



CDISC Policy 006 Chair-elect of the Board

Revision History

Date	Revision	Description	Author
30 April 2003	0.1	Original Draft	Governance Committee
7 March 2006	1.0	Approved	CDISC Board of Directors
1 June 2009	1.1	Revisions	Governance Committee
9 June 2012	1.2	Revisions	Governance Committee
1 September 2012	1.2	Approved	BoD Executive Committee on behalf of the Board of Directors
August 2016	2.0	Update	Governance Committee
03 November 2016	2.0	Approved	Board of Directors
June 2020	2.1	Amendments	Governance Committee

CDISC Policy 006

Chair-Elect of the Board

1 Purpose

The purpose of this CDISC Policy is to describe the process for nominating and electing a Chair-elect for the Board of Directors of CDISC.

2 Definitions and roles

- Chair-elect: Works closely with Chairperson to effect a smooth transition of leadership at the conclusion of the Chairperson's term
- Chairperson: Serves as leader of the Board in accordance with the Bylaws; presides over Board meetings
- Past-chair: Works closely with the Chairperson toward a smooth transition of leadership; leads the Governance Committee

All three serve on the Executive Committee, together with other Committee members as defined in the Executive Committee Charter.

3 Criteria and Terms

- A person must be an elected Director in order to be elected as Chair-elect.
- A person must have served a minimum of one year as Director prior to being elected as Chair-elect.
- The Chair-elect must agree to serve three one-year terms beginning 01-January the year following the election: one year as Chair-elect, one year as Chairperson, and one year as Past-chair.

4 Process for Nomination and Election for Chair-elect of the Board

- Expression of interest

Interested Directors must submit in writing a document not more than one page in length addressing why they want to be Chairperson, what they think they would bring to the Chairperson position, and how they would run the organization. This document should be sent to the CDISC Clerk no later than three weeks prior to the election date. These documents will then be distributed to all Directors (including candidates).

- Election
 - The election of the new Chair-Elect will take place during the fall face to face Board meeting, after the election of new Board members.
 - Each candidate will have the opportunity to present themselves to the Board for 5 minutes. The candidates will then be excused from the room and a discussion

will be held, including only non-candidate Directors and Operations staff if invited by the Board. This discussion will be facilitated by the chair of the Governance Committee.

- A silent vote will be submitted in paper to the CDISC Clerk or his/her designee and a Chair-elect will be elected with at least 2/3 of the voting Directors.
- To the extent legally permissible, Directors attending the Board meeting through teleconference means will be able to send their vote by email to the Clerk.
- If no candidate receives at least 2/3 of the votes, additional discussions will be held, with additional interviews of all candidates if necessary and a new vote will be taken. The process will be repeated until one candidate gets 2/3 of the votes.

5 Authorization

This document has been approved and is effect on this date:

Name	Board Of Directors
Date	9 July 2020