



Illuminating Engineering Society (IES) Guidelines for Candidates Seeking IES Office

(IES Candidate's Handbook)

Approved by the IES Board of Directors

QUALIFICATIONS

Active Member, Fellow, and Emeritus-Member or Emeritus-Fellow

- Willing and able to serve if elected
- Committed personally to serving
- Committed to preparation, attendance, and participation at required meetings
- Knowledgeable of the Society, its purpose, objectives and programs
- Meets the additional requirements and skillsets as described in other documents and communications

DECLARATION OF CANDIDACY

A candidate must make intentions known in writing to the IES office, attention: Executive Director, by May 15th, or at a different date as approved by the IES Board of Directors. This shall be done by completing the [IES Candidate Declaration Form](#). The form is to be completed and returned to the IES office together with the required Candidate Position Statement. These documents will be disseminated by the IES office to the Nominating Committee and other parties as needed.

NOTE: THE CANDIDATE DECLARATION FORM AND CANDIDATE POSITION STATEMENT ARE THE ONLY WRITTEN DOCUMENTS THAT WILL BE DISSEMINATED. SUPPLEMENTARY BIOGRAPHICAL DETAILS AND OTHER SUCH SUPPORT MATERIAL WILL NOT BE CONSIDERED BY THE NOMINATING COMMITTEE.

NOTE: A CANDIDATE NOT SELECTED BY THE NOMINATING COMMITTEE FOR THE POSITION FOR WHICH HE/SHE DECLARED MAY BE CONSIDERED FOR ANOTHER OFFICE DURING THE SAME ELECTION YEAR, PROVIDED THE CANDIDATE HAS CONSENTED TO THAT ON THEIR DECLARATION FORM.

CANDIDATE POSITION STATEMENT

Candidates are requested to provide by no later than May 15th, or at a different date as approved by the IES Board of Directors, a Position Statement of no more than 350 words. The statement should include:

- the candidate's reasons for seeking office;
- why he/she feels qualified for the position sought;
- the principal objective the candidate would hope to achieve in office if successful in the nomination process; and
- statement of personal and/or corporate financial support

Position Statements shall not be in the format of brochures or other type of "campaign literature."

PHOTOGRAPH

Candidates are requested to submit a photograph with the Candidate Declaration Form and Candidate Position Statement.

“CAMPAIGN” CONDUCT

Candidates shall adhere to the following guidelines during the process of seeking nomination.

1. The Candidate Declaration Form and Position Statement should be the only material used by any candidate to answer requests for information about his/her qualifications for office and/or for any mailings.
2. IES shall not provide membership contact information (email lists, mailing lists) to any candidate.
3. Neither the Board of Directors nor the Nominating Committee shall campaign for or against any candidate.
4. Petitioned and nominated candidates shall appear on the ballot in the same format without distinction.

PERSONAL INTERVIEW

Each candidate has the opportunity to be interviewed by the Nominating Committee prior to the voting for the Annual Members Meeting. The interviews will be conducted using a virtual meeting platform.

Based on the number of candidates requesting interview, the Nominating Committee Chair determines how much time shall be allocated to each candidate for presentation and questions. It is recommended that presentations be no more than 10 minutes in length and the question/answer portion be no more than 10 minutes. Candidates for Vice President (President-Elect) shall be allocated 15 minutes for his/her presentation and 15 minutes for the question/answer portion of the interview. Longer time slots may be allocated at the discretion of the Chair. Other than the candidates for the position of Vice President (President-Elect), all candidates shall be given interviews of equal time.

It is recommended that the candidate use the presentation opportunity as a platform for his/her points on why the committee should consider this candidate for this particular office. It is a verbal amplification of the Position Statement already in the hands of the committee.

NOMINATING COMMITTEE PROCEDURES

The committee has the responsibility of creating a slate of nominees for office for vote by the voting membership of the Society. The slate may have a single name or more than one name for a given office. If a candidate is unsuccessful in obtaining nomination and his/her name is not recommended for the ballot, he/she has the option to seek nomination by petition. (See Society Policy P-1.2)

NOTIFICATION OF NOMINATION

The Nominating Committee Chair will advise the candidates of the outcome of the committee's deliberations within 2 business days of the conclusion of all interviews.

Candidates shall maintain ethical and professional conduct throughout the election process. Candidates may seek counsel of the ethics committee if further guidance is needed.