

ISSA Election Policies and Procedures
Guidance for Elections, Nominations

ISSA Policy owner: ISSA International Secretary/Chief Operations Officer
Ver. 2.0

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
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Version 2.2	04/30/2021	Elections Committee & Intl. Board	Revised 2.2 Policy Approved by International Board of Directors.
Version 2.3	03/20/2024	Curtis Campbell	
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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 a qualified ISSA MEMBER in good standing 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, ISSA volunteers, staff, and/or Association Management Staff
 - ISSA International partners and affiliates
 - Current ISSA International Members in Good Standing

Policy Statements

The following must be adhered to:

1. The ISSA Election Committee must:

- a. Within five (5) business days after the close of the Nomination Cycle, the Election Committee will review each nomination to ensure all nomination package requirements are met and each nominee is qualified. 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 the Ethics Committee the list of nominees who have met all qualification requirements. Within three(3) business days, the slate of Nominees/Candidates will be reviewed by the Ethics Committee. Any Nominee/Candidate who has been previously found in violation of the ISSA Code of Ethics will be determined to be disqualified and removed from the slate; further any Nominees/Candidates and or Committee members that may be involved in or with a pending/open Ethics “event” will be disqualified. The Ethics Committee will notify the Election Committee of all disqualifications, and will continue to update and immediately notify the International Board of Directors with ANY potential ethics concerns throughout the entire Election cycle.
- b. Immediately following and no later than one (1) week prior to the next ISSA International Board of Directors meeting, the ISSA Election Committee shall transmit to the ISSA Executive Director, the slate of Nominees/Candidates who have been vetted, determined to be qualified and approved by both the ISSA International Election and Ethics Committees.
- c. The Board of Directors shall establish an official quorum and vote as a majority to approve the submitted slate. The Executive Director shall notify the Election Committee Chair to provide notification and authorization to Nominees/Candidates that they may begin campaigning.
- d. The timeline provided to the Election Committee shall be approved and adopted as part of the ISSA Policies and Procedures.

2. Nomination

- a. Prior to the Election, according to the timeline and format approved and provided by the ISSA International Election Committee, the appropriate nomination must be received by 11:59 p.m. US Eastern Daylight Time (EDT) on the final day of the Nomination Cycle.

- i. [Statement of Nomination](#) from a Nominee’s chapter.

Current, operational ISSA Chapters in Good Standing may nominate one (1) member during an election cycle. Nominations must be endorsed by the current Chapter’s Board of Directors. If the nominee is a current Chapter Officer or Chapter Board member, the Chapter nomination may not be self-submitted by that nominee.

- ii. [Statement of Nomination](#) by a member of the current ISSA International Board of Directors.

1. A current ISSA International Board member may only nominate one individual per election cycle.

2. A current ISSA International Board member may not self-nominate.

- iii. The following documents must be submitted by each

Nominee/Candidate prior to the nomination deadline:

1. Nominee's current 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 within fifteen (15) days prior to the start of the election voting cycle. Any significant changes pertaining to a candidate that may occur after fifteen (15) days prior to the start of the election cycle must be made known immediately to the International Board of Directors, Election Committee Chair and the ISSA Ethics Committee Chair, notification of such will continue throughout the duration of the election cycle.
3. Eligibility
- a. Incumbency of one office shall not render anyone ineligible to another, except as provided in this Section.
 - b. Any individual that 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: 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. Nominee/ Candidate must meet eligibility criteria for Director and Officer positions as described in the ISSA International Bylaws effective June 28, 2018, ARTICLE VI, C, Section 1.b.
 - e. All Nominee/Candidate must be an eligible ISSA member at the time of nomination, throughout the election process, and throughout the term of office.
 - f. Student members are not eligible for nomination as 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 or in some cases, Lifetime Members, or Government Members in good standing, current with active membership status as applicable. All other membership classifications (i.e. Student memberships) 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, and is subject to the provisions of the Articles of Incorporation and Bylaws and is not transferable or assignable refer to (insert link) ISSA International Bylaws effective June 28, 2018, Article III.
- iii. Eligible voters must meet the requirements for eligibility at least thirty (30) 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 position. The Candidate receiving the majority vote shall be declared elected, pending completion of the Election's Audit.
- 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 a majority vote will be declared elected, , pending completion of the Election's Audit.
- iii. Ballots are only required if more than one (1) Candidate is presented for any position on the ballot.

c. Voting

- i. The ISSA Election Committee in coordination with ISSA Executive Director, will communicate via email and on the International Systems Security Association website (ISSA.org) announcing when the official voting cycle will open and officially close.
- ii. On 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 5:00 p.m. US Eastern Daylight Time (EDT) on the final day of the election to be considered valid. After that time, no ballots will not be accepted, there will be NO exceptions or extensions.

d. Tabulation and Audit

- i. The third-party election software company is responsible for:
 1. Tabulation of completed ballots received within the approved voting cycle.
 2. Certifying the results of the election in writing
 3. Providing the results to the Executive Director
- ii. Upon receiving the results of the election from the election auditor and ISSA Executive Director the Election Chair shall notify the International Board of Directors,

Secretary/Chief Operations Officer (COO) or as required the Board Liaison.. In cases where the Secretary/Chief Operations Officer(COO) is a candidate during an election cycle, , 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. Report 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 announce the election results and make available to the general membership, at a minimum by posting the results on the appropriate area of the ISSA International website (issa.org).

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 Executive Director will report the results to the COO or in the event that the COO is up for election to the executive board 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 members/voters that were eligible to participate within the election cycle 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. If the COO is a nominee, the election committee will exclude this position/officer reporting to the Executive Board of Directors.

- c. If it is determined that further action is required, the Election Committee will consult with the Executive Director and COO (see below)
- d. In situations where the Secretary/Chief Operations Officer (COO) a candidate in the 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 or Regional meeting or event, to include ISSA webinars unless all 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/Candidate is strongly discouraged. Nominees/Candidates are responsible for communicating ISSA expectations to their supporters.
3. The Nominee's/Candidate's are solely responsible for their websites and/or other media. ISSA takes no responsibility whatsoever for the content and/or information. ISSA reserves the right, without notification 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/or applicable ISSA International 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