([ExecDir@sicb.org](mailto:ExecDir@sicb.org)).

As stated above in the bylaw, the “Nominating Committee must certify to the Secretary that each candidate has declared a willingness to run for office and to serve if elected.” **To fulfill this, the committee need only forward a copy of an email stating such to the Secretary.**

Finally, and importantly, as stated clearly in the SICB Constitution, **only Full Members of SICB, including Emeritus Members, Life Members and Full Family Members, may hold**

**office. Postdoctoral Members, Student Members, and Honorary Members may not hold office.** The membership status of SICB members is easily determined using the online SICB directory.

The duties of the officers are described in the SICB Bylaws and expanded versions are available in separate documents posted on the SICB web site under [Resources](#) > [Administration, Contacts & Handbooks](#). In general, nominees should review these duties and be prepared to perform them if elected.

*The guidance for the Chair of the Educational Council is being developed.*

## President

**Term of service.** A person elected to this position serves two years as President-Elect, two as President, and two as Past President. Elections are held in the spring and the term of President-Elect does not begin until after the second SICB Executive Committee meeting during the following January. The full election schedule can be found on the SICB web site under Resources > Elections > Election Schedule for SICB and Divisions.

Criteria for the identification of nominees for President include:

1. **Understanding of responsibilities.** Nominees must understand that this is a position of considerable responsibility that requires significant effort. This is NOT an honorary position. The Nominating Committee should familiarize itself with the effort expended by recent holders of these positions and discuss with each prospective nominee the expectations associated with each position (President-Elect, President, Past President). Prospective nominees who appear unwilling or unable to serve responsibly should not be nominated.
  - a. Nominees must be willing to attend the SICB annual meeting and the two meetings of the SICB Executive Committee during the term of service.
  - b. Nominees must be willing to participate in the weekly conference calls of the Executive Officers.
  - c. Nominees must be willing to perform all the duties of this office.
  - d. Nominees must provide the Secretary a biographical sketch and photo to be published in the spring newsletter prior to the election. The Secretary will provide the candidate with the details.
2. **Familiarity with SICB.** Nominees for President-Elect should be members of long-standing and should have attended a significant fraction of the annual meetings in recent years. This information may be obtained from the Executive Director. Any person's membership status may be obtained for the current year using the SICB directory on the SICB web site (lower left panel – Directory). Service to the Society in other capacities (e.g., divisional officer, organizer of symposia, etc.) is highly desirable. Information on service can be obtained from the SICB web site in various forms. A fairly complete listing of those who ran for office and those who were elected is found under Resources > Elections > Election Candidates for SICB and Divisions. The general search feature on each page of the web site (lower left) may also be useful.
3. **Organizational skills.** There should be evidence that the candidate has organizational skills, especially those associated with chairing meetings, developing consensus, resolving conflicts, and looking forward.
4. **Communication and interpersonal skills.** There should be evidence that the candidate has the ability to listen, to work with others with different viewpoints, and can communicate the goals of the Society to the public.
5. **Scientific knowledge and outlook.** The nominee needs to be familiar with and an advocate for the entire scope of science as represented within SICB and cannot be a specialist who values only one part. Nominees need to be committed to the promotion of integrative and comparative biology in general.
6. **Proactive.** The nominee should be an individual who will not only react to ongoing events, but actively generate and encourage scientific, educational, and professional developments for SICB.

As a part of its process, the Nominating Committee may ask a potential candidate to write a brief statement of goals she/he wishes to accomplish while holding office. Such a goals statement will be solicited from the individuals who are ultimately nominated and this goal's statement will be a part of the candidate's profile that will be published in the spring newsletter.

The Nominating Committee cannot anticipate the results of the election, and therefore **MUST** assume that any candidate it nominates could be elected. The President is a crucial office in SICB. Nominating an unqualified candidate simply to fill out a slate on the premise that the candidate will lose the election is to be avoided at all costs.

## Secretary

**Term of service.** A person elected to this position serves one year as Secretary-Elect, and three years as Secretary. Elections are held in the spring and the term of Secretary-Elect does not begin until after the second SICB Executive Committee meeting during the following January. The full election schedule can be found on the SICB web site under Resources > Elections > Election Schedule for SICB and Divisions.

Criteria for the identification of nominees for this position include:

1. **Understanding of responsibilities.** Nominees must understand that this is a position of considerable responsibility that requires significant effort. The Nominating Committee should familiarize itself with the effort expended by recent holders of this position and discuss with each prospective nominee the expectations associated with the position. Prospective nominees who appear unwilling or unable to serve responsibly should not be nominated.
  - a. Nominees must be willing to attend the SICB annual meeting and the two meetings of the SICB Executive Committee during the term of service.
  - b. Nominees must be willing to participate in the weekly conference calls of the Executive Officers.
  - c. Nominees must be willing to perform all the duties of this office.
  - d. Nominees must provide the Secretary a biographical sketch and photo to be published in the spring newsletter prior to the election. The Secretary will provide the candidate with the details.
2. **Familiarity with SICB.** Nominees for Secretary-Elect should be members of long-standing and should have attended a significant fraction of meetings in recent years. This information may be obtained from the Executive Director. Any person's membership status may be obtained for the current year using the SICB directory on the SICB web site (lower left panel – Directory). Service to the Society in other capacities (e.g., divisional officer, organizer of symposia, etc.) is highly desirable. Information on service can be obtained from the SICB web site in various forms. A fairly complete listing of those who ran for office and those who were elected is found under Resources > Elections > Election Candidates for SICB and Divisions. The general search feature on each page of the web site (lower left) may also be useful.
3. **Organizational skills.** There should be evidence that the candidate has significant organizational skills and administrative skills.
4. **Communication and interpersonal skills.** There should be evidence that the candidate has the ability to listen, to work with others with different viewpoints, and can communicate information about the Society's business to the membership. There should also be evidence that the candidate can write well.

As a part of its process, the Nominating Committee may ask a potential candidate to write a brief statement of goals she/he wishes to accomplish while holding office. Such a goals statement will be solicited from the individuals who are ultimately nominated and this goal's statement will be a part of the candidate's profile that will be published in the spring newsletter.

Special note on Secretary nominees: The Nominating Committee cannot anticipate the results of the election, and therefore **MUST** assume that any candidate it nominates could be elected. Secretary is a crucial office in SICB. Nominating an unsatisfactory candidate for Secretary simply to fill out a slate on the premise that the unsatisfactory candidate will lose the election is to be avoided at all costs.

## Program Officer

**Term of service.** A person elected to this position serves one year as Program Officer-Elect, two years as Program Officer, and one year as Past Program Officer. Elections are held in the spring and the term of Program Officer-Elect does not begin until after the second SICB Executive Committee meeting during the following January. The full election schedule can be found on the SICB web site under Resources > Elections > Election Schedule for SICB and Divisions.

Criteria for the identification of nominees for this position include:

1. **Understanding of responsibilities.** Nominees must understand that this is a position of considerable responsibility that requires significant effort. The Nominating Committee should familiarize itself with the effort expended by recent holders of this position and discuss with each prospective nominee the expectations associated with the position. Prospective nominees who appear unwilling or unable to serve responsibly should not be nominated.
  - a. Nominees must be willing to attend the SICB annual meeting and the two meetings of the SICB Executive Committee during the term of service.
  - b. Nominees must be willing to participate in the weekly conference calls of the Executive Officers.
  - c. Nominees must be willing to perform all the duties of this office.
  - d. Nominees must provide the Secretary a biographical sketch and photo to be published in the spring newsletter prior to the election. The Secretary will provide the candidate with the details.
2. **Familiarity with SICB.** Nominees for Program Officer-Elect should be members of long-standing and should have attended a significant fraction of meetings in recent years. This information may be obtained from the Executive Director. Any person's membership status may be obtained for the current year using the SICB directory on the SICB web site (lower left panel – Directory). Service to the Society in other capacities (e.g., divisional officer, organizer of symposia, etc.) is highly desirable. Information on service can be obtained from the SICB web site in various forms. A fairly complete listing of those who ran for office and those who were elected is found under Resources > Elections > Election Candidates for SICB and Divisions. The general search feature on each page of the web site (lower left) may also be useful. Furthermore, since many of the processes associated with the arrangement of the program for the annual meeting are well-established, the candidate will ideally be familiar with the process.
3. **Organizational skills.** There should be evidence that the candidate has significant organizational skills and administrative skills.
4. **Communication and interpersonal skills.** There should be evidence that the candidate has the ability to listen, to work with others with different viewpoints, and can communicate information about the Society's business to the membership. There should also be evidence that the candidate can write well.
5. **Scientific knowledge and outlook.** The program of the annual meeting is the key way in which SICB showcases its science. The Program Officer needs to be familiar with, and an advocate for, the entire scope of SICB's science, and cannot be a specialist who values only one part. The Program Officer needs to be committed to the promotion of integrative and comparative biology in general.

6. **Proactive.** The Program Officer should be an individual who will not only react to incoming proposals, but actively generate and encourage the generation of novel scientific events and themes for the annual meeting.

Special note on Program Officer nominees: The Nominating Committee cannot anticipate the results of the election, and therefore **MUST** assume that any candidate it nominates could be elected. The Program Officer is a crucial office in SICB. Nominating an unsatisfactory candidate for Program Officer simply to fill out a slate on the premise that the unsatisfactory candidate will lose the election is to be avoided at all costs.

## Treasurer

**Term of service.** A person elected to this position serves one year as Treasurer-Elect, and three years as Treasurer. Elections are held in the spring and the term of Treasurer-Elect does not begin until after the second SICB Executive Committee meeting during the following January. The full election schedule can be found on the SICB web site under Resources > Elections > Election Schedule for SICB and Divisions.

Criteria for the identification of nominees for this position include:

1. **Understanding of responsibilities.** Nominees must understand that this is a position of considerable responsibility that requires significant effort. The Nominating Committee should familiarize itself with the effort expended by recent holders of this position and discuss with each prospective nominee the expectations associated with the position. Prospective nominees who appear unwilling or unable to serve responsibly should not be nominated.
  - a. Nominees must be willing to attend the SICB annual meeting and the two meetings of the SICB Executive Committee during the term of service.
  - b. Nominees must be willing to participate in the weekly conference calls of the Executive Officers.
  - c. Nominees must be willing to perform all the duties of this office.
  - d. Nominees must provide the Secretary a biographical sketch and photo to be published in the spring newsletter prior to the election. The Secretary will provide the candidate with the details.
2. **Familiarity with SICB.** Nominees for Treasurer-Elect should be members of long-standing and should have attended a significant fraction of meetings in recent years. This information may be obtained from the Executive Director. Any person's membership status may be obtained for the current year using the SICB directory on the SICB web site (lower left panel – Directory). Service to the Society in other capacities (e.g., divisional officer, organizer of symposia, etc.) is highly desirable. Information on service can be obtained from the SICB web site in various forms. A fairly complete listing of those who ran for office and those who were elected is found under Resources > Elections > Election Candidates for SICB and Divisions. The general search feature on each page of the web site (lower left) may also be useful.
3. **Organizational skills.** There should be evidence that the candidate has organizational skills and some administrative skills.
7. **Communication and interpersonal skills.** There should be evidence that the candidate has the ability to listen, to work with others with different viewpoints, and can communicate sometimes complex budget issues to officers of the Society.
4. **Budget management experience.** It is not expected that candidates for this office will have had experience managing administrative budgets. However, candidates with such experience are especially attractive for obvious reasons, and such experience should be noted in your nomination.

As a part of its process, the Nominating Committee may ask a potential candidate to write a brief statement of goals she/he wishes to accomplish while holding office. Such a goals statement will

be solicited from the individuals who are ultimately nominated and this goal's statement will be a part of the candidate's profile that will be published in the spring newsletter.

Special note on Treasurer nominees: The Nominating Committee cannot anticipate the results of the election, and therefore **MUST** assume that any candidate it nominates could be elected. Treasurer is a crucial office in SICB. Nominating an unsatisfactory candidate for Treasurer simply to fill out a slate on the premise that the unsatisfactory candidate will lose the election is to be avoided at all costs.

## Member-at-Large

There are three Members-at-Large serving on the SICB Executive Committee at any one time, each serving a three year term. One Member-at-Large is replaced each year.

**Term of service.** A person elected to this position serves three years as Member-at-Large of the SICB Executive Committee. Elections are held in the spring and the term of Member-at-Large does not begin until after the second SICB Executive Committee meeting during the following January. The full election schedule can be found on the SICB web site under Resources > Elections > Election Schedule for SICB and Divisions.

Criteria for the identification of nominees for this position include:

1. **Understanding of responsibilities.** Nominees must understand that this is a position of considerable responsibility that requires some effort. The Nominating Committee should familiarize itself with the effort expended by recent holders of this position and discuss with each prospective nominee the expectations associated with the position. Prospective nominees who appear unwilling or unable to serve responsibly should not be nominated.
  - a. Nominees must be willing to attend the SICB annual meeting and the two meetings of the SICB Executive Committee during the term of service.
  - b. A Member-at-Large is a member of the SICB Executive Committee and is expected take on the responsibilities of being on this committee (SICB Bylaws Article XIII), to participate in discussions, votes, and calls for information during the year.
  - c. In the final year of her/his term, the Member-at-Large serves on the Society-wide Nominating Committee.
  - d. Nominees must provide the Secretary a biographical sketch and photo to be published in the spring newsletter prior to the election. The Secretary will provide the candidate with the details.
2. **Familiarity with SICB.** Nominees for Member-at-Large should not be new members of SICB and should have attended a significant fraction of meetings in recent years. This information may be obtained from the Executive Director. Any person's membership status may be obtained for the current year using the SICB directory on the SICB web site (lower left panel – Directory). Service to the Society in other capacities (e.g., divisional officer, organizer of symposia, etc.) is highly desirable. Information on service can be obtained from the SICB web site in various forms. A fairly complete listing of those who ran for office and those who were elected is found under Resources > Elections > Election Candidates for SICB and Divisions. The general search feature on each page of the web site (lower left) may also be useful.
3. **Scientific knowledge and outlook.** A Member-at-Large must be familiar with, and an advocate for, the entire scope of SICB's science and should not be a specialist who values only one part. The Member-at-Large must be committed to the promotion of integrative and comparative biology in general.
4. **Potential candidates for future offices.** Members-at-Large may become obvious candidates for other SICB and Divisional offices in the future. Nominating committees should view the nomination of Members-at-Large as an opportunity to identify and groom future officers of SICB.

As a part of its process, the Nominating Committee may ask a potential candidate to write a brief statement of goals she/he wishes to accomplish while holding office. Such a goals statement will be solicited from the individuals who are ultimately nominated and this goal's statement will be a part of the candidate's profile that will be published in the spring newsletter.