

ICN Steering Group Chair Selection Process

1. The outgoing Steering Group Chair (“Chair”) shall initiate the selection process at a Steering Group (“SG”) meeting or via email soliciting expressions of interest two months before the ICN Annual Conference in odd-numbered years.
2. In the event that the Chair leaves before the end of the two-year term, the ICN Secretariat (“Secretariat”) shall solicit expressions of interest at a SG meeting or via email to all SG members within a month of the announcement of the Chair’s departure to select a new Chair, as soon as possible.
3. After the deadline for expressions of interest, the list of candidates shall be circulated via email to the SG.
4. If there is only one interested candidate, the Chair (or the Secretariat), can either call for additional nominations or confirm that there are no other interested candidates.
5. The candidate(s) shall prepare a written note to the SG supporting his or her candidacy, which can be further elaborated and discussed at a SG meeting.

6. Casting Votes

- 6 (i). SG members shall be asked to cast their votes by secret ballot, via email, to the Secretariat. If one of the candidates is from the Secretariat’s agency, votes shall be sent to the outgoing Chair’s office. If the outgoing Chair is being considered for re-election, the outgoing Chair shall designate another SG agency to manage the voting and disclosure processes.
- 6 (ii). A quorum shall consist of one half of the total membership of the SG for the selection process to be considered valid. At the close of the voting period, if a quorum has not been met, the Secretariat shall contact all SG members who did not cast a vote and invite them to vote within a specified period of time. If a quorum is reached following this period, the selection process shall be considered valid.

7. One Candidate

In the event there is only one candidate, the SG shall elect the candidate by acclamation at a special SG meeting during the ICN Annual Conference, or as soon as possible, following the departure of the Chair.

8. Multiple Candidates

- 8 (i). SG members shall be asked to cast their vote via email indicating their preferred candidate to the Secretariat (or the outgoing Chair or the designated agency).

- 8 (ii). If a candidate receives a simple majority (more than 50%) of votes, he/she shall be the Chair-elect.
- 8 (iii). If no candidate receives a simple majority of votes, a run-off shall be held between the two candidates who received the most votes. If more than two candidates tie for the most number of votes, they all shall be included in the run-off ballot. If one candidate receives the most votes and two or more candidates tie for the second most number of votes, they shall all be included in the run-off ballot. If a candidate receives a simple majority of the votes in the run-off ballot, he/she shall be considered the Chair-elect.
- 8 (iv). If a winner cannot be determined because of a tie or lack of simple majority, the matter shall be referred to the SG for decision. Options may include, but shall not be limited to, a ranked choice voting, a tie-breaking process or additional discussions to identify other solutions.

9. Disclosure of the Results

The Secretariat (or the outgoing Chair or designated agency) shall, upon a candidate's request, inform him/her of the total number of votes and the number of votes he/she received. Other candidates' voting results shall be kept confidential.

10. Announcement of the Chair

- 10 (i). The Secretariat (or the outgoing Chair or the designated agency) shall announce the new Chair-elect to the SG, and subsequently to the ICN membership.
- 10 (ii). The Chair-elect becomes the Chair upon completion of the outgoing Chair's term, or in the event the outgoing Chair has left/is leaving before the end of his/her term, upon election.