



Election Rules and Procedures for the 2023 New York Greater Metropolitan Area Chapter (ISOC-NY) Election

1) Introduction

The goal of this election is to elect ISOC-NY's Chapter Officers and Members of the Board of Directors for the next 12 months. Elections for full two-year terms will be held in mid-to-late 2024.

2) Scope

These rules cover eligibility, procedures, and dispute resolution for the Chapter online election.

3) Positions

This election is to elect the following positions (descriptions adapted from the ISOC-NY Bylaws):

- a) **Members of the Board of Directors.** The Board's role is to oversee the general management of the Chapter.
 - i) There must be at least 7 Board members and there may be as many as 15.
 - ii) In this election, voters may vote for up to 15 candidates for the Board, if there are 15 or more candidates running for the Board.
 - iii) If there are fewer than 15 candidates for the Board, all validly nominated and eligible candidates will become Members of the Board.
- b) **Officers.**
 - i) **President:** The President shall be the principal Officer and shall be generally responsible for leading the Chapter and managing its activities in accordance with the policies and procedures of the global Internet Society ("Global ISOC"), and the ISOC-NY Bylaws.
 - ii) **Vice President:** The Vice President shall preside at meetings in the absence of the President and shall perform any duties defined by the Board of Directors or the Officers.
 - iii) **Secretary:** The Secretary shall keep the minutes of all Chapter, Board of Directors and Officers meetings, and shall prepare Activity Reports as required by the Board or by Global ISOC.
 - iv) **Treasurer:** The Treasurer shall collect dues, pay all bills, maintain the Chapter's financial records, and prepare the Chapter's Annual Financial Report. All such records and accounts shall comply with the General Accepted Accounting Principles (GAAP). The Treasurer shall also utilize an accounting software program which enjoys wide acceptance.

Directors and Officers are elected separately. Candidates for the Board may run for Officer positions, and candidates for Officer positions may run for the Board. A person may serve as both a Director and an Officer.

Officers are typically also Directors but are not required to be Directors. Candidates may be nominated for both Officer and Director positions but may not be nominated for more than one Officer position.

4) Eligibility to Stand for Election and to Vote

- a) In order to stand for any position listed in Section 3 (Positions), a person must be a valid member of the ISOC-NY Chapter before offering a self-nomination or accepting a nomination from a third party. The Chapter member list on the Internet Society Chapter portal (AMS) will be the official list for this purpose.
- b) In order to vote in this election, a person must be a valid member of the ISOC-NY Chapter as set forth in the Voters List received from ISOC Central, taken from list of Chapter members appearing on the Internet Society Chapter portal (AMS). The Voters List will be requested as close to the date of the election as possible, in order to maximize participation (see Section 5(c) below).

5) Procedures

- a) The Election will be conducted completely online.
- b) The Election Committee is a temporary committee comprised of chapter members and external observers. Per the ISOC-NY Bylaws (Article IX), temporary committees are appointed by the President. The Election Committee should consist of at least 3 individuals. The election committee may include candidates and current officers and directors, but they should not constitute a majority or a plurality of the Election Committee. The role of the Election Committee is to ensure the proper and fair process of the Chapter election in accordance with these rules and procedures. The Election Committee is there to assist with the procedures and make sure everything is fair and transparent.
- c) The Election Committee will contact Global ISOC and request the list of Chapter members from the Internet Society Chapter portal (AMS) (“Voters List”).
- d) The Election Committee will issue an Election Announcement and Call for Nominations to all Chapter members, to ensure that all Chapter members have a chance to nominate themselves or other members for a position. including a copy of or link to these Election Rules and Procedures and Election Calendar. This will be issued via the Chapter’s email lists and posted on the Chapter website and active social media accounts. Multiple reminders will be sent during the Nomination Period.
- e) Candidates may nominate themselves or be nominated by other members of ISOC-NY. Candidates that are not self-nominated must accept their nominations before the close of the Nomination Period in order to be validly nominated.
- f) All candidates are encouraged to submit a Candidate Statement providing biographical information and what they would like to accomplish if elected. The Candidate Statement should be approximately 300-500 words and should be submitted during the Nomination Period.
- g) The Election Committee will review the list of candidates to confirm that all are validly nominated and eligible candidates and shall approve all validly nominated and eligible candidates. The

Election Committee will publish a list of approved candidates, with Candidate Statements, shortly after the close of the Nomination Period. Candidates will be asked to submit corrections during the 48-hour period following publication, after which a final list of candidates will be published. Any person who was nominated but does not appear in the list of nominees will receive a justification for their name not appearing in the nomination list.

- h) The Election Committee will configure the online voting tool according to the list of open positions and approved candidates.
- i) An invitation to vote will be sent out to all Chapter members appearing on the Voters List.
- j) Multiple reminders (at least 2) to vote will be sent during the Voting Period, including a final reminder sent 24 hours before the end of the Voting Period.
- k) Online voting will automatically close at the day and time approved by the Election Committee.
- l) The Election Committee will verify the results and publish the election results to the entire Chapter's membership within 48 hours after voting closes.
- m) The elected officers and directors will take office at the end of the Dispute Period, unless the results are formally disputed (see Section 6, below). If the results are formally disputed, the elected officers and directors will take office when the disputes are resolved. The prior officers and directors will continue to serve until the newly elected officers and directors take office.
- n) The Chapter will update the Chapter's official web presence to publish the names of the newly elected officers and directors.

6) Dispute Resolution

- a) Members may register complaints with the Election Committee at any time in the process (up to two days after the election results are announced) by sending an e-mail to elections@isoc-ny.org.
- b) If any member believes that a candidate or voter is not eligible (under Section 4 of these Rules) or has violated the Chapter's Code of Conduct during the election process, they may present an appeal to the Election Committee. The Election Committee has final discretion over the consideration of such appeals, including dismissal, and has the authority to disqualify a voter or candidate.

7) Report

- a) The Election Committee will prepare a report to be formally presented to all Chapter members, Chapter officers and the Board of Directors on completion of its mandate. The report shall be completed within 10 days after the announcement of election results.

Election Calendar

No.	Event	Duration/Deadline	Proposed Date
1.	Election Committee to be formed.	If possible, 10 days prior to election announcement.	
2.	Request the list of Chapter's members for voting purposes. Election Committee contacts the Internet Society global Chapter support team (Chapter-support@isoc.org) to request the list of the Chapter's members (voters list).	As close to the opening of elections as logistically possible	
3.	Announcement of Elections and Call for Nominations. Election Committee announces elections and call for nominations to all Chapter members via the Chapter's communication tools reaching all Chapter members (i.e., chapter-wide announcement email and ISOC-NY website). The Election Rules and Procedures and Election Calendar will be attached to the email and posted on the website. Multiple email reminders will be sent during the Nomination Period.	2 weeks	September 11-24, 2023
4.	Publication of Draft List of Approved Nominations. Review and Publication of draft list of approved nominations/candidates with background info on each candidate, to be posted on ISOC-NY website and sent by email. 48-hour call for corrections.	1 day after close of Nomination Period	September 25, 2023
5.	Campaign period: Candidates can campaign online (through the Chapter's communication tools reaching all members); Online voting tool set up with positions and names of candidates.	2 weeks	September 25-October 8, 2023
6.	Publication of Final List of Approved Nominations. List will be recirculated by email; website to be updated.	2 days after Draft List	September 27, 2023
7.	Online Voting Period: Invitation to vote (electronic ballot) is sent individually to each eligible Chapter member (voter) email address. At least 2 reminders will be sent before voting ends. Final reminder to be sent 24 hours before end of voting.	1 week	October 9-15, 2023
8.	Announcement of Results by the Election Committee to all Chapter members via the Chapter's communication tools, and via email to outgoing and incoming Directors and Officers.	2 days after close of Voting Period	October 17, 2023
9.	Election Results Dispute Period	2 days (or longer if Disputes are being resolved)	October 18-19, 2023
10.	Announcement of Final Results by the Election Committee to all Chapter members via the Chapter's communication tools, and via email to outgoing and incoming Directors and Officers	1 day after close of Dispute Period	October 20, 2023
11.	Election Committee Report to Board, Officers and Chapter Members	10 days after Announcement of Results	October 27, 2023