

Bylaws

of
18 June 1963

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ISES Bylaws

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1. LEGAL FOUNDATIONS

- 1.1. The name of this corporation is International Solar Energy Society (ISES), hereinafter called the Society.
- 1.2. The Society, which was incorporated in Phoenix, Arizona, U.S.A. on 24 December 1954, is registered at the State of Arizona, Corporation Commission as a non-profit organisation.
- 1.3. The Society falls under the legal jurisdiction of the country where its Headquarters is based, and there it has to be a non-profit organisation as well as a tax-exempt corporation.
- 1.4. If it is advisable or necessary, the Society may found a juristic person or legal entity in the country hosting the International Headquarters to undertake the management of the International Headquarters on behalf of the Society.
- 1.5. New legal entities directly or indirectly connected with ISES activities can only be created by the Board of Directors.
- 1.6. The official working language of the Society is English.

2. OBJECTIVES AND ACTIVITIES

- 2.1.** The Society works to achieve 100% renewable energy for all used efficiently and wisely, and has these as its overarching goals:
 - 2.1.1. Be a trusted global leader in transition, providing the global renewable energy community with a collective, scientifically credible voice and up-to-date information gathered and synthesized by its talented members;
 - 2.1.2. Grow an energized and informed international membership; and
 - 2.1.3. Ensure that activities strengthen the Society's operations and finances.
- 2.2.** The objectives of the Society are to:
 - 2.2.1. Foster the science and technology in the wide-spread application of solar energy;
 - 2.2.2. Encourage solar energy basic and applied research and development, deployment, policy making, and financing;
 - 2.2.3. Advance the utilisation of solar energy and renewable energy access to everyone;
 - 2.2.4. Promote the image of those professionals working with solar energy and business and other organizations advancing solar energy products and services;
 - 2.2.5. Promote education and workforce development in the fields related to solar energy; and
 - 2.2.6. Gather, compile and disseminate information relating to all aspects of solar energy and to foster education about solar and society at all levels and in all countries.
- 2.3.** The Society's objectives shall be achieved by:
 - 2.3.1. Local and international information exchange and promotion through meetings (such as the biennial Solar World Congress), publications, outreach, and educational programs (such as webinars and training workshops) for the benefit of researchers and professionals, businesses, institutions, and the public at large.
 - 2.3.2. Creation of, support for, and/or participation in projects that promote and/or facilitate renewable energy development, deployment, access, and/or efficient and wise use of energy.

- 2.3.3. Development of partnerships with other like-minded organizations to establish and/or conduct programs advancing renewable energy technologies, policies, financing, and/or public acceptance.
- 2.3.4. Acknowledgment through ISES awards of individual and group contributions in the areas of technology, research, business, policy, finance and education.

3. MEMBERSHIP

- 3.1.** Members shall be persons or legal entities, such as businesses or institutions, who have an interest in advancing the objectives of the Society.
- 3.2.** The International Membership of the Society consists of Individual and Corporate (including companies and institutions) members, with various levels of membership available depending on terms selected and the size of the corporate entity. Young ISES (YI) is a group of Individual Members that identify with Young ISES (e.g., Student members, or emerging professionals, details to be defined by the Young ISES Committee).
- 3.3.** International Individual Membership benefits include regular communications from ISES, program discounts, and a variety of educational and promotional offerings advertised by ISES on its web site and through other outreach strategies. Corporate Membership benefits also include promotional opportunities through ISES.
- 3.4.** Membership fees apply to International Memberships and may include discounts for some individuals, Sections or groups.
- 3.5.** Membership categories, benefits and fees are set by the Board of Directors and reviewed periodically.

4. FINANCES

- 4.1.** The Society shall derive revenue from membership fees, donations, sponsorships, publications and other activities such as congresses, conferences, educational programs, and research projects that are approved by the Board of Directors.
- 4.2.** The Society also may derive income from properties acquired and/or donated to the Society.
- 4.3.** Financial audits of the Society will be conducted annually by an external financial auditor of the Society appointed by the Executive Committee of the Board of Directors, who shall not be a Member of the Board.

5. GOVERNANCE

5.1. Board of Directors

- 5.1.1. ISES shall be governed by a body called the Board of Directors chosen from the Society's International Membership.
- 5.1.2. The Board of Directors shall have full control over the affairs of the Society subject to the limitations prescribed in the Articles of Incorporation and these Bylaws. The disposition of the Society funds and property shall be vested in the Board of Directors. Individual Society Members cannot make decisions on behalf of the Society without Board approval.
- 5.1.3. More than 50% of the Members of the Board shall constitute a quorum, and a quorum is required to pass all motions and for the election of the Officers.

5.2. Officers

The Officers of the Society, elected by the Board of Directors, shall be President, Vice President, Immediate Past President, Secretary and Treasurer.

5.3. Headquarters Leadership

The Board shall recruit a leader to manage the International Headquarters and work with the Board of Directors to implement the work of and advance the Society. The tasks/responsibilities of the International Headquarters are determined by the Board of Directors. The Headquarters operates with a Board approved budget. Expenditures or contracts in excess of € 25.000 require approval by the President and Treasurer. The Board may carry out the duties of the Headquarters Leadership position by delegating any or all such powers to any other Officer or Officers of the Society.

5.4. Committees

5.4.1. Executive Committee or ExCo

The ExCo, composed of the Board Officers, and two members nominated by the ExCo and approved by the Board. The ExCo makes decisions on behalf of the Board and, with Board approval, provides overall direction for the Society and its operations.

5.4.2. Nominating Committee

A past president should be selected to Chair the Nominating Committee; if none of the Past Presidents are available, then the Chair should be selected from the ISES membership at large. The Committee also includes at least 3 other ISES Members. All the members of the Nominating committee should be selected by the ExCo. This committee reviews the nominations for the Executive Committee and Board of Directors elections to ensure nominees

meet qualifications and that the statements are ethical. Members of the Nominating Committee cannot be candidates for the Board or ExCo.

5.4.3. Awards and Fellows Committees

The Awards & Fellows Committee is chaired by an ISES member, and includes at least 3 other ISES Members selected by the ExCo. This committee manages the ISES Awards & Fellow process. If any committee member is nominated for an award, that member must choose to either recuse themselves from the Committee or decline the award nomination.

5.4.4. Other Committees

Other committees such as thematic Divisions and functional Councils can be organized by the Board of Directors as needed.

5.5. International Members

5.5.1. Annual General Meeting

An Annual General Meeting of the International Membership of ISES, hereinafter called the AGM, shall be held annually at a time to be designated by the ExCo. Notice of the meeting shall be given to all Members not later than 60 days preceding the meeting date. The duties of the AGM shall be to:

- Consider changes relating to the Membership structure and fees proposed by the Board of Directors.
- Receive and consider information about the financial status of the Society, updates on the membership of the Board of Directors and its Officers, and other topics raised by the members present at the AGM or submitted electronically to the President.

5.5.2. Membership Category and Fee Changes

Changes to the Membership categories and fees are approved by the full International Membership by electronic mail ballot, with a majority of the votes cast determining the result. Individual and corporate members have one vote each.

5.6. Other Offices and Positions

The Board shall create all other offices and positions necessary to conduct the business of the Society, and it shall have the right to appoint qualified persons to fill all such offices and positions. All persons appointed to positions by the Board of Directors shall serve at the discretion of the Board.

6. BOARD OF DIRECTORS: COMPOSITION, ELECTION, TERMS, VACANCIES

6.1. Board Composition

The Board of Directors of the Society shall have the following structure, with a maximum of 19 members total.

- 7 ExCo Members – Includes the Officers -President, Immediate Past President, Vice President, Secretary and Treasurer- plus 2 appointed positions from the 13 board members elected by the full membership below.
- 13 Members elected by the full membership of the Society, with the following groups represented:
 - Young ISES
 - Corporate Members
 - Members at Large

There will be at least one Board member from each of the 4 countries with the highest number of ISES members on record with Headquarters before the election process starts (one month prior to the start of the election).

There can be no more than 2 representatives per country from the 13 board members elected by the membership, with the exception of the YI representative.

- 1 member proposed by the ExCo and approved by the newly elected Board. The proposed member is not included in the count of representatives per country.

6.2. Election Process and Schedule

All elections take place by electronic ballot and follow this process and schedule (Annex 1 provides a summary of the process and schedule). The ExCo may propose to the Board to start the election process at an earlier date and all steps would thus be adjusted according to the time limits in the schedule below. A change in the election start date would require approval by the Board. The change in the election process dates would not change the start dates for terms (01 July start).

1) President

- a. Nominations: Candidates for President come from the existing Board of Directors and can be nominated by themselves, other members of the Board, and the Nominating Committee. Headquarters notifies the Board about the election process and solicits nominations from the Board by 01 March of the year the elections take place.
- b. Statements: Candidates submit short descriptions of their qualifications, and plans for office to the Nominating Committee by 10 March.

- c. Ballot: By 19 March the Nominating Committee reviews statements and Headquarters prepares the President Election ballot for the Board. By 20 March HQ distributes the ballot to the Board.
- d. By 01 April - President Election is completed by the Board. During the next working day after voting closes, Headquarters tallies the votes and communicates result to the Nominating Committee, the candidates and the full Board.

2) Officers

- a. Nominations: Candidates for the other 3 ExCo Officer Positions (Vice President, Treasurer, Secretary) come from the existing Board of Directors and can be nominated by themselves, other members of the Board, and the Nominating Committee. Headquarters notifies the Board about the election process and solicits nominations from the Board by 01 April, or next working day after the election for President is completed, of the year the elections take place.
- b. Statements: Candidates submit short descriptions of their qualification for the position they are running for and plans for their respective office (Vice President, Treasurer, Secretary) by 10 April.
- c. Ballot: By 19 April the Nominating Committee reviews statements and Headquarters prepares the ballot. HQ distributes ballot to the Board of Directors by 20 April.
- d. The Board of Directors elects the other ExCo Officers. By 30 April ExCo election is completed by the Board. During the next working day after voting closes, Headquarters tallies the votes and communicates result to the Nominating Committee, the candidates and the full Board.

3) Board Positions Elected by the Membership

- a. Nominations: Candidates come from the ISES International Membership and can be people already on the Board but have not been elected to the ExCo. Candidates can be nominated by themselves, any other International Member and the Nominating Committee. Headquarters Leadership notifies the International Members about the nomination and election process and solicits nominations from the full Membership by 01 March.
- b. Statements: Candidates submit to the Nominating Committee by 10 May short descriptions of their qualifications and plans for contributing to the Board, plus their area of representation and country.
- c. Ballot: The Nominating Committee reviews the statements and selects the candidates for the ballot by 19 May. Headquarters distributes the ballot to the full International Membership by 20 May. The ballot shall include the following representation from the International Membership: Young ISES Ballot - 1 or more candidates
 - Young ISES: 1 or more candidates
 - Corporate Member: 1 or more candidates
 - Members at Large: 11 or more candidates

The 4 countries with the largest number of ISES members shall be represented on the ballot by at least 1 candidate. If more than 2 candidates are from the same country, then only the top 2 candidates can be elected to the board even if the other candidates from that country receive more votes than candidates from other countries. The elected Young ISES representative is not included in the count of representatives per country.

- d. Election: The International Membership completes election of the 13 Board seats by 10 June. By 15 June HQ shares results of election with Nomination Committee, candidates and the full membership.
 - e. Each Individual international member and each Corporate member may only vote once.
 - f. Elections are determined by a simple majority of the votes cast.
 - g. All candidates will be presented on one ballot.
 - h. The 13 candidates with the greatest number of votes will be elected to the Board with at least 1 member from each of the representative groups as outlined above (Corporate and Young ISES) and the 4 countries with the greatest number of ISES members. Young ISES and Corporate candidates' votes are counted first, then top 4 country representatives votes. Only 2 members from the same country can be elected (excluding the candidate elected for the Young ISES position).
 - i. Members can vote for up to 13 candidates.
- 4) All new ExCo and Board members begin their terms on 01 July.
- 5) Appointed position(s)
- a) ExCo: By 01 August, the newly elected ExCo nominates up to 2 members from the new Board to the ExCo. The Board votes to approve the ExCo appointed positions nominations by 15 August.
 - b) Appointed Board Member: By 15 August the newly elected ExCo will nominate 1 member from the International Membership for the Board. The Board votes to approve the appointed Board member by 15 August.

6.3. Terms and Term Limits

- All terms are 2-year terms.
- ExCo positions are categorized into four categories:
 - 1) Treasurer, Secretary, Appointed Positions
 - 2) Vice President
 - 3) President
 - 4) Immediate Past President (automatic)

ExCo members can serve maximum 2 2-year terms at one level. Then they must move to a higher category (2, 3 or 4), or take a pause of at least one term before running again for the ExCo, but can run for the Board.

- In the event that, at the end of the second consecutive term, a new candidate cannot be found for the President or the other ExCo Officer positions, the term limit ruling can be waived for that position upon approval by the Board.
- Immediate Past President remains in that position until there is a change in the presidency.
- Board Members that are not officers are limited to 3 consecutive terms on the Board. After serving 3 consecutive terms (i.e. 6 years), a member can be re-elected after being off of the Board for one election cycle (i.e. 2 years).
- ExCo members that are not re-elected to the one of the Officer positions can be nominated for a Board position or be appointed to the Board, without staying off of the Board for one election cycle.

6.4. Vacancies

- For all vacancies except for President: In the event that a person vacates a position on the ExCo or the Board, the Board will appoint a replacement to finish the term. ExCo replacements must come from the Board; replacements to non ExCo Board positions come from the ISES International membership.
- President: If the President steps down, then the Vice President moves into the position of President.

7. BOARD OF DIRECTORS DUTIES

7.1. President

The President is the Chairperson of the Board of Directors, and shall preside at all Meetings of the Society. The President is an ex-officio Member of all Committees except the Nominating Committee. It shall be the President's duty to represent the Society in dealing with outside agencies and other entities, or to delegate such authority to the Vice-President; to communicate to the Society activities that promote the welfare of the Society; and to transact business on behalf of the Society as the Society or the Board of Directors, acting in accordance with these Bylaws and with the Articles of Incorporation, may direct.

7.2. Vice President

It shall be the duty of the Vice President to perform such functions as may be delegated by the ExCo and to act in the place of the President in the event of his/her inability to act.

7.3. Secretary

The ISES Secretary shall be responsible for the preparation of the minutes of the Board of Director and Executive Committee Meetings, and some correspondence to and from the Board.

7.4. Treasurer

The ISES Treasurer shall supervise the financial situation of the Society and report to the President, the ExCo and the Board annually or when need may arise.

7.5. Immediate Past President

The Immediate Past President, at the discretion of the President, can be called upon to represent the Society at key events or with the Society's international partners.

7.6. Reporting

The ExCo shall prepare an annual report to the Membership presenting a detailed account of the activities, achievements and directions of the Society.

7.7. Meeting Attendance, Voting and Other Requirements

Board members are required to attend all formal and informal special meetings of the Board of Directors, or submit a formal written apology for their non-attendance. ExCo members are required to attend all ExCo meetings. Meeting details are determined by the President, ExCo, or a quorum of the Board. Board members are also required to vote on all ballots, including electronic ballots. Board members are required to conduct their other tasks related to ISES activities that they have agreed to perform.

7.8. Non-Performance

Board members who do not meet minimum participation requirements shall become non-performing Board members and may be excused from service on the Board; this action requires Board approval. Board vacancies that result from non-performance will be filled by Board appointments to fill out the terms.

7.9. Procedures and Other Matters

Robert's "Rules of Order" shall be used as a general guideline for meeting procedures not covered by these bylaws. Electronic mail ballots may be used for all voting by the Board and by the Membership. Board can invite non-board members to participate in Board meetings, on a non-voting basis, as needed. Board approves all Society awards.

8. NATIONAL AND MULTINATIONAL SECTIONS

8.1 Purpose

ISES encourages the formation of National and Multinational Sections to strengthen the work of ISES at the national levels.

8.2 Requirements for Formation and Dissolution

To become an official ISES Section, and to remain an ISES Section, the following requirements must be met:

- **Shared Objectives**

ISES and the Section share the same major objectives of working to achieve 100% renewable energy for all, used efficiently and wisely, by providing their members with a collective, knowledge-based voice for solar energy research, development, deployment and education; up-to-date critical information; and opportunities to network and collaborate on the energy transformation.

- **ISES Governance.**

The Section may nominate active ISES international members of the Section as candidates for the ISES Board of Directors. (See the Chapter 6 of the ISES By-laws)

- **Mutual Support**

ISES supports the Section by advertising Section activities on the ISES web site and through other outreach activities; providing the Section with the ISES logo and other materials to help with Section promotions; and working to develop joint marketing and other project activities. The Section supports ISES by clearly noting its status as an ISES Section on the Section web site home page and other key outreach materials; promoting ISES activities and memberships to stakeholders in the section's country; and engaging in regular strategy discussions with ISES to strengthen the work of the Section and ISES.

- **Membership Arrangements**

The Section guarantees a minimum number of 20 ISES International Individual Members, and ISES and the Section agree on one of these options for membership management, and the transition clause.

Combined Membership: All individual members of the Section agree to be members of ISES, memberships are renewed annually, the Section is responsible for management of ISES fees and for providing ISES with membership lists, and ISES is responsible for delivering ISES benefits to the members. ISES will offer discounts up to 75% off the membership fees for combined membership, depending on the total number of Section members joining ISES. Corporate members of

the Section may also join ISES under this option and the fees relevant to the specific category will apply.

Separate Membership: Section members can choose to join ISES, and ISES manages the benefits and fees for these members. Section may also collect ISES membership fees and provide members' information and the fees to ISES directly. The Section advertises ISES membership on its website and in its own membership documentation; and provides a link to the ISES online application on its website and/or online application form or offers ISES memberships directly on the Section's website. The Section is responsible for distributing ISES Associate Member materials to all of its members or providing ISES with member lists so that ISES can distribute these materials.

Transition Clause: When a Section changes to Combined Membership, all individual members of the Section are required to become ISES members and when Combined Membership is active, every new individual member joining the Section is required to become an ISES member.

- **Section Operations**

Governance: A Section will have elected board officials, and follow a code of operations or bylaws.

Registration: A Section is registered as a non-profit, non-governmental organisation (NGO) or similar entity in the home country or is hosted by an institution that meets these requirements.

Income Generation: A Section may earn income from membership fees or other legitimate activities.

8.3 ISES Board of Directors Approval

The ISES Board of Directors determines if a Section should be created and if a Section should be dissolved. If the Section does not meet one or more of the requirements after a 6-month notice, the Section status may be dissolved by the Board.

8.4 Authority:

A Section cannot incur any expense in the name of ISES nor act as an official representative of ISES without Board approval.

9. REGIONAL UNITS

9.1. Purpose

A Regional Unit may be formed by National or Multinational Sections within a certain Region to strengthen the Society and its Sections by:

- a. Providing a framework for mutual benefits and collaboration of the Sections and other renewable energy organisations of the region;
- b. Facilitating or establishing relations with other international and regional institutions and bodies;
- c. Identifying and performing common policies and initiatives.

9.2. Requirements

In order for a Regional Unit to become an official unit, the following requirements must be met.

Governing Body: A Regional Unit shall form a governing body which includes a President and other officers such as Vice President, Secretary and Treasurer. All members of the Regional Unit's governing body must be Members of ISES.

Working Relationship Agreements

ISES and the Regional Unit will develop a working agreement that deals with the development of regional conferences and other activities, as well as financial relationships, and specifies the frequency for reviewing the agreement.

Contact Persons

A main point of contact and an alternate point of contact with ISES for the Unit must be established, and these also must be members of ISES.

9.3. Approval

The Regional Unit becomes official after the ISES Board of Directors reviews the application which consists of the operating agreement, the governing body and the points of contacts, establishes that the requirements have been met and approves the application.

9.4. Authority

No Regional Unit shall have authority to represent the Society officially nor to incur any expense in the name of the Society, except as may be authorized in the Working Relationship Agreement or approved by the ISES Board of Directors.

10. STUDENT CHAPTERS

10.1. Purpose

ISES encourages the formation of ISES Student Chapters (referred to as Chapters) to strengthen the work of ISES at the Young ISES level.

10.2. Requirements for Formation and Dissolution

To become an official Chapter, and to remain a Chapter, the following requirements, outlined in an agreement signed by ISES and the host Institution, must be met:

10.2.1. Host Institution

The host Institution for the Chapter must be an Institution member of ISES.

10.2.2. Shared Objectives

ISES and the Chapter share the same major objectives of working to achieve 100% renewable energy for all, used efficiently and wisely, by providing their members with a collective, knowledge-based voice for solar energy research, development, deployment and education; up-to-date critical information; and opportunities to network and collaborate on the energy transformation.

10.2.3. ISES Governance

The Chapter may nominate active Young ISES members as candidates for the ISES Board of Directors, following the procedures set forth in Chapter 6.

10.2.4. Mutual Support

As a minimum, ISES supports the Chapter by advertising Chapter activities on the ISES web site and through other outreach activities; providing the Chapter with the ISES logo and other materials to help with Chapter promotions; and working to connect Chapters with mentors and job opportunities.

As a minimum, the Chapter supports ISES by clearly noting its status as a Chapter on its web site and on other outreach materials; promoting ISES activities and memberships to others at their Institution and related communities; holding at least two Institution-wide talks/workshops/seminars/webinars on solar energy and related topics per year; submitting at least one short article per year for publication in the ISES Newsletter on Chapter activities; communicating regularly through the Young ISES Board Member representatives to strengthen the work of the Chapter and ISES; and submitting an annual report on Chapter activities to ISES.

10.2.5. Membership Arrangements

The Chapter guarantees a minimum number of 20 ISES members. ISES local members that are not students at the host Institution may join the Chapter

(Institution regulations permitting). ISES may offer an additional discount on ISES student membership fees to members of Chapters through a discount code provided by ISES. ISES and the host Institution will work together to establish alternative membership fees and payment procedures.

10.2.6. Chapter Operations

Governance: A Chapter will have elected board officials, and follow a code of operations or bylaws.

Registration: A Chapter is registered as a non-profit organization under the rules of the host Institution.

Name: A Chapter's name must include ISES or International Solar Energy Society.

Institution Supervisors: At least two ISES members from the host Institution's staff/faculty will be designated as Chapter supervisors.

Income Generation: A Chapter may earn income from membership fees or other legitimate activities, as allowed by the Institution.

10.3. ISES Board of Directors Approval

The ISES Board of Directors determines if a Chapter should be created and if a Chapter should be dissolved. An official letter of approval to be an ISES chapter will be issued to the chapter upon approval. If the Chapter does not meet one or more of the requirements after a 6-month notice, the Chapter status may be dissolved by the Board. The host Institution will then be asked to discontinue use of the ISES name, logo and publicizing any official affiliation to ISES.

10.4. Authority

A Chapter cannot incur any expense in the name of ISES nor act as an official representative of ISES without ISES approval.

11. AGREEMENTS

- 11.1. ISES may enter into cooperative agreements with other entities who share ISES' objectives.
- 11.2. ISES Sections whose membership drops below the required number of 20 individual international members, or entities that cannot comply with one or more of the requirements to become a section such as not being able to gain NGO status, or Sections whose operations are no longer commensurate with ISES goals and objectives can enter into alternative cooperative agreements with ISES.
- 11.3. Agreements between ISES and other entities shall be approved by the ISES Board of Directors.

12. AMENDMENTS

- 12.1. These Bylaws may be amended by simple majority (50%) electronic ballot of the Board of Directors.
- 12.2. These Bylaws shall supersede all previous Bylaws of the Society and shall come into force immediately.

Date	Task	Responsible Group
Election of the President by the Board		
By 01 March	Solicit nominations for President Candidates from the Board.	Headquarters
By 10 March	Submit statements to Nominating Committee.	President candidates
By 19 March	Nominating Committee reviews statements and Headquarters prepares the President Election ballot for the Board.	Nominating Committee & Headquarters
By 20 March	Distribute the ballot to the Board.	Headquarters
By 31 March	President Election is completed by the Board. Soon (next working day) after voting closes, Headquarters tallies the votes and communicates result to the Nominating Committee, the candidates and the full Board.	Board of Directors (voting) Headquarters (distribute results)
Election of the other Officer Positions by the Board		
By 01 April or after the election for President is completed	Solicit nominations for Officer Positions (Vice President, Treasurer, Secretary) Candidates from the Board.	Headquarters
By 10 April	Deadline to submit statements to Nominating Committee.	Candidates
By 19 April	Nominating Committee reviews statements and Headquarters prepares the ballot.	Nominating Committee & Headquarters
By 20 April	Distribute the ballot to the Board.	Headquarters
By 30 April	ExCo election is completed by the Board. Soon (next working day) after voting closes, Headquarters tallies the votes and communicates result to the Nominating Committee, the candidates and the full Board.	Board of Directors (voting) Headquarters (distribute results)
01 July	Elected Executive Committee (ExCo) begins term	Executive Committee

Election of New Board by the International Membership		
Date	Task	Responsible Group
	Proposed Changes	
By 01 March	Notify International Membership about the nomination process and solicits call for nominations for candidates for the Board of Directors.	Headquarters
By 10 May	Deadline for Nominations. Submit statements of qualifications to the Nomination Committee. Candidates must state if they are running to represent Corporate Membership, Young ISES or Members at Large.	Candidates
By 19 May	Review statements, ensures that the ballot is complete with candidates for positions representing Corporate Members, Young ISES, Members at Large and 4 countries with the largest number of ISES members.	Nominating Committee
By 20 May	Distribute ballot to the full International Membership. Members may vote for up to 13 candidates.	Headquarters
By 10 June	Election completed by the International Membership.	International Membership
By 15 June	Share results of election with Nomination Committee, candidates and the full membership.	Headquarters
01 July	Elected Board of Directors begins term.	Board of Directors
	Appointed Positions and Election of ExCo Officer Positions	
By 01 August	Newly elected ExCo nominates 2 members from the new Board to the ExCo.	Executive Committee
By 01 August	ExCo nominates 1 new member from the International Membership for the Board.	Executive Committee
By 15 August	Headquarters distributes ballot to the Board of Directors to approve the nomination for the ExCo and Board.	Headquarters (distribute results) & Board of Directors (voting)