

2019 DAMA-I Board Elections Process

Objective: to codify a formal process as described by the DAMA-I Bylaws and Handbook

Values: DAMA International values transparency, collaboration, and availability of processes and data.

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Context

This process is guided by the governing Bylaws Version 4.20 (dated 21 October 2015). This document represents a required refinement from the Bylaws and the DAMA International Handbook. Specific sections of these have been excerpted in the section labeled **Attachment 2: Relevant Bylaws and Procedures** of this document.

Process Goals

In accordance with the values expressed above, the goals of the process are:

1. Transparency – a clearly written and easy to follow process will facilitate implementation and eliminate uncertainty about the annual elections. This is a primary mechanism for Chapters to influence DAMA International.
2. Collaboration – our Data Management community’s health is strengthened by collaboration within and among various groups and collectives (including the MeetUp communities), it is our goal to have as much participation in the process believing this participation strengthens our community.

3. Availability of processes and data – supporting collaboration is the process of making elections process and data publicly available throughout the process.

Positions:

5 positions are open.

- VP Chapter Services
- VP Conference Services
- VP Marketing/Communications
- VP Operations
- VP Professional Development

President's Council Chairperson is not included here as that office is elected through a separate process.

Terms:

Officer terms will begin 1 January 2020 and end on 31 December 2021.

Voting:

Chapters in 'active status' (Bylaws IX.B.1) as of 1 January 2019 and chapters that formed between 1 January 2019 and 31 August 2019 will be included in the voting process.

Assumptions

1. **Chapter Nominating and Voting Eligibility** Chapters listed in the "DAMA-I Chapters as of 31 August 2019" section of this document.
2. **Nominee Eligibility (from the bylaws):**
 - a. Candidate must currently be a member of DAMA International and a DAMA Chapter [Note: The DAMA-I board passed a clarifying motion confirming that membership in an active chapter included membership in DAMA-I.]
 - b. Candidate must have served as a current or former officer of a DAMA Chapter for at least one full term of their chapter's term of office
 - c. Candidates for President of DAMA International must have served at least one term in another capacity on the DAMA International board.
 - d. Candidates may NOT have any interest (e.g., ownership, employment, agent or representative) with any vendors providing services to DAMA International or any of its affiliates. Examples of vendor in this category include: conference management providers, administrative services providers, publishers of DAMA materials, internet and other information suppliers, and office goods suppliers.

Examples of organizations not considered vendors under this policy include: organizations that provide products and services directly to DAMA members and their employers, conference and other event sponsors, grantors to the foundation, etc.

- e. Each Officer, whether elected, appointed or nominated, shall be expected to serve a minimum of one two-year term, and may be re-elected, re-appointed, or re-nominated, depending on the office, to no more than a total of three consecutive two-year terms for a single tour of office, as long as they continue to be a member in good standing and have successfully fulfilled all duties during their previous two-year term. After fulfilling the maximum three consecutive two-year terms with a single office, the Officer must step down for a minimum of one two-year term, after which, they will be eligible to run for an additional tour of the same office, subject to another maximum of three consecutive two-year terms. During this “bye” term, the Officer is eligible to serve any office for which they are qualified, except the office for which they just served three two-year terms.

3. Vote Tabulation:

Winners will be determined by nominees receiving the majority of chapter votes.

Election Committee

GOVERNING GUIDANCE

The bylaws are silent on the composition of the “Nominating / Elections Committee” and the handbook (which is non-binding) states only that “The nominations committee must include at least one other member of the DAMA International Board of Directors.

COMMITTEE COMPOSITION

The election committee shall consist of one statutory position:

Peter Aiken (Past President, DAMA International)

Further the committee shall include at least one each from the DAMA-I Governing Bodies – this includes

Our lifetime advisors:

Karen Lopez/John A. Zachman (Lifetime Advisors)

Loretta Smith additional Member of DAMA-I Board of Directors

2 Chapter Presidents

Chapter President 1 (Francisco Guinez/President DAMA Chile)

Chapter President 2 (Ekkehard Schwarz/President DAMA Germany)

Process

1. Publish the DAMA-I Elections Calendar.
2. Publish this draft document to the President's Council for a brief comment period.
3. Publish a final process document and announce "Nominating/Elections Committee."
4. Publish any term limit constraints for existing board members.
5. Solicit nominations / validate-publish nominations as they arrive and the elections committee will confirm the active status of a chapter with each nomination.
6. Collect Bios and Platforms for validated nominees.
7. Hold Presidents' Council meetings where candidates can discuss their background and platform with Chapters.
8. Initiate the voting process – all election committee members will have access to the voting configuration and data during the vote.
9. Eligible Chapters will have at least 30 days to consult with their respective chapter leadership and members to fully consider their vote
10. Close the voting process and report results including:
 - Total votes cast
 - Individual chapter votes
 - Blank votes (did not vote or voted blank)
 - Abstain/Present votes

Votes will be recorded in DAMA-I minutes.

Calendar

Date	Event	Completed
1 July 2019	Publish draft DAMA-I Elections Process/calendar for comment	1 July 2019
1 August 2019	Complete elicit and incorporate feedback cycle from the PC	(no feedback)
1 August 2019	Publish DAMA-I Elections Calendar	1 August 2019
31 August 2019	Deadline new chapters to be in active status	(board notes)
1 September 2019	Nominations process open for active chapter nominations	27 August
30 September 2019	Complete nominations solicitation	
15 October 2019	Complete nominee validation/vetting	
16 October 2019	Publish final list of eligible voting chapters and ballot	
1 November 2019	Complete PC meetings for candidate Q&A	
1 December 2019	Voting closes and results are announced shortly after	

Attachment 1: DAMA-I Chapters as of 31 August 2019

Attachment 2: Relevant Bylaws and Procedures

The following is from the current DAMA-I Bylaws and will be used to govern the elections process.

V.B Term of Office

Each Officer, whether elected, appointed or nominated, shall be expected to serve a minimum of one two-year term, and may be re-elected, re-appointed, or re-nominated, depending on the office, to no more than a total of three consecutive two-year terms for a single tour of office, as long as they continue to be a member in good standing and have successfully fulfilled all duties during their previous two-year term.

After fulfilling the maximum three consecutive two-year terms with a single office, the Officer must step down for a minimum of one two-year term, after which, they will be eligible to run for an additional tour of the same office, subject to another maximum of three consecutive two-year terms. During this “bye” term, the Officer is eligible to serve any office for which they are qualified, except the office for which they just served three two-year terms.

In filling vacancies for unexpired terms, an officer who has served more than half a term in an office (i.e. at least one full year) is considered to have served a full term. In other words, an interim appointment of more than one year will be calculated the same as having served one two-year term. An interim appointment of less than one year will be calculated the same as having not served, allowing the Officer to be elected or re-appointed for a maximum of three consecutive two-year terms.

Members may be re-elected, re-appointed, or re-nominated to any office they have previously held, but only if the position has not been held for more than the past five years, to include an interim appointment of at least one full year, with the exception of a Lifetime Advisor, whose position has no expiration.

The President will automatically assume the office of Past President at the end of their service. Past Presidents may be elected to other Board positions after their term as Past President has been served.

If an individual has served the maximum number of term limits and there is no one to take over the office, including President, with the Board of Directors’ approval and majority vote of voting officers, the incumbent may continue to hold the office until such time as a replacement can be found.

All members of the Board of Directors serve two-year terms, except for the Past President, who automatically serves until there is a new Past President to inherit the title and position.

Elections, appointments, and nominations for all offices will be staggered, as follows:

Odd Year Elections & Appointments

(Term begins January 1 of even year)

Even Year Elections & Appointment

(Term begins January 1 of odd year)

VP Chapter Services

Governance and Ethics Officer

- VP Conference Services
- VP Marketing/Communications
- VP Operations
- VP Professional Development
- President's Council Chairperson⁴
- VP Financial Services
- VP Member Services
- VP Online Services
- President

VI. ELECTION OF MEMBERSHIP TO THE BOARD OF DIRECTORS

VI.A Eligibility for Board of Directors Office

1. Candidate must currently be a member of DAMA International and a DAMA Chapter
2. Candidate must have served as a current or former officer of a DAMA Chapter for at least one full term of their chapter's term of office
3. Candidates for President of DAMA International must have served at least one term in another capacity on the DAMA International board
4. Candidates may NOT have any interest (e.g., ownership, employment, agent or representative) with any vendors providing services to DAMA International or any of its affiliates. Examples of vendor in this category include: conference management providers, administrative services providers, publishers of DAMA materials, internet and other information suppliers, and office goods suppliers. Examples of organizations not considered vendors under this policy include: organizations that provide products and services directly to DAMA members and their employers, conference and other event sponsors, grantors to the foundation, etc.
5. Candidates must be prepared to make a serious commitment in time, energy and money. They must be able to maintain proper attendance at board meetings, with expenses covered by the candidate's employer, affiliate or as approved by DAMA International
6. No more than two Officers who originate from the same DAMA Chapter may share a term of office in common; the office of Past President is exempt from this rule
7. An elected officer who becomes ineligible during their term will vacate their office at a date determined by a majority vote of the Board of Directors

VI.B Nominations

1. The Past President serves as chairperson of the Nominating / Elections Committee. Should the Past President be unable to serve in this role, the Board of Directors will appoint a substitute to administer the election
2. The Nominating / Elections Committee will publish at least 30 days prior to the first milestone, the annual ***Election Calendar*** indicating the dates for all election milestones for the upcoming election

¹ The Presidents' Council Chairperson will be elected by the DAMA Chapter Presidents' Council for a two-year term starting on January 1.

3. The Nominating / Elections Committee will commence soliciting nominations from the DAMA International Chapters as indicated in the *Election Calendar*
4. The Nominating / Elections Committee will certify the nominee's eligibility
5. A nominee may seek a maximum of one office in any one election
6. Any member of the Board of Directors who wishes to run for another office does not have to resign their current position until they are elected to a new position. If they are elected to a new position, the President will appoint a person to fill the vacancy.
7. The election administrator must receive nominations by the deadline as published in the *Election Calendar*
8. If no nominations are received from the DAMA Chapters, the Board of Directors will seek volunteers to fill the open positions. Exercising this clause may require waving the restriction(s) to Board membership defined in Section VI.A #1 and/or #2 (eligibility for Board of Directors office)

IX.B Chapter Membership Eligibility

The eligibility of individual and organizational members in DAMA International chapters as well as their voting rights in those chapters will be determined by the chapter organization of which they are members.

1. "Active" Chapter Criteria include:
 - a. All current chapter Board of Directors Officers, as defined by these Bylaws, have returned signed by January 1st annually, the DAMA Code of Ethics (COE) and Conflict of Interest Statement
 - b. Annual Affiliation Agreement has been received by DAMA International
 - c. Annual Affiliation Fee has been received by DAMA International (fee waived for new chapters the first year)
 - d. Proof of proper organizational setup (not-for-profit or local equivalent) per local applicable laws has been received and aligned with the principals of the DAMA International (required as of 2016)
 - e. Chapter bylaws or local equivalent are available for review by all chapter members and are aligned with the principals of the DAMA International bylaws
 - f. Active chapter website (content is current and accurate), including clear identification of all Board members
 - g. Minimum of two (2) scheduled chapter events per year, which can include webinars, CDMP training, member meetings, or other similar event
 - h. Chapter Board member contact information (in English), including names, email addresses, phone numbers, and mailing addresses, per local applicable laws
2. "Forming / Re-Forming" Chapter Criteria include:
 - a. Forming / re-forming chapter has made a commitment to creating a Board of Directors to the DAMA International Vice President of Chapters, and is expected to be completed within an 18-month period after initial contact with DAMA International Vice President of Chapters
 - b. All current chapter Board members (as expected to be defined in the chapter bylaws and as the offices are established) have returned signed annual Code of Ethics (COE) for current calendar year to DAMA International
 - c. Annual Affiliation Agreement has been received by DAMA International

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- d. Annual Affiliation Fee has been received by DAMA International (fee waived for forming / re-forming chapters the first year)
- e. Chapter bylaws or local equivalent are being developed through discussions with the DAMA International Vice President of Chapters, which are aligned with the principals of the DAMA International bylaws
- f. Building an active chapter website (content is current and accurate), including clear identification of all Board members
- g. Minimum of two (2) scheduled chapter events, starting with first full year in operation, which can include webinars, CDMP training, member meetings, or other similar event
- h. Chapter Board member contact information (in English), including names, email addresses, phone numbers, and mailing addresses, per local applicable laws
- i. Determination of whether a chapter is dormant or reforming is subject to review of the DAMA International Board of Directors.

The following passage is from a document labeled DAMA International Handbook 2010-03 v05r08.doccx and it too provided input to this process.

1.1.PPRS0001: Conduct DAMA International Board of Directors' Elections

History

Originally coded PPRS9401.001

Last Revised: September 2007

**Manage
Nomination /
Election Process**

1. Review the DAMA Calendar, maintained by the VP Operations, as to the timing of the DAMA International Board of Directors elections.
2. Form nominations committee according to the schedule listed in the DAMA International Bylaws.
3. The nominations committee must include at least one other member of the DAMA International Board of Directors
4. For those current Board Officers who qualify for a subsequent term, inquire of their intent to continue to serve on the DAMA International Board of Directors.
5. Distribute a letter to all chapters asking for nominations (see bylaws schedule). The letter must contain the list of duties for each open office and a copy of the bylaws.
6. Once the ballot is defined, distribute to all Chapters' Board of Directors for vote (see bylaws for schedule).
7. Count ballots according to bylaws and communicate results to Board Members and affiliated chapter officers via email within two (2) weeks of election. Post results on DAMA International website.