



## **RESNET Board of Directors Procedures for RESNET Board Elections**

With the growth of RESNET and the home energy rating industry and the growing complexity of issues facing the organization, it is critical that the RESNET Board of Directors be composed of members that are qualified, dedicated to the mission of the organization, have leadership characteristics and have a thorough understanding of the duties of RESNET Board members.

The RESNET Board of Directors has adopted the below procedures for RESNET Board Elections. These procedures have two critical features:

- **The process for nominating candidates to be placed on the ballot**
- **The security and transparency of the vote counting process**

Section 3.03 of the RESNET By-Laws addresses the election of board members. The section states:

*Election of Directors. Members of the Board of Directors shall be elected by electronic ballot by the category of membership of the Corporation that they represent. A Nominations Committee shall be appointed by the Executive Committee to nominate candidates for the Board. The Nominations Committee shall make its recommendations to the full membership at least forty-five (45) days prior to the beginning of the new term of office. Members have the right to nominate other candidates by e-mail notice to the RESNET Executive Director at least thirty (30) days prior to the balloting. All candidates of the board shall be members of RESNET in good standing. The Executive Director shall prepare the election ballot.*

### **RESNET Board Candidate Nomination Process**

The RESNET board candidate nomination process is:

- Candidates for the board must nominate themselves

- As a prerequisite, all candidates seeking board election shall attend a webinar developed by RESNET staff on the duties and responsibilities of being a board member.
- All board candidates must complete and sign the “Potential Sources of Bias / Conflict of Interest and Statement of Affiliations and Interests for Candidates for the RESNET Board of Directors Form”
- The Board Election Nominations Committee will develop a written questionnaire that all potential candidates must complete.
- After reviewing the answers to the questionnaire, the nominations committee will then nominate a slate of the most qualified candidates.
- Interested candidates not nominated by the nominations committee can secure a place on the ballot by securing an electronic petition signed by a minimum of 10% of the membership category that the candidate represents. (This will ensure that independent candidates have broad support – this process is used by a number of states in their nomination process).
- The Nominations Committee recommendation and results of candidate surveys and disclosure form will be included on the electronic ballot.

The RESNET Board Nominations Committee shall be appointed by the RESNET Board Executive Committee and be composed of:

- A member of Executive Committee who is not running for re-election (who shall serve as the chair of the committee)
- Members of Board of Directors who are not candidates for re-election
- Members of the general membership not serving on the RESNET Board whose memberships are in good standing

Members of the nominations committee cannot be candidates for the board.

### **Security and Transparency of the Vote Counting Process**

RESNET shall use a web based process for voting. All members are sent an e-mail message that contains a unique link for the member to an online ballot. Once the person votes the vote is automatically tallied by the web site. This process ensures that only the member can cast his/her ballot, that a member can only vote once and that there is no “gaming” of vote totals. RESNET staff has no ability to alter votes and are not involved in the counting of votes.

Votes for a board election will not be accessible, tallied nor posted until after the close of voting.