

Election Procedure

1. All individual and group members of ISSP who have maintained membership for the 2 years prior to the World Congress are eligible to vote.
2. A **call for nominations** for positions on the MC will be posted to the ISSP Website prior to the General Assembly.
3. The **deadline for submitting a nomination** to the Secretary General is 2 months prior to the General Assembly. The exact date will be specified on the ISSP Website: www.issponline.org
4. Nominees are **expected** to agree in writing to stand for election and submit a typed statement presenting their case. Statements must be a **maximum of 250 words** in length. **Longer statements will not be accepted.**
5. The **statements of nominees** will be posted to the ISSP Website approximately 2 months prior to the General Assembly.
6. **Voting ballots** for all categories of MC officers and members at large will be posted to the ISSP Website and will also be available on site at the World Congress venue.
7. In the event that individual or group members need to vote by proxy, members must mail their completed voting ballot in two return envelopes as instructed in item 12. Proxy ballots should be sent to the attention of the General Secretary in care of the local organizers of the ISSP World Congress at which the General Assembly will take place (address will be provided on the ISSP website). Proxy ballots will be **stored securely, unopened by the local organizers**, and delivered in this form to the *pro tem* Election Committee on their arrival at the venue.
8. Voting ballots and envelopes will be available at the general information desk at the ISSP Congress venue until **5.00 p.m. on the evening prior to the General Assembly, at which point voting closes**. Individual and group ISSP members will be able to deposit their voting ballot in a voting box at the general information desk. Once voting closes, a copy of the up-to-date list of individual and group ISSP members will be given to the Election Committee Chair.

9. An **Election Committee Chair** will be identified and invited by the MC immediately after all nominations close 2 months prior to the General Assembly. This person will be an experienced member of the ISSP who has not been nominated for any position on the MC.
10. The **Election Committee Chair** will be in charge of establishing a *pro tem* **Election Committee** consisting of ISSP members with no vested interest in the election who are attending the ISSP Congress at which the General Assembly will take place. The number of persons on this election committee will be determined by the Election Committee Chair at his or her own discretion.
11. **Vote counting** by the Election Committee will commence after 5:00 p.m. on the evening before the General Assembly and will be completed by 12:00 noon the next day.
12. **To ensure that ISSP members vote only once**, each individual or group ISSP member will sign a statement of membership that will be submitted in an external voting envelope. The anonymous voting ballot will be submitted in a smaller envelope placed inside the external envelope. Both envelopes should be sealed. The Election Committee members will cross each individual and group member's name off the up-to-date membership list as they examine the statements of membership. **To ensure anonymity**, the smaller sealed envelopes containing the voting ballots will be placed in a "Valid Vote" box.
13. Once all external envelopes have been verified for valid membership, the Election Committee members will open the smaller envelopes containing the voting ballots and **record the votes for various categories**, taking into consideration the number of votes to which group members are entitled based on the ISSP statutes. These will then be tallied to determine the successful candidates in each category.
14. The **results will remain confidential** until the Election Committee Chair announces them at the General Assembly when the election item on the agenda is addressed.