



# ACM SGB Nominating Committee Policies

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## Composition and Purpose of SGB Nominating Committee (ACM Bylaw 3 Section 5)

The SGB Nominating Committee consists of three ACM Members serving concurrent two-year terms ending June 30 of even-numbered years. The SGB Past Chair is the chair of the nominating committee. The Chair of the Nominating Committee nominates the other 2 members for approval by the SGB. The SGB consideration of nominees should be as soon as possible after July 1 of even-numbered years.

The SGB Nominating Committee will nominate at least two persons for the office of SGB Chair and at least one more candidate than the number of other SGB Representative positions to be filled in each election. All candidates and all persons elected to these positions must be ACM Members and current members of at least one SIG.

No member of the SGB Nominating Committee may be a candidate for any office for which that SGB Nominating Committee is responsible for nominating candidates. Once a person accepts an appointment to the Nominating Committee, they cannot be a candidate during their term of appointment.

The election process for the SGB representatives is specified in Bylaw 6, Section 3.

## SGB Representatives (ACM Bylaw 3 Section 6)

The Nominating Committee shall publish a notice of nominees for officer and Member-at-Large positions to all the Members on or before December 31 of each odd-numbered year. Candidates for these elected offices of the Association may also be nominated before January 31 of each even-numbered year by a petition of at least one percent of the Members of the Association, by notice to the Elections Committee accompanied by a written statement from the nominee that the nominee is willing to stand for election.

The SGB Nominating Committee annually will submit its report to the SGB on or before February 1. Candidates for SGB Representatives may also be nominated by a petition of at least two SGB members, by notice to the Elections Committee or its designee, accompanied by a written statement from the nominee that the nominee is willing to stand for election. The

report of the SGB Nominating Committee will include the final date by which petitions must be received. At least 30 days must be allowed for the petition process. If the election of the SGB Representatives is to be conducted at an actual meeting of the SGB, floor nominations will be permitted as long as the petition criteria stated above have been met. If the election of the SGB Representatives is to be conducted via mail, the ballots shall be mailed not later than April 25.

## Composition of SGB (ACM Bylaw 6 Section 3)

The SGB is comprised of the chief executive officer or designee of each regular SIG (defined by SGB policies). The SGB will elect a Chair no later than May 31 of each even-numbered year and an Executive Committee (SGB EC) with staggered terms no later than May 31 of each year. The terms of office are two years, ending June 30. Policies and procedures governing the election of the SGB Chair and the SGB EC and defining their authority and responsibilities, other than as prescribed in these Bylaws, will be established by SGB policies.

The SGB will elect four representatives to the ACM Council for two-year terms ending June 30, with nominations as specified in Bylaw 3, Section 5. The SGB Chair will serve as one of these representatives, and also will serve on the ACM EC. The other three will be elected no later than May 31, one in each even-numbered year and two in each odd-numbered year.

## Elected Officials

### Even years

- o SGB Chair
- o 1 ACM Council Representatives
- o 3 SGB EC Member-At-Large

### Odd Years

- o 2 ACM Council Representative
- o 3 SGB EC Member-At-Large

## SGB EC Positions

- **Chair**
  - o Oversees SGB activities
  - o Appoints the Vice Chair and advisory positions from the elected SGB Members-At-Large
- **Vice Chair for Operations**
  - o Presides over SGB and SGB EC Meetings, including SGB EC conference calls. Oversees SIG Liaisons to ACM Committees and Boards.
- **Development Advisor**
  - o Identifies emerging technical areas and works with individuals and groups interested in forming SIGs.
- **Conference Advisor**
  - o Oversees developing conference activity to be sponsored by the SGB
- **New SIG Advisor**
  - o Acts as liaison for newly chartered SIGs and helps to nurture and support new SIG leadership as they develop programs and activities
- **Viability Advisor**
  - o Oversees transitional SIGs and works with SIGS scheduled for program reviews. Also acts as the SIG election liaison.
- **Awards Advisor**
  - o Acts as liaison for SIG leaders and Awards Committee and helps SIG leadership with proposals and approval process.
- **Publications Advisor**
  - o Becomes member of the publications committee and acts as a liaison between the Publications committee and the SGB
  - o Requires publication committee approval
- **Past Chair**
  - o Advises SGB EC
  - o Non-elected position

## Sample Election Dates

### **Dec 1:**

Notice to chairs and past chairs to send in nominations and self-nominations

### **Feb 1:**

Candidate Slate Announcement sent to SGB  
Includes final date for which petitions may be received

### **March 1:**

Candidates are sent their election packages

### **March 1 or later:**

Nominations for petition candidates due at HQs

### **Early-April:**

All candidates' bios and statements due at HQs

### **Mid-April:**

SGB Election website is available for testing

### **Late April:**

Election commences by April 25

### **May:**

Deadline for submission of all ballots  
Results announced to SGB EC Chair  
Election results officially announced

### **July 1:**

Term of office begins

## General Policies

Candidates for SGB Representatives to ACM Council and candidates for SGB EC Member-At-Large will be selected by the SGB nominating committee.

Candidates for all positions must be an ACM member and a SIG member.

Candidate pools should be selected with a goal to have a diverse representation on the SGB EC. It is desirable that the diverse representation include but not be limited to country of residence, SIG size, profession/industry, gender, and race.

## SGB Nomination committee members

Preference for individuals with multiple years of ACM, SGB, and SIG experience.

Preference to have representatives from SIGs of varying sizes.

The ACM Director of SIG Services is an advisor to the committee.

## Nomination committee policies

The SGB nominations committee will request nominee recommendations from the current and past SGB. The SGB members should pass on the request to their SIG and Conference leaderships.

Current and former SGB chairs should be consulted on possible nominees.

Select candidates in the following order: Chair, ACM Council, SGB EC Member-At-Large.

Chair and Council candidates should have multiple years of SGB or SIG leadership experience.

Member-At-Large candidates should have SGB, SIG, or SIG Conference leadership experience.