



USCC BOARD OF DIRECTORS

Board Member Nominations Process / Procedures

Nomination and Election Procedures

The following uniform “Nominations and Election Procedures” shall be issued by the Board of Directors (the “Board”) of the US Composting Council (the “USCC” or the “Council”) for the guidance of the Nominations Committee for standard **Board Member Nominations and Elections**.

Board Nominations

The Nominations Committee shall accept or reject Board Member nominations based on the following general criteria, as well as others decided upon by the Committee.

Accepting nominations

1. Requirements
 - Must be a USCC member in good standing
 - Must have the time and interest to actively serve
 - Must agree to meet Board service related requirements*, including not having a disqualifying conflict of interest
2. Preferences
 - Minimum of 2 years experience on other Boards
 - Minimum of 5 years experience in the composting / organics recycling industry

Board Service Related Requirements* (expected time commitment, minimums)

- Monthly Board meetings – primarily by telephone (1-2 hours per) - *Board members must attend 75% of the meetings in a calendar year*
- 2-3 Face to Face Board Meeting per year – 1 day in length, plus travel (*usually coordinated with an industry conference event*)
- Must be actively involved in at least one USCC Committee – primarily by telephone (quarterly to monthly conference calls, 1-2 hours per)
- Other various Board and Committee work assignments



**US Composting
Council**

Board Election:

1. Membership will be notified via email, parcel post and/or the Council's website requesting candidates for open positions. A position description will accompany this notice, which is to be distributed no later than August 1st of each year.
2. Members in good standing are required to fill out the "Board Member Nomination Form" and return it to the Nominating Committee Chair no later than September 1st of each year in accordance with the accompanying instructions.
3. As authorized under Article IX, Section 1 of the USCC Bylaws, the Nominating Committee will meet to discuss and review the slate of candidates and submit to the Board the vetted slate of candidates. This is to occur no later than September 21st of each year.
4. Membership will receive notice via email and/or the Council's website of the election process no later than October 1st of each year. The election will take place electronically on an independent website. The ballot and candidates' bios will be posted. Votes will be tabulated by the Nominating Committee Chair and certified by the Council's Certified Public Accountant (CPA). Members who do not have access to the web will be identified and will receive a hard copy ballot via parcel post. These ballots will be sent directly to the Council's office to the attention of the Nominating Committee Chair. During years when the Nominating Committee Chair is a candidate, he or she will recuse him or herself from the vetting, election and any other processes in which an appearance or actual conflict of interest(s) exists. Instead, the Immediate Past President or some other Board member appointed by the President will assume such activities. All votes must be tabulated by October 14th of each year. Nominees will be notified by the Nominating Committee Chair, and final results will be announced to the membership.
5. Board Members Elect will be given a two month orientation period and will officially be seated on January 1st. During the orientation period Board Members Elect will not have any Board privileges including voting privileges.

Officer's Election:

1. Board Members are eligible to run for Officer's positions on the Executive Committee.
2. Nominations must be made by a fellow Board Member. This is accomplished in writing to all Board Members. Candidates should state their desired position and submit a brief summary document on their platform. This is to occur no later than November 1st of each year.



3. The slate of Officer candidates will be sent to all Board Members no later than November 15th of each year. Elections will be held before the end of the calendar year.
4. The election will take place electronically on an independent website. Votes will be tabulated by the Nominating Committee Chair. Results will be emailed to the Board and announced to the membership.
5. Officers Elect are seated effective January 1st.

Board Member Vacancies – Nominating and Election Procedures

The following uniform “Nominating and Election Procedures” shall be issued by the Board for the guidance of the Nominating Committee for **Board Member Vacancies**.

Board Vacancy Election:

1. The President will notify the Nominating Committee of a Board vacancy and request a search of candidates for the vacated position.
2. Candidates must be members in good standing and are required to fill out the “Board Member Nomination Form”, and return it to the Nominating Committee Chair as instructed by the Nominating Committee Chair.
3. As authorized under Article IX, Section 1 of the USCC Bylaws, the Nominating Committee will meet to discuss and review the slate of candidates and submit to the Board the vetted slate candidates.
4. The election will take place electronically on an independent website. Votes will be tabulated by the Nominating Committee Chair. Results will be emailed to the Board and announced to the membership.
5. A simple majority of the votes cast by Voting Board Members shall be required to elect a Director to the Board in a Board Vacancy Election.
6. The Board Member Elect will be officially seated immediately and serve out the remaining term of the vacated Board Member with full privileges entitled to a Board Member.