



**INTERNATIONAL SOCIETY OF BIOMECHANICS IN SPORTS**

**POLICY MANUAL FOR THE SECRETARY GENERAL OF ISBS**

**APPROVED BY BOARD OF DIRECTORS:**

**29 JUNE 2015**

### **Purpose Statement**

The purpose of this policy manual is to provide a working document that provides the details and description of the roles and responsibilities of the Secretary General of the International Society of Biomechanics in Sport (ISBS). The Secretary General is a member of the Executive Council and Board of Directors of the ISBS, and is appointed by the Board of Directors for a two-year renewable term.

### **General Duties**

The Secretary General (SG) is the principal administrative officer of the Society. The SG shall be custodian of the seal of the Society as well as official documents and records and shall maintain the files of the Society, including the membership roster, which shall be maintained jointly with the Treasurer. The SG shall be responsible for recording the minutes of meetings of the Executive Council and Board of Directors meetings, as well as those of the Annual General Meeting. The SG shall distribute notices of all meetings and report on nominations and election results as prescribed, and shall perform all duties incident to the Society's main office and such others as from time to time the President, Executive Council and Board of Directors may determine.

### **Committee Membership**

The Secretary General shall be a member of the following standing Committees of ISBS: Executive Council; Board of Directors; Nominations Committee; and Awards Committee. The SG may serve on other committees at the request of the President or the Board of Directors.

### **Meetings**

The SG will record the minutes of all Board of Directors meetings and of the Annual General Meeting and distribute these to the membership within one month of the meetings. The Board of Directors meetings and the Annual General Meeting will take place at the Annual Conference. The SG is also responsible for determining the attainment of a quorum at the Board of Directors meetings and of the Annual General Meeting. A quorum for meetings of the Board of Directors shall be one third of the incumbent Directors plus one (1). A quorum for the Annual General Meeting shall be twenty-five (25) duly qualified members in good standing. Those members newly registered for the conference shall be included in the count for the quorum.

### **Voting and Elections**

The SG shall conduct the elections of President-Elect and Board of Directors as well as any other voting by the Society. The SG shall prepare the election ballot with assistance from the Nominations committee (see below). The President-Elect and Directors shall be elected by a simple majority vote through an electronic ballot submitted to the members in April of each year. In the case of a tie, there will be a runoff election between those candidates that have received equal numbers of votes. This will be done via electronic ballot and the voting process will remain open for 10 days.

With the exception of the Annual General Meeting, all voting will be conducted electronically. Email addresses supplied by current members shall be used to distribute the ballots. The SG shall make use of an online survey tool (e.g. Survey Monkey, Qualtrics, etc.), to facilitate anonymous voting. The voting process shall remain open for 30 days after ballots are distributed to members with dues currently paid, as recorded by the Treasurer of the Society. Votes shall be returned to, and counted by the SG, or a designated member of the Executive Council who is not standing for election. Ballots for election of

Officers should be distributed in early April. Only those individuals who have current membership shall receive a link to the ballot.

### **Nominations**

The SG shall be a member of the Nominations Committee along with two Directors and the Chair who is either the Past President or President Elect. The Committee shall receive and solicit nominations for the positions of President-Elect and directors to ensure that all positions on the Board of Directors are filled. The Committee shall attempt to provide at least twelve nominations for Director and two for President-Elect.

Directors shall be elected each year. A President-Elect shall be elected in even numbered years (e.g. 2014, 2016, etc.). Up to ten (10) Directors shall be elected each year. These directors will form the basis of the Committee structure for the Society.

A call for nominations shall be made to the Society in early March. The call for nominations will be placed in the Spring Newsletter and also emailed to all members. Nominations can be made by any member and include self-nomination. Before nominating another person, the nominator should ask the proposed nominee whether they agree to the nomination.

The slate of nominees shall be submitted each year to the SG before the end of March. The SG will request a maximum of a 100 word statement/biography and headshot photo from each candidate after the nominations are complete. These shall be distributed to the membership with the notice of the election.