

Dear IBS Council Members, Regional Presidents and National Group Secretaries:

For informational purposes, this memo is copied to all officers of IBS Regions and National Groups. Action is requested by 18 August 2006.

As members of the General Officer Nominating Committee (GONC) of IBS, we are writing to solicit nominations for the General Officer positions of IBS Vice-president and Treasurer.

The GONC is charged with developing a slate of at least two (2) candidates for the office of Vice-president. The successful Vice-president candidate will serve as follows:

- a) Vice-president for the one-year term of 1 January 2007 - 31 December 2007
- b) President for the two-year term of 1 January 2008 - 31 December 2009
- c) Outgoing Vice-president for the one-year term of 1 January 2010 – 31 December 2010.

This officer position also serves as organizing president of the International Biometric Conference 2010 and will appoint, with Council ratification, the inaugural Educational Representative to the IBS Executive Committee.

The successful Treasurer candidate will serve as Treasurer for a two-year term of 1 January 2007 – 31 December 2008. S/he will be subject to automatic renewal, pending Council ratification, for another two-year term of 1 January 2009 – 31 December 2010. S/he then is eligible for re-election except that no one can serve continuously for more than eight years. If s/he is willing to serve for another four years, the General Officer Nominating Committee will be asked to evaluate the Treasurer's performance in office.

Nominations may be made in two ways:

- 1) By Council, Regional Presidents or National Group Secretaries
- 2) By members of the GONC.

Upon receipt of all nominations, the GONC will discuss them and prepare a report by mid-September for the IBS Executive Committee and IBS Council summarizing all nominations received, proposing at least two (2) candidates for the office of Vic-president and detailing the rationale for selection of the proposed candidates.

In accordance with this procedure, we invite Council members, Regional Presidents and National Group Secretaries to nominate one (1) candidate for the office of IBS Vice president and one (1) candidate for the office of IBS Treasurer.

A nomination must include the following:

- 1) For the Vice-president office, the proposing Council Member, Region, National Group or GONC will solicit letters from three (3) Regions or National Groups in support of the nomination (one of which may be from a proposing Region/National Group).
- 2) A letter from the candidate, indicating his/her willingness to serve if elected and abide by the Society's Conflict of Interest Policy, which can be located at < <http://tibs.org/Policies.htm> >.

3) The candidate's paragraph Curriculum Vitae (CV) and mission statement (both in editable format).

Committee member Christine McLaren has graciously agreed to accept the nomination packages by e-mail at <cmclaren@uci.edu> by 18 August 2006.

Balloting by Council will take place through a Council Circular to be distributed before mid-October, and the result of the election will be known by 1 December.

We look forward to receiving your nominations.

With best wishes,

Eric Luedin (Austro-Swiss Region)
Christine McLaren (Western North American Region)
Sagary Nokoe (Group Nigeria)
Paulo Justiniano Ribeiro, Jr. (Brazilian Region)
D.K. Subbakrishna (Indian Region).

For your convenience, the relevant bylaws are excerpted below:

[BEGIN BYLAW EXCERPT]

GENERAL OFFICERS

Bylaw 3 General Officers

3.1 General - The Council shall elect biennially a Vice-president, who has not served a term as President. The Vice-President shall serve a one-year term, then automatically succeed to the office of President for a two-year period, and finally serve a further term of one-year as Vice-president.

The General Secretary and the Treasurer shall be elected by the Council for a two-year term and may be automatically re-elected for a second two-year term subject to Council approval. The intent is that the General Secretary and Treasurer each shall serve two consecutive two-year terms, with each of these consecutive terms overlapping the other by two years, so that only one of these Officers would be replaced at each regular election for Vice-presidency.

The Editorial Representative shall be appointed by the President and ratified by the Council. This term, for one or two years, would coincide with the year(s) of office of that President. Ordinarily, the Editorial Representative would be selected from the group comprising the Editors of the Society's publications (see Bylaw 9) and the Chair of the Editorial Advisory Committee. The Editorial Representative may be reappointed up to a maximum of four years.

The Educational Representative shall be appointed by the incoming Vice-president and ratified by the Council. This term, for one or two years, would coincide with the year(s) of office of that President. Ordinarily, the Educational Representative would be selected from the Chair and members of the Education Committee. The Educational Representative may be reappointed up to a maximum of four years.

Prior to their election or their appointment by Council all General Officers, namely the Vice-president, General Secretary, Treasurer, Editorial Representative, and Educational Representative shall indicate in writing their willingness to serve and to adhere to the Society's Conflict of Interest Policy.

3.2 Election of General Officer Nominating Committee – In February of every even-numbered year, the Executive Committee Members, but not those for whom replacement is sought, as well as the Chairs of the Standing Committees shall propose five names to serve on the General Officer Nominating Committee, coming from among regular Council members. No more than two of these can be from any one Region and at most one member can be from any one National Group. Council shall formally elect the General Officer Nominating Committee. The current Executive Committee members are excluded from serving on the General Officer Nominating Committee. The General Officers Nominating Committee shall elect a Chair from among themselves.

3.3 Nomination, Election and Appointment of General Officers – In April of every even-numbered year, the General Officer Nominating Committee formally requests suggestions for names for the open General Officer positions from Council, Regional Presidents, and National Group Secretaries. The General Officer Nominating Committee members can add names to the list at their own initiative. Members of the General Officer Nominating Committee cannot be nominated for the available General Offices.

By mid-September, the General Officer Nominating Committee should write a brief consensus report to Council, discussing all names listed and nominating, without ranking, at least two for each open General Officer position. The nominations should be accompanied by a biographical sketch and a personal mission statement. In addition, nominations for Vice-President should be accompanied by at least three letters of support, coming from Regional Presidents or National Group Secretaries.

The General Secretary should send the ballot to Council Members before mid-October and Council members should return their votes by the end of November. The preferential voting method is used. The term of office begins on January 1 of the odd numbered year following the election.

Re-election - No elected Officer who has served one full term, except for the General Secretary and Treasurer, shall be eligible for re-election to the same office. Re-election of the General Secretary and Treasurer is permissible except that no one can serve continuously for more than eight years. If the General Secretary or Treasurer, after having served one four-year term, is willing to serve for another four-year term, the General Officer Nominating Committee will be asked to evaluate the performance of the General Secretary's or Treasurer's performance in office.

Vacancies - A vacancy in the Presidency shall be filled by the Vice-president. A vacancy in the Vice-presidency shall be filled by an Acting Vice-president chosen by lot from among those Ordinary Council Members who are in the final two years of their terms of office. A President or Acting Vice-president coming to office in this manner shall exercise the full duties and responsibilities of office until December 31 of the same year or until the Council shall have taken steps to restore the appropriate succession of office, whichever date be the later. In the event of any unscheduled succession of the Vice-president to the Presidency or any appointment of an Acting Vice-president the Council shall determine, as early as is practicable, what new elections may be necessary to restore the regularity of succession to office. The Council may choose to elect a new President, a new Vice-president, or both, subject only to the provision that any person so elected will complete the term of office of the person replaced unless unwilling or incapacitated.

A vacancy in the position of General Secretary or Treasurer shall be filled by appointment by the President, subject to approval by Council, until the next election for the Vice-presidency. The term of the General Secretary or Treasurer so elected shall be reduced if this is necessary to restore the regular phasing of the two offices.

3.4 Duties - The duties of each General Officer include:

President - The President is the presiding Officer of the Society and serves as the official representative of the Society. The President chairs the Executive Committee and the Council. The President is responsible for initiating the election of future General Officers, and Ordinary Council

Members in odd numbered years, and for initiating the selection of a location for a future International Biometric Conference. The President is responsible for other appointments, as prescribed elsewhere in these Bylaws. Where occasion arises, the President may appoint such persons as needed to serve the Society in an ad hoc capacity or to represent the Society in an official capacity.

Vice-president - The Vice-president serves as incoming Vice-president or President designate during the first year and as outgoing Vice-president in the fourth year of office. During the incoming Vice-presidency year, those Committee appointments as designated (see Bylaw 8) are to be made in a timely fashion in order for Committee Members to assume office at the same time as the Vice-president becomes President. During the incoming Vice-presidency year, the Vice-president assumes the role of Organising President for the biennial International Biometric Conference to be held during the year served as outgoing Vice-president, and is responsible for timely appointments in relation to this conference (see Bylaw 10).

General Secretary - The General Secretary shall record the actions of the Council and the Executive Committee, by preparing Council ballots as appropriate such as approval of recommendations from the Executive Committee and approval of appointments. The General Secretary shall oversee the Society's correspondence and records and shall transmit to the Executive Committee, the Council, and the Executive Director such information as is necessary for them to fulfil their responsibilities. On authorization by the Council, the General Secretary shall represent the Society in bodies to which it is affiliated.

Treasurer - The Treasurer is the financial Officer for the Society, and is responsible for those related activities as provided for in the Constitution and these Bylaws. The Treasurer is also an *ex officio* Member of the Finance Committee (see Bylaw 8.2.g.vi).

The Treasurer shall oversee the Society's funds, the collection of Members', Associates' and Regions' dues, the establishment of proper accounting procedures for the handling of Society funds, and the performance of an annual audit by a certified public accountant, and shall report on the financial condition of the Society at all meetings of Council, of the Executive Committee and as called upon by the President. The Treasurer shall coordinate the annual budget proposals of the General Officers, Council, International Business Office, and Committees. The Treasurer shall prepare the annual budget with the assistance of the International Business Office for approval of the Finance Committee and Executive Committee. An investment policy is established by recommendation of the Finance Committee and approved by Council to determine how Society funds are invested. All persons who are authorized to withdraw funds, sign checks, drafts, or money orders for payment of monies shall be bonded or otherwise insured against default or other contingency.

Editorial Representative - The Editorial Representative's role as a General Officer is to represent the scientific interests of the Members as expressed through the entire cadre of scientific publications of the Society.

Educational Representative - The Educational Representative's role as a General Officer is to represent the scientific interests of the Members as expressed through the entire educational cadre of the Society.

[END BYLAW EXCERPT]