

## **7.0 MGA NOMINATIONS AND APPOINTMENTS PROCESS**

- A. The MGA Board has established a nominations and appointments process for various officer levels under its purview. This process has been developed to choose the best-qualified persons for various offices throughout the MGA organization. It was also developed to involve as many members in the selection process as possible. It is necessary that all candidates nominated for office are highly qualified, and it is therefore essential that all nominating committees/individuals show great diligence and exercise judgment in making nominations.
- B. The Member & Geographic Activities Board, MGA Assembly, MGA N&A Committee and Regional Nominating Committees are at the focal point of the MGA Nominations and Appointments process.

### **7.1 MGA NOMINATIONS & APPOINTMENTS COMMITTEE**

- A. The composition of the MGA N&A Committee shall be in accordance with the Committee Charter.
- B. Each year, the Chair of the MGA Nominations and Appointments Committee shall invite MGA and organizational units to submit qualified candidates to be considered by the MGA N&A Committee for the various appointed offices.
- C. A member of the MGA N&A Committee who does not resign from the committee prior to the meeting at which nominees are selected is not eligible to be nominated for any office to be filled by the MGA Assembly nor may they be eligible to be a candidate for the position of Vice President – Member and Geographic Activities.
- D. Any candidate for appointment to any position under the purview of the MGA N&A Committee must disclose: (a) any other offices he/she holds within IEEE, (b) any role he/she has outside the IEEE that places him/her in a position of doing business with IEEE, and (c) any other possible source of conflict of interest including the completion of the IEEE Conflict of Interest Disclosure Statement.
- E. In the case of MGA Committee Chair positions, no candidate should be considered who holds a position with similar responsibilities in a subordinate organizational unit. (For example, a Regional Treasurer cannot be the MGA Treasurer/Finance Committee Chair.)
- F. No individual Region should be over-represented in the MGA structure; the MGA N&A must make every effort to offer balanced slates of nominees that represents as many Regions as possible.
- G. The MGA N&A Committee may review the list of appointees/chairs whose organizational unit exceeded its budget, and approval waivers, which is maintained by the Member and Geographic Activities Department. The intent is to eliminate from positions with budget authority volunteers who have unjustly exceeded their budget authority in the past.
- H. The MGA N&A Committee shall prepare and submit to the MGA Assembly three slates of candidates as described in the MGA Operations Manual, Section 6.2.B-D, and in accordance with IEEE Bylaws.

### **7.2 MGA N&A AND SELECTION/APPOINTMENT PROCESS**

- A. The MGA N&A process is per the IEEE Bylaws and this Operations Manual. The MGA N&A Committee and the MGA Assembly are the principle MGA organizational units involved and work in close cooperation.
- B. The MGA Secretary shall oversee and coordinate the MGA N&A process to ensure that the positions enumerated in 7.2.C.1 - 7.2.C.3 are filled by 31 December of the current year or as otherwise stated in the IEEE Bylaws or the MGA Operations Manual.
- C. The MGA N&A process provides for filling positions of MGA Board (Section 6.2), MGA Committee Chairs and Committee members.

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1. The positions of the MGA Board: MGA Treasurer, MGA Vice Chairs.
    - a. The MGA N&A Committee shall submit to the MGA Assembly not less than two or more than three candidates for each position. These recommendations should reach the MGA Assembly at least thirty (30) days prior to the MGA Assembly meeting at which the appointments will be made.
    - b. No candidate may be nominated by the MGA Nominations & Appointments Committee for more than one position.
    - c. The MGA N&A Committee shall have an alternate candidate(s) approved for each position for which the MGA N&A Committee nominated only two candidates. The alternate(s) will be presented to the Assembly by the MGA N&A Committee Chair, only in the event of the unavailability of a candidate from the formal MGA N&A slate. The MGA N&A slate of candidates, including biographies and position statements, shall be distributed to all members of the MGA Assembly at least four weeks before the MGA Assembly meeting at which the appointments will be made.
    - d. Members may petition to be on the slate of candidates in accordance with Section 6.5.C of the MGA Operations Manual.
  2. Appointed MGA Committee Chairs: The MGA Committee Chairs, unless chaired by a MGA Vice Chair or otherwise filled.
    - a. The MGA N&A slate of recommended candidates may include candidates recommended for more than one position as well as candidates if losing for a MGA Assembly appointed position. In addition, other candidates may be considered with review and report by MGA N&A for eligibility.
  3. Appointed members of MGA Committees: Those members of MGA Committees other than the respective Chairs, unless otherwise specified.
    - a. The MGA N&A slate of recommended candidates may include candidates recommended for more than one position as well as candidates if losing for a MGA Assembly appointed position or not selected for a MGA Committee Chair position. In addition, other candidates may be considered.
- D. The MGA Chair, MGA Treasurer and MGA Vice Chairs shall receive recommendations of qualified candidates from the MGA N&A Committee.
- E. The MGA Secretary shall compile the MGA Roster and distribute accordingly.

**7.3 REGIONAL DELEGATE-ELECT/DIRECTOR ELECT NOMINATIONS**

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- A. Each Region, in accordance with its Region bylaws, shall have a Region Nominations and Appointments Committee. Each Region Nominating Committee shall furnish to the IEEE Board of Directors by 15 March of the Region election year a slate of Region Committee approved candidates for the office of Region Delegate-Elect/Director-Elect. At the same time a copy of the slate shall be submitted to the MGA Nominations and Appointments Committee for information. The slate shall include not fewer than two nor more than three candidates recommended for that office. The Region Nominating Committee shall also solicit annually from the Sections within the Region a list of potential candidates to be considered by MGA N&A Committee for service on MGA Committees. (I-308).
- B. The Region N&A Committee shall have amongst its duties that of selecting suitable candidates from throughout the Region for nomination for the position of Regional Delegate/Director-Elect.
- C. In accordance with Region bylaws, the Region shall select the nominees to be placed on the IEEE ballot for Regional Delegate/Director-Elect.
- D. Candidates must be an IEEE member of Senior Member or Fellow grade.

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- E. If applicable, the slate shall also include candidates for those Region Vice Chair positions that could lead to the nomination of a single candidate for Regional Delegate/Director-Elect. (Reference I-308.5)
- F. If a slate of one candidate for Regional Delegate/Director-Elect is proposed to the IEEE Board of Directors, it shall be accompanied by a statement explaining the circumstances leading to a slate of one candidate.

### 7.4 VACANCIES

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For any circumstance under the purview of MGA that have not been foreseen in the MGA Operations Manual, the MGA Assembly shall resolve any personnel unavailability, which may consist of absence (temporary), incapacitation (known condition of limited duration) or vacancy (permanent)

1. Vice President-Member & Geographic Activities. Should a vacancy occur in the office of the Vice President, Member & Geographic Activities, the IEEE Assembly shall fill the vacancy. The individual assuming the office of the Vice President shall serve the remainder of the term and complete the term of Past Vice President.
2. MGA Chair. In the event of the incapacity of the Chair, the most recent Past Chair available shall serve as Acting Chair until such time as the IEEE Assembly elects a successor.
3. Past MGA Chair. The next most recent Past MGA Chair available to serve shall fill a vacancy occurring in the office of Past MGA Chair.
4. MGA Vice Chairs/MGA Treasurer. Should a vacancy occur in the MGA Treasurer or MGA Vice Chair positions, the MGA Assembly shall fill the vacancy. The individual assuming one of these offices shall serve the remainder of the term.
5. Region Directors. A vacancy shall occur in the office of Region Director at such time as the incumbent ceases to reside in the Region that elected that Director. If a vacancy occurs for any reason, it shall be filled in accordance with Bylaw I-301.10.
6. MGA Committee Chair/Member. A vacancy shall occur in the office of a MGA Committee Chair/Member at such time as the incumbent resigns or they can no longer perform the duties as specified in the MGA Operations Manual. If it is not specified in the Committee charter and the individual is not appointed by the MGA Assembly, upon recommendations by the MGA Nominations and Appointments Committee the appropriate MGA Vice Chair shall appoint the successor.