

SSR Nominating Committee: Standard Operating Procedures **Updated: 05/2024**

SSR Bylaws, Article XI: Section 4 (j): A Nominating Committee shall consist of nine Regular Members, of which three must be Past Presidents of the Society, selected by the Vice President with due consideration to representation of different scientific areas of reproductive biology. The Chairperson and the Members of the Committee shall be announced and made known to the membership of the Society at the annual Business meeting. The Chairperson of the committee shall be chosen by the Vice President of the Society from the current membership of the Committee. A new Chairperson shall be appointed yearly. Members of the Committee with the exception of the Chairperson shall not serve on the Nominating Committee for consecutive years.

Responsibilities and Goals:

1. Solicit nominations for open positions on the Board of Directors (BoD) and Executive Council (EC). The major goal of the committee is to develop a ballot that is diverse and inclusive such that the diversity of the BoD and EC reflects the demographic and scientific diversity of the membership.
2. Work with other committees and the Vice President to identify nominees for other positions within and outside the society including but not limited to representation on FASEB committees, major award nominations, and identification of “Rising Stars” webinar speakers.

Leadership and Liaisons

Each year, a chair for the committee will be assigned by the Vice President on advisement from the previous year’s chair. One liaison from the Board of Directors and one liaison from the SSR Business office will be assigned to the committee and serve *ex officio*.

Duties of the Committee:

SSR Bylaws, Article X, Section 2: The Nominating Committee shall solicit, collect, and evaluate nominations from the Regular and Emeritus Members of the Society for the offices of Vice-President-Elect, Secretary, Treasurer-Elect, Director, and Early-Stage Investigator Director when applicable. Members of the Nominating Committee may make nominations, as well. Submitted nominations shall require supporting comments. The entire Committee shall evaluate the submitted nominations and shall select at least two candidates and one alternate for the Office of Vice President-Elect, Secretary, and Treasurer-Elect when applicable and shall select at least four candidates and two alternates for the Office of Director. Current members of the Committee cannot be nominated and the final candidates for one office cannot be from the same institution.

Current elected Board members must be in the final year of their term to be nominated for another elected Board position. The Editor-in-Chief of Biology of Reproduction, who attends Board meetings and serves at the pleasure of the Board, should be in the final year of his/her editorial term to be nominated for a position on the Board of Directors. The Committee's recommendations shall be transmitted to the Board of Directors for their approval at the Mid-Winter Board meeting. The election shall be held not more than five months nor less than two months prior to the annual meeting. For the election, the President or designated agent shall send to every Regular and Emeritus Member a ballot containing the list of nominees with space for such additional names as the Regular and Emeritus Members wish to propose and brief biographies of nominees. The marked ballot shall be returned to the President or designated agent at such time and place as designated. A plurality of the votes cast shall be necessary to elect the Vice President-Elect, Secretary, Treasurer-Elect, and Early-Stage Investigator Director. The two nominees with the highest number of votes will be elected as Directors. In case of a tie vote, the President shall cast the deciding ballot.

Major Activities:

1. Work with the Business Office liaison to communicate the call for nominations to the membership. This includes making personal contacts with eligible colleagues who meet the criteria established for an available position. Note that there needs to be 2 nominees and 1 alternate for each open position on the Board and Executive Council. This committee does not identify nominees for the trainee representative on the Board.
 - a. Each year 2 Director positions and 1 Vice-President elect position will need to be filled.
 - b. The term for Early-Stage Investigator Director and Secretary is a 3-year commitment. Therefore, during the final year of their respective terms, these positions will need to be filled.
 - c. The Treasurer position is also a 3-year commitment. In the 2nd year of the Treasurer's term, a Treasurer-Elect will need to be filled.
2. The committee will meet at least once, by Zoom, to rank nominees.
3. Any changes to the nomination form or instructions for voting will be made by the committee in consultation with the Board liaison.

Schedule:**JULY**

- Committee meeting at SSR Annual Conference (Chair, Committee) -optional

AUGUST

- Write up due to the SSR Business Office in time for publication in the September Weekly News that includes the members of the committee (Chair).

SEPTEMBER

- Write up due to the SSR Business Office in time for publication in the October Weekly News that includes the members of the committee and a call for nominations (Chair)
- Email Call for Nominations to Regular and Emeritus Members of the Society with working email address; post Call on the SSR website (Business Office)

OCTOBER

- Email reminder of deadline for nominations (Business Office)

NOVEMBER

- Deadline for receipt of nominations which will be sent directly to the Chair by the nominating member of SSR
- Check membership status of nominees and nominating persons (Chair sends the list to the SSR Business Office for confirmation). Inform nominees that if elected, they will be responsible for registration, transportation, and hotel expenses for the Annual Meeting, and Society will be responsible for transportation, hotel, meals and incidental expenses for Mid-Winter Board Meeting.
- Information about all nominees and instructions for voting sent to Nominating Committee for consideration (Chair sends to Committee)

DECEMBER

- Deadline for committee votes. Allow time for a possible second round of voting. Chair tabulates votes. Committee must select two candidates and at least one alternate (preferably two alternates) for the Office of Vice President-Elect, the Office of Treasurer Elect, the Office of Secretary, and

the Office of Early-Stage Investigator Director. Four candidates and at least two alternates (preferably four alternates) for the Office of Director should be selected. Confirm willingness of candidates to be on the ballot and serve, if elected.

- Prepare list of candidates and alternates and send to Nominating Committee for approval (Chair)
- Final approval of list from Nominating Committee

JANUARY

- Slate of candidates and alternates submitted to SSR Board for approval at its midwinter meeting. Committee report is to be submitted to the Board Liaison and Executive Director (Chair).

FEBRUARY

- Midwinter Board meeting; receive Board's approval and/or recommendations via Board liaison; solicit biographical information & photo from final candidates (Chair, Committee).
- Notify alternates & candidates; request bio-sketches & photos from candidates (should be submitted to Chair)
- Biographical information & photo due from candidates.
- Finalize text for ballot (Chair, SSR Business Office)

MARCH

- Prepare ballot (Business Office)
- Email ballot to Regular and Emeritus Members with working email addresses (SSR Business Office)
- Email reminder of election deadline (Business Office).

APRIL

- Deadline for receipt of votes; count ballots (Chair).
- Election results reported to the Committee, President, Liaison, Exec Director; notify those who did not win & winners (Chair).
- Election results reported to the membership (SSR Business Office).

JULY

- Submit committee report for Board Book to Committee liaison and Business Office (Chair prepares report).
- As requested, attend Annual Meeting and attend Committee Meeting at the Annual Meeting to provide a summary of activities and suggestions for next year (Liaison or Chair presents final report).
- As requested, present election results at Business Meeting (Chair presents final report). Retiring Chair is responsible for providing Incoming Chair with examples of correspondence and announcements.

*Directors can serve as ex officio members on committees but should not be members of committees. While they are members of the Board of Directors, they cannot be chairs of committees. Ex officio members and Board Liaisons can participate in all committee communications and discussions, but they cannot vote on committees. While Trainee members can serve on many of the committees when invited and participate in all committee communications and discussions, they should not be assigned to the nominating committee. The trainees on the committee can vote.**

**As approved by the SSR Board of Directors at the 2012 Summer Board Meeting.*