



2020-21 Election Process

This new process governs how elections to the ICS Board of Governors elected positions shall be organized by the Board in order to allow Association members a fairer exposure, to enable a more open discussion between candidates and association, and to make the elections more content-based than in the past.

The Board voted and approved the new process on November 9, 2019 at the Board retreat. Major changes to the former process are:

- The Board is introducing an open panel discussion for all candidates (which will be recorded and broadcast) which will replace the recorded video messages and the candidate's presentations at the AGM.

Candidates may attend the vote count at the AGM if they want to know the vote count. Otherwise, the vote count remains confidential and will not be communicated to the Association.

Association Voting Process (Elected Board member positions)

The ICS Board of Governors will open the voting process by sending an email to the Association with the following information:

- vacant position(s), length of term(s) and desired skill set(s)
- timeline of and details on the voting process
- requirements to become a Board member

Following receipt of the information, association members have 15 school days to send their application by email to the Board of Governors. The application should include a letter of interest and a CV with a photo.

The Governance Committee will collect all applications and confirm completeness and correctness. The Governance Committee will then prepare a list of candidates to share with the Board of Governors and the Association (not later than 10 school days after the application deadline). Any acting Board member(s) running for election will be excluded from all information on and organisation of the election process.

The Governance Committee will organize a panel discussion where candidates can present themselves and the Association can ask them questions. The date of the panel discussion will be communicated to the Association together with the list of candidates. The panel discussion shall happen not later than 10 school days after the list of candidates is communicated.

Cornerstones of the Panel Discussion:

- The panel discussion will be conducted by a serving member of the Board of Governors who is not running for election.
- Each candidate has one minute to present him-/herself.
- The Governance Committee will prepare a list of Board-approved questions to ask each candidate. Questions will originate from the candidate's letter of interest.
- Afterward, the Association members may ask additional questions to the candidates.

The voting process will start the day after the panel discussion. The panel discussion will be recorded and broadcast on the ICS website after the event. Each candidate may record a short (max. 1 minute) additional message right after the panel discussion. Candidates who cannot attend the panel discussion can record a short video (max. 2 minutes) that will also be broadcast on the ICS website.



2020-21 Election Process

Association members can vote online (by a personalized link) or by paper ballot in the Administration Office. The vote will be open for a minimum of 10 school days. The last day of the vote is the day of the spring AGM.

- The online vote closes in the afternoon of the day of the AGM. The Board Administrator will create an online report of votes from the internet with (a) member(s) of the Governance Committee attending. This report will be sealed in an envelope and only be opened during the counting of the votes (see below).
- Paper ballots are collected in a box in the Admin Office. In the afternoon of the day of the AGM the box will be sealed with (a) member(s) of the Governance Committee attending.

Candidates are present at the AGM (not mandatory) and will be introduced in person to the audience by the Board Chair. There will be no further candidate presentations or questions for the candidates. Undecided Association members will have a last chance to vote until after the candidate's introduction.

The polls will then close and the Board Chair will ask one parent and one teacher, chosen at random from the meeting to conduct the counting. Candidates will be invited to observe the election count. The counting will happen in a separate room. The two volunteers will conduct the counting of the paper ballots and add the numbers of the online vote (which will be presented to them in a sealed envelope). Board Chair, Governance Chair (or any other member of the Governance Committee) and Board Administrator will monitor the counting process. The final results will be written on a piece of paper, signed by all attending the counting, and handed to the Board Chair. The overall result(s) (not the vote count) will be announced at the AGM and in an email to the Association after the AGM.