

# The ICED Board and Elections

This document brings together information about the ICED Board and how the election and appointment process will be handled.

## The Board

The ICED Board is the elected President, five (5) Directors and President-Elect (in alternate years).

When it meets to conduct business (either electronically or face to face), the ICED Administrator (or substitute nominated by the President) must be present to record minutes and decisions.

## Periods of office

The President-Elect is elected for one three-year term only in which they serve one year as President-Elect and two years as President. (The President-Elect/President role was approved at the 2019 Council meeting).

The five Directors (network representatives) are each appointed by invitation for a two-year term.

The terms of office end at the close of the Council meeting except when the Council precedes an associated biennial conference, in which they end at the close of the conference.

## Election process for President-Elect

The election process is managed for the Council by the ICED Election Committee which consists of a past President, the ICED Administrator and an ICED advisor chosen by the Council such as the Treasurer, an IJAD co-editor or the Conference Organiser.

As the President serves one year as President-Elect and two years as President, an election is held every second year. The Election Committee will circulate the election timetable to Council Members and call for nominations. Candidates and nominators must be members of Council.

Nominations should be supported by a one page Candidate Statement highlighting the experience the nominee brings to the position and how they could contribute to ICED, particularly in light of the strategic priorities established at the previous Council meeting. Council Members are encouraged to engage candidates in electronic discussion and provide feedback on their Candidate Statement. The nomination must include a letter of support from the nominee's network.

The Election Committee will circulate ballot papers and Candidate Statements electronically to Council Members. Ballot papers will not include the name of the nominator.

The Election Committee will announce the name(s) of the elected candidate(s). Voting numbers will be available to candidates on request, otherwise the numbers will remain confidential to the Election Committee. The origin of each vote will not be reported.

If the President-elect resigns, a new election will be called to identify someone to immediately complete the term of the President-elect.

If the President resigns, the President-elect will become President and complete the term of office of the President, following which they will complete their own two year term of office.

If the President resigns and no President-elect has been elected, an election will be called to identify someone to immediately complete the term of office of the President. In the interim, the Board will nominate one of the Directors to be the interim President.

### **Invitation process for appointed director (Council Members)**

In principle, networks share the responsibility and opportunity for their representatives to serve on the Board. When accepting the invitation to the Board, the Network representative agrees to fully participate in Board activities and to take on projects (raised through the Council meeting or by the Board) so as to distribute the workload of the Board. If the Network representative is unwilling or unable to agree to this, they should not accept the invitation.

Potential Board members should also refer to Article 40 of the Memorandum of Association that addresses Ending of Board Membership. In particular, note that a Director may be asked to cease to hold office if he or she is absent for four consecutive meetings.

As agreed in 2021, Networks have been placed into one of five groups. Using the alphabetical list of network names, the Election Committee will invite one network from each group in turn. If a network does not wish to accept the invitation, the invitation passes down the list within that group. Once the bottom of the list is reached, the next Network would be the first in the group. See groups at end of this document.

The Directors serve in overlapping terms, so the invitation process will occur each year.

The basic principle is that there is one Network representative from each group on the Board. It may mean that a group has two representatives on the Board, i.e. the President or President-elect and the Director appointed by rotation may come from one group. However, at no time can any one Network have two voting members of the Board. This would occur if the Network of the President or President-elect was the next in rotation. In this case that Network would be skipped.

The transition process for the year 2021-2022 is included as an addendum (1) to this document.

The transition process for the year 2022-2023 is included as an addendum (2) to this document.

### **Replacement of an appointed Director (Council member)**

If an Appointed Director resigns from the Board, the Network can nominate a replacement. If the Network chooses not to do so, the next Network in the group is invited to complete the term of office. If the replacement Network joins the Board with more than a year to run of the two-year term, they will leave the Board at the end of the term. If the replacement Network joins the Board with less than a year to run of the two-year term, they will be invited to take up a full two-year term at the completion of this term as would have happened in the normal cycle.

### **Treasurer, IJAD Representative and Conference Convenor**

Approved at 2015 Council meeting.

The Treasurer will serve for a two year period, renewable once only. The post will be filled by a member of Council, nominated and appointed by Council at their biannual non-conference yearly meeting.

The IJAD Representative will serve for a two year period, renewable once only. The post will be filled by a member or former member of the IJAD Editorial Board, nominated by the Editorial Board and appointed by Council at their biannual non-conference yearly meeting.

The ICED Conference Convenor will serve for the two year period leading up to the ICED Conference.

The Treasurer, IJAD Representative and Conference Convenor are ex-officio, non-voting advisers to Board.

### **Election Timetable**

Normally the election timetable will be:

20th October	Administrator initiates the process by sending emails to confirm Council Membership
4th November	invitation to nominate
17th November	deadline for receipt of nominations
26th November	deadline for receipt of Candidate Statements
1st December	circulation of ballot papers and Candidate Statements
12th December	deadline for receipt of completed ballot papers
15th December	announce result
Early January	Start of the appointment process from among Council Members

## NETWORKS

### Group 1

1. *AFELT – Association for Faculty Enrichment in Learning and Teaching (Kenya)*
2. *AISHE – All Ireland Society for Higher Education (Ireland)*
3. *DGHD – Deutsche Gesellschaft für Hochschuldidaktik (Germany)*
4. *DUN – Dansk Universitetspædagogisk Netværk (Denmark)*
5. *EHON – Expertisenetwerk Hoger Onderwijs (The Netherlands)*
6. *ENED – Estonian Network for Educational Development (Estonia)*

### Group 2

1. *HELTASA – Higher Education Learning and Teaching Association of Southern Africa (Southern Africa)*
2. *HERDSA – Higher Education Research and Development Society of Australasia (Australasia)*
3. *INCATHE – Israeli Network of Centers for the Advancement of Teaching in Higher Education (Israel)*
4. *JAED – Japan Association for Educational Development in Higher Education (Japan)*
5. *AKVV – Slovak Association for Quality Enhancement in Higher Education (Slovakia)*
- 6.

### Group 3

1. *LNO2 – Lerend Netwerk voor OnderwijsOndersteuners (Belgium)*
2. *NetSED – The Network for Staff and Educational Development (India)*
3. *PEDA-forum – The Finnish Network for Developing University Teaching (Finland)*
4. *POD – The Professional and Organizational Development Network in Higher Education (USA)*
5. *REDCAD – Red Nacional de Centros de Apoyo a la Docencia (Chile)*
6. *YÖMEGA - YüksekÖğretim MEsleki Gelişim Ağı (Turkey)*

### Group 4

1. *RED-U – Red Estatal de Docencia Universitaria (Spain)*
2. *SEDA – The Staff and Educational Development Association (United Kingdom)*
3. *SFDN – Swiss Faculty Development Network (Switzerland)*
4. *STLHE – The Society for Teaching and Learning in Higher Education (Canada)*
5. *AsdUni – Italian association for the development of learning and teaching in university (Italy)*
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### Group 5

1. *SwED-Net – Swedish Network for Educational Development in Higher Education (Sweden)*

2. *ThaiPOD – Professional and Organizational Development Network of Thailand Higher Education (Thailand)*
3. *TPOD – Taiwan Professional and Organizational Development Network in Higher Education (Taiwan)*
4. *UHped – Norwegian Network for Teaching and Learning in Higher Education (Norway)*
5. *UNIVERSITAS – Society for Development of Higher Education, Croatia (Croatia)*
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**Note:** When new Networks are elected to ICED Council, they are added to the next group that best maintains a similar number of networks in each group.

### **Addendum (1)**

Transition process for the 2021-2022 year following the passing of the motion to amend the structure of the Board.

1. Those current Board members whose term continues into 2021-2022 under the current structure will complete their terms.
2. Groups 1, 2 and 5 would start 2-year terms in 2021-2022
3. Groups 3 and 4 would start 2-year terms in 2022-2023.
4. Group 3 will have two representatives for 2021-2022 because as those two carry forward from previous structure.
5. Group 2 will have no representative. The President is from this Group (This is a one-time occurrence for transition purposes, which in the future will not affect the rotation of Directors.)
6. The President-elect will start in 2022-2023 which means three new Board members would join in 2022-2023 and three new Board members would start in 2023-2024, which creates continuity with the transition to the new model.

The five Networks represented on the Board for 2021-2022 will be:

Group 1 – AFLET (Kenya). Commences a two -year term. (To be invited)

Group 2 – no appointed director for 2021-2022.

Group 3 – POD (USA). One year term completing current term under the previous structure.

Group 3 – REDCAD (Chile). Commences two-year term (elected as VP under the previous structure)

Group 4 – SFDN (Switzerland). One year term completing term as VP under the previous structure).

Group 5 – SwED-Net (Sweden). Commences two-year term. (To be invited)

### **Addendum (2)**

The five Networks represented by Directors on the Board for 2022 – 2023 will be:

Group 1 - AFELT (Kenya)

Group 2 – EQUIP (Ethiopia) (or INCATHE)

Group 3 – REDCAD (Chile)

Group 4 - AsdUni (Italy)

Group 5 – SwedNet (Sweden)

The transition period to the new Board structure will be completed at the end of 2022-2023.

<b>Version Control Table</b>			
<b>Version</b>	<b>Date issued/updated</b>	<b>Author/updater</b>	<b>Summary of changes</b>
1	October 2012	James Wisdom	N/A
2	April 2020	Motion agreed to at the AGM, 19 <sup>th</sup> June 2019	Role of President-Elect introduced.
3	24 <sup>th</sup> August 2021	Motion agreed to at the AGM, 24 <sup>th</sup> August 2021	Five Network Representative Directors to be rotated onto the Board for a 2-year term, one from each of 5 groups. Role of Vice-President removed.
4	May 2022	Administrator/President	Inclusion of procedure for resignation of President-Elect or President.
5	November 2023	Administrator	Removal of EQUIP and addition of YÖMEGA networks to group listings