

# VOICES FOR INTERNATIONAL BUSINESS AND EDUCATION

## PROCEDURE FOR NOMINATION AND APPROVAL OF NEW BOARD MEMBERS

---

### Steps to Nomination and Approval

1. Prior to any person being nominated as a member of the Voices for International Business and Education (VIBE) Board of Directors, that person must have:
  - (a) **Made at least one (1) tour of the school.** The nominee must schedule the tour through the IHS Administration. After the tour, the Administration will certify that the tour was completed either by written documentation or via email to the person seeking nomination.
  - (b) **Attended at least one (1) meeting of the full Board.** At the Board meeting, the nominee shall notify the Board that he/she is in attendance, and the nominee's attendance will be recorded by the Board Secretary in the minutes of the meeting.
  - (c) **Had a one-on-one interview with at least one (1) board member.** At least one board member with whom the person seeking nomination has interviewed shall certify that the interview was conducted either by written documentation or via email to the person seeking nomination.

Any person seeking a nomination need not perform 1(a) through 1(c) in the order listed above, but each item in Step 1 must be completed before the person seeking nomination moves on to Step 2.

2. Once Step 1 is completed, the person seeking nomination must be nominated by a Board Member.
3. After nomination, the Nominee must submit the following two (2) items to the Governance Committee:
  - (a) Certification that the nominee has made at least one tour of the school, as per Step 1(a).
  - (b) Certification that the nominee has had a one-on-one interview with at least one board member, as per Step 1(c).
  - (c) Letter explaining the reasons that the Nominee wishes to join the Board and any qualities/qualifications he or she will bring.
  - (d) CV or resumé of the Nominee.

The Letter and CV/Resumé may be mailed to IHS or submitted electronically. In either case, the package of materials should be directed to attention of the Governance Committee chairperson. Also, the Governance Committee chairperson will confirm that the nominee attended at least one meeting of the full Board, as per Step 1(b).

4. After the Nominee has submitted the package of materials, the Governance Committee chairperson will confirm to the Board chair that Steps 1, 2, and 3 have been completed by the nominee and that the Governance Committee is moving the nomination to the next step in the process.
5. The Governance Committee chairperson will notify the Nominee regarding when he/she will be interviewed by the Governance Committee. All members of the Board may attend the interview, but only members of the Governance Committee may ask questions of the Nominee.
6. Upon completion of the interview process, the Governance Committee will vote on the nomination, and the results of the vote will be reported to the full Board as follows:
  - (a) If a majority of the Governance Committee Members present vote “Yea”, the recommendation to the full Board will be for the Nominee to be approved as a board member.
  - (b) If a majority of the Governance Committee Members present vote “Nay,” or in the case of a tie vote, the nomination is rejected and the Nominee will not be recommended to the full Board.
7. If the Governance Committee votes to recommend the Nominee, he or she will then submit to a background check.
8. At the next full meeting of the Board following the Governance Committee meeting where a recommendation to approve a nominee has been made, the Board shall vote on the Nominee in accordance with the Board’s Bylaws.
9. In the event the Nominee’s background check has not been completed, any vote by the full Board to approve the Nominee will be conditioned upon the Nominee passing the background check.
10. If the Nominee has been conditionally elected as a Board member but fails his or her background check, the Board Chair shall present the issue to the Governance Committee which will review the information and vote on whether to confirm or reject the election of the Nominee.
11. If the Nominee has been conditionally elected as a Board member, but during the time of conditional approval the Board obtains new information that calls into question the quality or qualifications of the Nominee to serve on the Board, the Board Chair shall present the issue to the Governance Committee which will review the information and vote on whether to confirm or reject the election of the Nominee.