



# Board Executive Election Procedure

22 September 2023

RECORDS AND INFORMATION MANAGEMENT  
PRACTITIONERS ALLIANCE

Advancing and Connecting the Records and  
Information Management Profession

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## DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
1.0	22 September 2023	Peter Williams	RIMPA Board	Approved by flying minute

## AMENDMENT, MODIFICATION OR VARIATION

- (a) This Policy is effective from 22 September 2023 and is reviewed every two years.
- (b) This Policy may be amended, varied, or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) Board.

## 1 PURPOSE AND SCOPE

Outlines the process the Company must follow to ensure the Board Executive is elected through an auditable nomination, evaluation, and election process, following the completion of the Board Nomination and Election Procedure.

## 2 BOARD EXECUTIVE ELECTION STEPS

### 2.1 Notification of board election results

The standing Chair, in consultation with the CEO, will advise all board members (including newly elected ones) of the election result as soon as practical after the election is completed.

### 2.2 Board executive positions

There are 3 board executive positions that board members can fill:

- (1) Chair
- (2) Vice-Chair
- (3) Executive Director

### 2.3 Call for nominations

As soon as practical after the board election and all board members (both existing and newly elected) have been advised of the outcome of the board election, a call for board members interested in running for available board executive positions will be made by the CEO, in collaboration with the Governance Portfolio Lead.

#### 2.3.1 Ineligibility for nominations

Where the term of a board member will not be continuing beyond 31<sup>st</sup> December of the current election year, they are not entitled to nominate for an available executive position, nominate another board member for an available executive position or vote in the process.

#### 2.3.2 Eligibility for nomination for available Chair or Vice-Chair position

Any board member who has served a minimum of one year's continuous board service, which includes the most recent board term, and who are not ineligible as stated in 2.3.1, are eligible to nominate or be nominated for an available Chair or Vice Chair position.

#### 2.3.3 Eligibility for nomination for available Executive Director position

Any board member, provided they are not ineligible as stated in 2.3.1, can nominate or be nominated for an available Executive Director position.

#### 2.3.4 Nomination

Board members can self-nominate or be nominated by another eligible board member, provided the nominee accepts their nomination in writing and they meet the nomination criteria relevant to the position as detailed in 2.3.2 and 2.3.3.

The nominee (or their nominator) must identify which available board executive position(s) the nominee wishes to stand for. A board member can nominate for all available board executive positions should they wish to do so, provided they meet the eligibility requirements detailed for each position.

The nomination should be accompanied with a maximum of 250 words, detailing why the nominee believes they should be elected to the nominated available board executive position.

If a nominee, in the election process, is elected to a higher board executive position, their nomination for any other available board executive positions will be deemed to be null and void and excluded from the voting process for those positions. The order is (1) Chair, (2) Vice-Chair and (3) Executive Director.

Nominations must be received by the CEO within 7 days of the call for nominations.

#### 2.3.5 One Nomination

If there is only one nominee for an executive position, the election process may be simplified. In such cases, the nominee will be declared elected to the position without the need for a formal election.

## 2.4 Notification of board executive nominees to all board members

All current and newly elected board members will be advised of the nominees for all available board executive positions.

## 2.5 Election Method

Voting will be conducted at the conclusion of the next board meeting held after the board election has concluded and after all nominations for board executive have been received.

Proxies will be allowed in this voting process, provided the CEO receives prior advice from board members who are unable to attend and are eligible to vote, of the proxy who will vote on their behalf.

### 2.5.1 Vote Cycle

Voting will be conducted by confidential ballot in the order of seniority of available board executive positions to be elected.

For each vote count, in the event of an equal number of votes, the CEO will call for a supplementary vote, limiting the vote to be for only those nominees where the vote count is highest and tied. All other nominees for that position are removed from the supplementary ballot and are ineligible for that position.

A short break will occur between votes for available board executive positions to allow board members to consider their next vote once each available board executive position's voting has concluded.

### 2.5.2 Voting Concluded

This vote cycle will be repeated, in turn, until a resolution is achieved for each available board executive position, being mindful that once a nominee fills a higher position, any nomination they have received for a lower position will become null and void.

## 2.6 Term

Board executive directors will serve a term of two-years (24 months) in their board executive roles, unless their board term concludes earlier, in which case their executive board position will be up for election, following the processes as detailed in the procedure. Newly elected board executive members formally commence in their positions once the standing executive board member they are replacing steps down from their position, on or before 31<sup>st</sup> December of that election year, allowing a few months of hand-over (where relevant) to their replacements.

## 2.7 Announcement

The CEO will confirm to the board the outcome of the Board Executive Election Process after the process has been concluded.

In addition, the standing Chair will announce the result of the election, and the Board Executive Election Process to the RIMPA Global membership, no later than at the following AGM.

## 2.8 Nomination Process for Unsuccessful Candidates

In the event that a candidate is unsuccessful for a particular executive position but wishes to fulfill another role on the executive board, the following clarification and procedures apply:

### 2.8.1 Notification of Unsuccessful Candidacy

The election committee or Chair notifies unsuccessful candidates of the election results and their status regarding the specific position for which they were nominated.

### 2.8.2 Expression of Interest for Other Positions

Unsuccessful candidates are given the opportunity to express their interest in serving in other executive positions that may be available within the organisation.

### 2.8.3 Nomination Submission

Candidates interested in alternative executive positions are required to formally submit their nominations for the specific roles they wish to pursue. This may involve completing a new nomination form or providing relevant documentation outlining their qualifications and suitability for the desired position.

### 2.8.4 Review of Nomination for Alternative Position

The election committee or Chair review the nominations submitted by unsuccessful candidates for alternative executive positions. They assess the candidates' qualifications, experience, and alignment with the requirements of the respective roles.

### 2.8.5 Consideration and Decision

The election committee or Chair considers the nominations for alternative positions and determines whether the candidates meet the eligibility criteria and qualifications specified for the roles. They may conduct interviews, review references, or seek additional information as necessary to make informed decisions.

### 2.8.6 Announcement of Appointments

Upon completion of the review process, the organisation announces the appointments of successful candidates to the executive positions for which they have been selected. The CEO will confirm to the board the outcome of the Board Executive Election Process after the process has been concluded.

In addition, the standing Chair will announce the result of the election, and the Board Executive Election Process to the RIMPA Global membership, no later than at the following AGM.

## 2.9 Disputes

Any disputes related to the Board Election process shall be resolved in accordance with existing grievance mechanisms within the RIMPA Governance framework.