



Illuminating Engineering Society (IES) Guidelines for Candidates Seeking IES Office

(IES Candidate's Handbook)

Approved by the IES Board of Directors

QUALIFICATIONS

Active Member, Fellow, and Emeritus-Member or Emeritus-Fellow

- Willing and able to serve if elected
- Committed personally to serving
- Committed to preparation, attendance, and participation at required meetings
- Knowledgeable of the Society, its purpose, objectives and programs
- Meets the additional requirements and skillsets as described in other documents and communications

DECLARATION OF CANDIDACY

A candidate must make intentions known in writing to the IES office, attention: Executive Director, by August 1st, or at a different date as approved by the IES Board of Directors. This can be done through a formal communication channel that will be communicated to the membership. It is recommended that candidates declare as early as possible prior to the deadline to increase visibility to the membership.

Upon receipt of a letter of intent from a candidate, the IES office will provide the candidate with the official Candidate Declaration Form (see sample). The form is to be completed and returned to the IES office together with the required Candidate Position Statement by September 5th, or at a different date as approved by the IES Board

of Directors. These documents will be disseminated by the IES office to the Nominating Committee and other parties as needed.

NOTE: THE CANDIDATE DECLARATION FORM AND CANDIDATE POSITION STATEMENT ARE THE ONLY WRITTEN DOCUMENTS THAT WILL BE DISSEMINATED. SUPPLEMENTARY BIOGRAPHICAL DETAILS AND OTHER SUCH SUPPORT MATERIAL WILL NOT BE CONSIDERED BY THE NOMINATING COMMITTEE.

NOTE: A CANDIDATE NOT SELECTED BY THE NOMINATING COMMITTEE FOR THE POSITION FOR WHICH HE/SHE DECLARED WILL NOT BE ALLOWED TO CONTEND FOR ANOTHER OFFICE DURING THE SAME ELECTION YEAR.

CANDIDATE POSITION STATEMENT

Candidates are requested to provide by no later than September 5th, or at a different date as approved by the IES Board of Directors, a Position Statement of no more than 350 words.

The statement should include:

- the candidate's reasons for seeking office;
- why he/she feels qualified for the position sought;
- the principal objective the candidate would hope to achieve in office if successful in the nomination process; and
- statement of personal and/or corporate financial support

Position Statements shall not be in the format of brochures or other type of "campaign literature."

PHOTOGRAPH

Candidates are requested to submit a photograph with the Candidate Declaration Form and Candidate Position Statement.

“CAMPAIGN” CONDUCT

It is strongly recommended that candidates adhere to the following guidelines during the process of seeking nomination.

1. The Candidate Declaration Form and Position Statement should be the only material used by the candidate to answer requests for information about his/her qualifications for office and/or for any mailings.
2. Wide distribution mailings are discouraged. Any candidate wishing to mail to any segment of the IES general membership (Section, Region, Committees or the entire Society listing) must submit a copy of the mailing material to the Nominating Committee Chair, with a copy to the Executive Director, for prior approval. IES membership labels are not available to candidates for office for campaign purposes.
3. Members of the Nominating Committee are to initiate contact with candidates to ask for information about candidate’s credentials, rather than candidates calling committee members to ask for support.

PERSONAL INTERVIEW

Each candidate has the opportunity to be interviewed by the Nominating Committee prior to the voting for the Annual Membership Meeting.

Based on the number of candidates requesting interview, the Nominating Committee Chair determines how much time shall be allocated to each candidate for presentation and questions. It is recommended that presentations be no more than 10 minutes in length and the question/answer portion be no more than 10 minutes. Candidates for Vice President (President-Elect) shall be allocated 15 minutes for his/her presentation and 15 minutes for the question/answer portion of the interview. Longer time slots may be allocated at the discretion of the Chair. Other than the candidates for the position of Vice President (President-Elect), all candidates shall be given interviews of equal time.

It is recommended that the candidate use the presentation opportunity as a platform for his/her points on why the committee should consider this candidate for this particular office. It is a verbal amplification of the Position Statement already in the hands of the committee.

If a candidate cannot attend the interview session, an alternative method, approved at the discretion of the Chair, shall be used. A knowledgeable representative is suggested as an alternate. However, a remote interview is acceptable as a final option if coordinated in advance and the technology needed is readily available.

NOMINATING COMMITTEE PROCEDURES

The committee has the responsibility of creating a slate of nominees for office for vote by the voting membership of the Society. The slate may have a single name or more than one name for a given office. If a candidate is unsuccessful in obtaining nomination and his/her name is not recommended for the ballot, he/she has the option to seek nomination by petition. (See Society Policy P-1.2)

The Nomination by Petition rules and forms are available from the IES office upon request.

NOTIFICATION OF NOMINATION

The Nominating Committee Chair will advise the candidates of the outcome of the committee's deliberations immediately following the committee meeting.