

# ICE Accreditation Services Council

## Policies and Procedures

**Policy:** Nomination and Selection Process  
**Approved:** 09/11/18 **Revised:** 03/05/19, 02/11/20

The composition of the Accreditation Services Council (Council), the qualifications and terms for Council members, and the selection of Council officers are defined in the Council's Governing Charter.

The process for recruitment, nomination, and selection of all Council members is transparent. Where applicable, nominations are publicly available through an open nominations process.

### 1. Nomination Process

Individuals up for nomination or reappointment to Council, shall recuse themselves from all discussions regarding their nomination or reappointment (with Council or with their Component), and shall abstain from voting on same, if applicable.

#### A. Nominations for ICE Accreditation Services Component Representatives

##### *Initial Nomination*

Nominations for NCCA Commission representative and nominations for ACAP Council representative are each solicited from their respective Component. Each Component shall nominate at least one individual from their respective Component.

Representatives for the 17024 accreditation Component are solicited by requesting that interested ICE/IAS auditors and certification organizations with ICE/IAS accredited programs submit nominations directly. Self-nominations are accepted.

##### *Reappointment*

Representatives up for reappointment from the NCCA Commission and from ACAP Council shall advise their respective Component of their interest in same (through the Component Chair). The Component shall then advise Council in writing of its support for such reappointment, or of an alternative nominee.

Representatives seeking reappointment as the ISO 17024 accreditation Component representative shall notify Council directly.

#### B. Nominations for Stakeholder, Public Member and Accredited Program Representatives

##### *Initial Nomination*

Nominations for Stakeholder and Public Member Representatives are solicited from ICE members and related organizations and agencies. Nominations for Accredited Program

Representatives are solicited from organizations with programs currently accredited by the NCCA, ICE/IAS, and/or ACAP.

Council shall consider current needs on the Council and the solicitation shall include any specific preferred or required attributes/skills/expertise.

Self-nominations are accepted.

#### *Re-appointment*

Representatives up for reappointment shall advise Council of their interest in same. Council shall inform the ICE Nominating Committee in writing of its support for such reappointment, or ask the Nominating Committee to solicit a new nominee for said representative.

#### C. Nominations for ICE Board of Directors Representative

The process for nomination and reappointment for the ICE Board Representative is determined and implemented by the ICE Board.

### **2. Vacancies mid-term**

In the case where an individual vacates their office mid-term, under items 1 A or B above, Council may at its sole discretion choose to appoint a replacement for said vacancy, provided said replacement meets the criteria for the position, or leave the position vacant for the remainder of the term.

### **3. Nomination Review and Selection Process**

Council shall establish and periodically review and update a Nomination Matrix to set out criteria for selection of nominees to Council. Nominees shall be reviewed and evaluated using the criteria established in the Nomination Matrix.

#### A. Nomination Review for ICE Accreditation Services Component Representatives

The Chair of the Council shall appoint a sub-committee, composed of the Chair plus two additional voting Council members, to review nominations and recommend appointments to the Council. The sub-committee shall review each nomination, ensure each nominee meets the defined qualifications for the position, and may interview candidates at its sole discretion.

The sub-committee shall present its recommendations to the Council for selection.

B. Nomination Review for Stakeholder, Public Member, and Accredited Program Representatives

Nominations for Stakeholder, Public Member, and Accredited Program Representatives shall be screened and reviewed by the ICE Nominating Committee using the criteria established in the Council's Nomination Matrix.

The ICE Nominating Committee presents a slate of recommended candidates to the Council.

C. Nomination Review for ICE Board of Directors Representative

The nomination review process for the ICE Board Representative is determined and implemented by the ICE Board.

D. Selection Process

ICE Accreditation Services Component Representatives, Stakeholder Representatives, and Public Member are appointed by majority vote of the Council. Should the Council reject a recommendation for appointment by a Service Component, the Council will ask the Component to provide another candidate for the seat.

The Accredited Program Representatives and ICE Board of Directors Representative are appointed by a majority vote of the ICE Board of Directors.

**4. Officer Positions and Terms \***

The Officers of the Accreditation Services Council shall consist of the Chair and Vice Chair. If there is more than one candidate for a position, an election shall be held via electronic ballot from members of the current Council prior to its last meeting of the calendar year. Officers shall take office at the start of the new calendar year. The Chair and Vice Chair shall each serve a term of one year and may be eligible to be re-elected to additional terms within their respective elected or appointed Council terms. If an Officer leaves office before the conclusion of his/her term, the Council may authorize an interim Officer to serve the remainder of the term.