

ISSA Election Policies and Procedures

Guidance for Elections, Nominations

ISSA Policy owner: ISSA International Board of Directors

Ver. 2.2 – Adopted on April 30, 2021

Policy Change Page

Version Number	Review Date	Reviewer	Comments
Version Number of the policy	Review Date	Reviewer's Name	Enter comments here related to the updates that have been provided.
Version 1.0			
Version 1.1	9/18/2013	L.Trainer	Revised 1.1 Policy Approved by Board
Version 1.2	4/20/2017	A.Rogers	Revised 1.2 Policy Approved by Board
Version 2.0	8/16/2018	R.Wilkinson	Revised 2.0 Policy Approved by Board
Version 2.2	04/30/2021	Elections Committee and Intl. Board	Revised 2.2 Policy Approved by Board

Table of Contents

Preamble	3
Purpose and Scope.....	3
Process	3
Nominee/Candidate Financial responsibility	9
Fair Election Procedures, and Nominees' Activities	9
Expectations and Protocols on Campaign Activities	10
Penalties.....	10
Policy Owner	10

Preamble

As befits a society of professionals, Information Systems Security Association (ISSA) elections should be conducted in an ethical and fair manner. It is the responsibility of ISSA governance, and in particular, the Election Committee (ISSA Bylaws, Article VI, C., Section 1.) to provide qualified Nominees/Candidates who are participating in an ISSA International election cycle the opportunity to campaign on an equal basis. Nominees/Candidates and supporters will follow the campaign practices outlined in this document when informing the ISSA membership of their statement of goals for their position with respect to the Association, its future, and its policies.

A Nominee/Candidate is an ISSA MEMBER whose name appears on the ISSA approved election ballot. The ISSA International Election Ballot is presented to the ISSA membership to cast their votes.

Additional information is given in ISSA International Bylaws, Article VI, C. Standing Committees, Section 1. Election Committee.

Purpose and Scope

The purpose of the ISSA Election Policy is to ensure Nominees/Candidates are informed, aware of, and accept ISSA's practices as it relates to the election, campaigning, and communications. ISSA mandates key requirements to support:

- Fair and appropriate ISSA campaign practices
- Nominees/Candidates are considered equally and fairly
- All parties understand appropriate campaign activities and the required actions
- Members have sufficient information, policy and guidance to make informed decisions as it relates to the ISSA International election
- ISSA elections are conducted in a manner befitting a professional international organization
- This applies to all elections for members of the ISSA International Board of Directors, and describes appropriate activities for:
 - Nominees/Candidates
 - Members of the ISSA International Election Committee
 - Current members of the ISSA International Board of Directors
 - ISSA employees, staff, and/or Association Management Staff
 - ISSA International partners and affiliates

Policy Statements

The following must be adhered to:

1. The ISSA Election Committee must:

- a. Within 48 hours of the close of the Nomination Cycle, the Election Committee will review each nomination to ensure all nomination package requirements are met. Candidates who have met all requirements will move forward to be reviewed by the Ethics Committee and the ISSA International Board of Directors. The Election Committee will provide to the Ethics Committee the list of nominees who have met all requirements. The potential Nominees/Candidates will be reviewed by the Ethics Committee, and any Nominee/Candidate who has been previously found in violation of the ISSA Code of Ethics will be disqualified. The Ethics Committee will notify the Election Committee of disqualifications
- b. Prior to the next ISSA International Board of Directors meeting, the ISSA Election Committee shall transmit to the ISSA Executive Director, the list of Nominees/Candidates who have been vetted and approved by both the ISSA International Election and Ethics Committees.
- c. Submit to the ISSA International Board of Directors the official slate of Nominees/Candidates that have been vetted and qualified by the Election Committee for approval.
- d. Upon approval of the Board of Directors, provide notification and authorization to Nominees/Candidates to begin campaigning.

2. Nomination

- a. Prior to the election, according to the timeline and format provided by the ISSA International Election Committee, the appropriate nomination must be received by 11:59 p.m. US Eastern Daylight Time on the final day of the Nomination Cycle.
 - i. [Statement of Nomination](#) from the Nominee's chapter.
Current operational ISSA Chapters may nominate only one member during an election cycle. Nominations must be endorsed by the Chapter's Board of Directors. If the nominee is a current Chapter Officer or Chapter Board member, the Chapter nomination may not be submitted by that nominee.
 - ii. [Statement of Nomination](#) by a member of the current ISSA International Board of Directors.

1. A current ISSA Board member may only nominate one individual per election cycle.
2. A current ISSA Board member may not nominate themselves.
- iii. The following documents must be also submitted by each Nominee/Candidate prior to the nomination deadline:
 1. Nominee biography
 2. Statement of Goals expected to achieve in the position
 3. [Statement of Commitment](#)
 4. [ISSA Non-Disclosure Agreement \(NDA\)](#)
 5. Photo, 3"H x 4"W, 300 dpi, jpg or gif only
- b. Each candidate will be limited to one column space in the ISSA Journal defined as a maximum of 400 words, for their biography and statement of goals. Identical biographies, goals and photos will be published in all media. Following submission of the nomination, only significant changes such as employer, relocation or retirement shall be permitted, any changes must be presented to the Election Committee and approved prior to modifications. No changes will be allowed 15 days prior to the start of the election voting cycle.

3. Eligibility

- a. Incumbency of one office shall not render anyone ineligible to another, except as provided in this Section.
- b. Anyone who has been removed from office or has been found in violation of the ISSA Code of Ethics is ineligible to hold any elected or appointed position on the ISSA International Board of Directors or any committees of the board in adherence to the ISSA International Bylaws effective June 28, 2018: Section 8. Removal of a Director
- c. Position-specific eligibility requirements are as specified in the ISSA Bylaws. Members who do not meet all requirements for any position may not be nominated for that position. There are no exceptions.
- d. If elected, a Nominee/Candidate must be an eligible member at the time of nomination, throughout the election process, and throughout the term of office.
- e. Student members are not eligible to be Nominees/Candidates.

4. If elected, all candidates must complete the [Disclosure of Relationships](#) form **prior** to taking office. The Disclosure of Relationships form is required to be completed at least annually. Should there be any change in relationships, a new form is required to be completed within thirty (30) days.
5. The ISSA Executive Director will submit to the Election Committee for approval, the election ballot procedures to support: (1) fair balloting that is open to eligible voters, (2) provide anonymity, (3) protection against fraudulent balloting, (4) ballot archiving, and (5) the timely reporting and archiving of Election ballot results.
6. Manner of Election
 - a. Eligible voters
 - i. Eligible voters are ISSA Members who are either General, Cyber Executive, Lifetime, Student, Corporate sponsored or Government members who have met and will be current with all dues as applicable. All other membership classifications are not considered eligible for the purpose of voting in ISSA International elections.
 - ii. Eligible voters must abide by the ISSA Code of Ethics as a prerequisite for and as a condition of continued affiliation with the Association. Membership is defined in policy by the Board of Directors, is subject to the provisions of the Articles of Incorporation and Bylaws and is not transferable or assignable (Reference ISSA International Bylaws effective June 28, 2018, Article III).
 - iii. Eligible voters must meet the requirements for eligibility at least 14 days prior to the day on which the ISSA International voting cycle begins.
 - b. Election Ballot
 - i. A single choice ballot shall be used for each Officer position, and the candidate receiving the majority vote shall be declared elected.
 - ii. For Director Positions, the Election ballot will contain the names of the Candidates. The Election ballot will permit voters to select no more than three (3) candidates. The three (3) candidates with majority vote will be declared elected.
 - iii. Ballots are only required if more than one person is nominated for any position on the ballot.

c. Voting

- i. The ISSA Election Committee will establish and announce when voting will open and officially close. All Election ballots must be received by the close of the voting cycle to be considered valid and to be applied to the count. When the voting cycle closes there will be no exceptions.
- ii. On or before the first day of the election voting period, the ISSA Executive Director shall ensure the Election ballot is made available to all eligible members.
- iii. Election ballots must be received by 11:59 p.m. US Eastern Daylight Time on the final day of the election as previously established by the Election Committee.

d. Tabulation and Audit

- i. The third-party election software company is responsible for:
 1. Counting returned ballots that were completed within the voting cycle
 2. Certifying the results of an election in writing
 3. Providing the results to the Executive Director
- ii. Upon receiving the results of the main election, the Election Chair shall notify the Secretary/Chief Operations Officer and Election Auditor. In cases where the Secretary/Chief Operations Officer is up for election, the Election Chair will notify the Executive Board of Directors less those that are candidates in the election cycle and the Election Auditor.
- iii. Following vote tabulation, the Election Committee will transmit the voting results to an independent party for auditing. The Auditor will
 1. Reporting the results to Executive Director and Elections Chair.
 2. Provide recommendations as required.
- iv. Following the completion of the election audit, the Election Committee Chair will present the results to the ISSA International Board of Directors for review and approval. Upon approval, the Board will notify the ISSA Executive Director to make the election results available to the general membership by posting the results on the appropriate area of the ISSA website.

e. Resolving Tied Elections

- i. In the event of a tie among the majority vote for an office or the final director position, a runoff election shall be conducted.
 - ii. Upon receiving the results of the main election, the Election Chair shall notify the Executive Director and Election Auditor of a potential tie.
 1. The Election Auditor will have seven (7) days to audit the specific election results to confirm the tie.
 2. Upon confirmation of the tie, the Election Chair will notify the appropriate candidates and announce the dates of the runoff, to begin no later than seven (7) days from when notification was provided to the candidates.
 3. The Executive Director will work with the software provider to establish the Election ballot for the runoff election.
 4. The procedures for the runoff election will mirror those for the main election.
 5. Members will have a maximum of seven (7) days to vote in the runoff election.
 6. At the conclusion of the runoff election, within seven (7) days, the auditors will report the results to the Executive Director and Election Chair.
7. The ISSA Election Committee will be responsible for receiving all questions, inquires and or concerns associated with the election process – other than those filed directly with the Ethics Committee.
- a. Only eligible voters may submit to the Election Committee, in writing, issues or concerns specific to elections.
 - b. As appropriate, the Election Committee will inform and consult the ISSA Executive Director, COO, and ISSA Legal Officer.
 - c. If it is determined that further action is required, the Election Committee will consult with the Executive Director and COO.
 - d. In cases where the Secretary/Chief Operations Officer is up for election, the Election Chair will brief the Executive Board of Directors less those that are candidates in the election cycle and the Executive Director.

Nominee/Candidate Financial responsibility

The following guidelines and requirements apply to funds and/or other contributions in support of or in opposition to a nominee:

1. Solicitation of campaign funds by a nominee or his/her supporters is prohibited.
2. No ISSA Association funds, including of its Chapters, shall be used to support or oppose the election of a Nominee/Candidate. In-kind contributions such as office space and supplies from ISSA or its Chapters are prohibited.
3. All expenses incurred in the creation, production, and distribution of a website and/or social media, materials or literature to be used for promotion for and by a nominee/candidate are the responsibility of the nominee/candidate.

Fair Election Procedures, and Nominees/Candidate's Activities

1. The ISSA Executive Director will confirm that Nominee/Candidate photos biographies and "Statement of Goals" are published and available:
 - a. In the ISSA Journal
 - b. On the ISSA.org website
 - c. On the election website
2. Elections and election campaigns for position on the ISSA International Board of Directors shall be carried out in accordance with the following:
 - a. No paid advertising space in any ISSA publication will be permitted.
 - b. The use by any candidate of **any official** ISSA membership list – chapter or International – is prohibited for distributing campaign materials. Only those lists derived from a candidate's own contacts are permissible to use.
 - c. Chapters are permitted to promote candidates to their Chapter membership and may therefore use their membership list for this purpose.
 - d. Nominees/candidates shall not make campaign statements at **any** ISSA International level or Regional-level meeting event, and to include ISSA webinars unless other candidates for the same office have been afforded equal and timely opportunity to participate. Such invitations must be made with sufficient lead time for candidates to reasonably participate.

- e. ISSA recognizes that nominees/candidates are frequently speakers at ISSA International and/or chapter events. Nominees/Candidates shall not make campaign statements as part of these presentations.

Expectations and Protocols on Campaign Activities

1. The official ISSA logo shall be available to candidates who must adhere to the Logo Use section of the ISSA International Graphics Standards.
2. Propriety and decorum are always expected. Disparagement of any nominee is strongly discouraged. Nominees/Candidates are responsible for communicating ISSA expectations to their supporters.
3. The Nominee/Candidate's website and/or other media is their responsibility. ISSA takes no responsibility whatsoever for the content and/or information. The ISSA reserves the right to disable connectivity between its systems, applications, network and/or website and the Nominee/Candidate's assets and/or resources if campaign propriety and decorum expectations or election policy or procedures are violated.
4. Campaign activity, including, but not limited to, campaign-related websites, social media pages or posts, campaign-related videos and other campaign activity, may not be posted or published in any form prior to official notification from the Election Committee announcing that campaigning may begin.

Penalties

Any Violations of this policy and applicable ISSA Bylaws, Policies, Practices and Procedures are subject to sanctions, up to and including suspension or expulsion in accordance with *ISSA Operations Manual, Section 4 Membership, 4.8 [Expulsion](#)*.

Policy Owner

For inquiries regarding this policy, please contact ISSA International Headquarters via email at: executivedirector@issa.org