



# **IGDA Election Policies and Procedures Manual**

Last Edited: Dec 16, 2011

## **Introduction**

The purpose of this document is to lay out, as clearly and unambiguously as possible, the policies and procedures governing the IGDA election for directors. It was the intent of the founding directors that elections be conducted fairly, efficiently, and with dignity and decorum. These policies and procedures are designed to meet those goals.

If any part of this document is in conflict with the Bylaws, the Bylaws supercede it. The Board of Directors has the power to interpret this document.

## **Election Process Overview**

1. Board candidates are nominated.
2. Nomination Committee reviews candidates and confirms the final election slate.
3. Membership votes.
4. Election results announced
5. Board members take office.

## **Qualifications of Directors**

The qualifications to serve as a Director are specified in the Bylaws, and are as follows:

1. The Director must be a member in good standing.
2. The Director must have been a member in at least two (2) membership years prior.
3. The Director must adhere to the Board of Directors Code of Ethics.

Further:

4. Directors must have read the Bylaws of the IGDA and agree to be bound by its terms.

## Responsibilities of Directors

As the governing body of the IGDA, the Board of Directors has a great deal of responsibility. Beyond the commitment to be prepared for and attend meetings, and be engaged in the work of the organization, Directors understand that:

1. They must focus on the mission and strive to keep it relevant and meaningful.
2. They must participate in critical fundraising activities on behalf of the organization.
3. They provide financial oversight, and ultimately have fiduciary responsibility over the organization.
4. They must ensure legal and ethical integrity, and maintain accountability.
5. They must ensure effective organizational planning, thinking strategically for the long-term success of the organization.
6. They strive to enhance the IGDA's public standing and be advocates of the organization within the community.
7. They ensure the IGDA has adequate resources to fulfill its mission.
8. They determine, monitor and strengthen the organization's programs and services.
9. They oversee, evaluate and direct the Executive Director.

## Annual Election Schedule

The following is the rough schedule for the election cycle. If any of these dates should fall on a weekend or holiday, or if the Board of Directors needs to schedule around an industry event, the *next most appropriate date* will be selected.

- **January 3rd:** Nominations for elections are opened.
- **January 29th:** Nominations are closed. All nominations must be received by the set date. All members of record as of this date may vote.
- **January 30th:** Nomination Committee begins review process to select final slate.
- **February 21st:** Candidates are reviewed, confirmed; final slate provided to Board by Nomination Committee.
- **February 24th:** Election materials are emailed to all members of record. Voting commences.
- **March 18th:** End of voting; e-ballots are counted.
- **April 1st:** Newly elected Directors take their seats; officers are appointed. The new board members and officers are announced to the membership and press.

# Nominations

## *Nomination Procedures*

### **Members**

Any member who meets the qualifications above may nominate him- or herself for election to the Board of Directors, by following the procedure below.

### **Directors**

Any director whose seat is coming up for election may nominate him- or herself for reelection by following the procedure below. Directors in elected seats currently serving on the Board whose seats are *not* coming up for election may not nominate themselves for election to a different seat.

### **Procedure**

Any member in good standing may request that a nomination package be emailed to him or her at any time during the nomination period. The request should be sent by email to the Executive Director of the IGDA. The package will be emailed within three business days.

The nomination package will include:

- Bylaws
- Articles of Incorporation
- Code of Ethics
- Board Member Expectations
- This election manual
- A nomination certificate
- IGDA Annual Report from most recent year

Candidates should print, sign and fax or email back the nomination certificate on or before the nomination deadline.

All nominees are required to certify:

1. That they meet the qualifications to serve as a Director.
2. That they have read the Bylaws of the IGDA and agree to be bound by its terms.
3. That they acknowledge the responsibilities and expectations of a Director.
4. That they have read the IGDA Election Policies and Procedures Manual.
5. That they have written endorsement supporting their candidacy from 10 IGDA peers who were members in good standing at the time of nomination.

Note that all governing documents and past annual reports are available from the IGDA web site:

<http://www.igda.org/about/>

## ***Candidates' Statements***

Each candidate will have the opportunity of publishing a statement that will be published to the IGDA web site and emailed to members as part of the election materials.

This statement may be no more than 400 words long. Any statements longer than 400 words will be returned to the candidate and the candidate will be asked to provide a shorter one. If no statement of 400 words or less is provided before the close of nominations, the election materials will state that no statement was provided.

Candidates are advised to maintain a professional tone focus their statements on their personal philosophy, priorities and goals for the organization (e.g., 3/4 of statement). It is acceptable for candidates to provide some background on themselves (e.g., 1/4 of statement).

Candidates must send their statements to the Executive Director via email, on or before the close of nominations.

No candidate's statement will be edited for any reason. However, the Executive Director reserves the right to require edits or revisions if it is deemed that a candidate's statement contains inaccuracies, false statements or inappropriate language or content.

## ***Credit for Volunteerism/Contributions***

Candidates who have volunteered for and/or contributed to the work of the IGDA in an official capacity will have their efforts credited and listed below their statement. These credits do not count against the 400-word limit of their statement. Some examples would be:

- CityX Chapter Coordinator
- CommitteeX Chairperson, 2001-2003
- Online ForumX Moderator
- SIGX White Paper Co-Author

The Executive Director will work with each candidate to ensure that all such credits are accurate and appropriately attributed.

## ***Nomination Deadline***

Candidates must return their signed nomination certificate (via fax or email) and candidate statement (via email) by the close of business (5pm PST) of the designated nomination deadline date.

## ***Withdrawal***

Candidates who want to withdraw from the election before the election materials are emailed to members should notify the Executive Director of the IGDA.

## ***Candidate Confirmation***

Nominations must be confirmed and candidates selected for the final slate by an independent Nomination Committee comprised of former IGDA Board members selected by the current IGDA Executive Committee. The committee, convened on an ad hoc basis, will review the candidate statements, conduct interviews as needed, and will put forward a final slate of candidates. This final slate of candidates shall be comprised of no more than twice the number of candidates than there are board seats available. (e.g. if there are 2 seats open for election, the final slate shall be no more than 4 individuals.) The nomination committee shall recommend the final slate of candidates, and that slate will need to be ratified by the IGDA Board of Directors.

## **Elections**

### ***Inspector of Elections***

The Executive Director is the appointed inspector of elections. The inspector is responsible for tabulating the ballots on election day.

### ***Election Materials***

On the date set for commencing the voting period, the election materials will be emailed to each member of record as of the close of nominations. The materials will include the candidates' statements and a web link to a unique online voting ballot. The ballots will indicate the number of open seats, the number of ballots required to constitute a quorum (20% of the members of record) and will list the names of candidates in alphabetical order, with equal prominence given to each.

### ***Voting Procedure***

IGDA directors are elected by "approval voting", in which members are entitled to vote for as many or as few candidates as they like, including all or none, regardless of the number of seats open for election. The candidates receiving the most votes will be elected.

Each member should mark his or her online ballot and submit it prior to the voting deadline. The online ballot will prevent members from repeat voting.

## ***Election Day***

After the close of business on the voting deadline date, the inspector of elections will count the submitted ballots and determine if a quorum has voted. If less than a quorum has voted, the inspector of elections will inform the Board of Directors that the election is void. If a quorum has voted, the inspector will tally the votes and determine the winning candidates according to the rules specified above.

## **Void Election**

In the event a void election, the Directors' seats to be filled shall be declared vacant and a majority of the remaining Directors shall select the Directors to fill such vacancies at their discretion.

## ***Election Results***

The results of the election will be announced to the membership and the media at the start of the new term.

## ***Withdrawal or Disqualification***

### **Withdrawal Procedure**

Candidates who want to withdraw from the election after the election materials have been emailed to members should notify the Executive Director.

### **Effect of Withdrawal or Disqualification**

If any candidate withdraws or is disqualified from the election before the ballots have been counted, votes for the candidate will not be counted. If a winning candidate withdraws or is disqualified after the ballots have been counted and before he or she has taken his or her seat, the non-winning candidate receiving the next highest number of votes will be elected. If no non-winning candidate is available, the seat will be declared vacant by the board.

## ***Board Term***

Elected Directors serve three (3) year terms on the Board.

## IGDA Nomination Certificate

Please complete this Nomination Certificate, sign it and return it to the IGDA via fax +1 (856)-423-3420) or email to [gordon@igda.org](mailto:gordon@igda.org). The Certificate must be received by the close of business, February 14th, 2011.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Zip/Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby nominate myself for election to the Board of Directors of the International Game Developers Association. In consideration of my being accepted as a candidate, I certify that:

- I have read the bylaws of the IGDA, and I agree to abide by its terms throughout my term of office;
- I have read the Board of Directors Code of Ethics and agree to abide by its terms throughout my term of office;
- I meet the qualifications for Director of the IGDA as specified in the bylaws;
- I have read the IGDA Election Policies and Procedures Manual;
- I have read and agree to adhere to the IGDA Board Member Exeptions; and
- I understand the significance of being a Director and accept the responsibility of governing the IGDA.
- I have endorsements from at least 10 IGDA members in good standing.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date

# IGDA Nomination Certificate

## Candidate Endorsements

1. Member Name	Member Email	IGDA Membership #
2. Member Name	Member Email	IGDA Membership #
3. Member Name	Member Email	IGDA Membership #
4. Member Name	Member Email	IGDA Membership #
5. Member Name	Member Email	IGDA Membership #
6. Member Name	Member Email	IGDA Membership #
7. Member Name	Member Email	IGDA Membership #
8. Member Name	Member Email	IGDA Membership #
9. Member Name	Member Email	IGDA Membership #
10. Member Name	Member Email	IGDA Membership #