PASS Election Procedure Changes

Nominating Committee

The Nominating Committee (NomCom) will be composed of five members:

- NomCom Chair
- Current Board member
- Non-Board PASS members (3)

Typically the Immediate Past President (IPP) will be the NomCom chair.

The PASS community, through an election, will select the three non-Board members of the NomCom. To be eligible for service on the NomCom, a member must have demonstrable track record of volunteerism within PASS. This includes:

- Chapter Leaders
- Speakers (Summit, Rally, SQLSaturday, 24HoP)
- SQLSaturday event leaders
- SQLRally Leaders
- 24 HoP Leaders
- Regional Mentors
- Virtual Chapter Leaders
- Program Committee members
- Volunteers in other capacities that led to a complementary registration to the most recent Summit.

This list will be selected based on membership in the appropriate email list as of April 30th (or at the point the NomCom selection process starts) of the current election year.

No one who is seeking election or re-election may serve on the NomCom. No other individual may be part of the Nominating Committee or participate in its process except to provide administrative support.

NomCom Selection Process

An email will be sent to the above group describing the process and asking them to participate for this election cycle. Applications for the NomCom will be accepted and vetted by HQ. Vetting involves checking each NomCom applicant's qualifications and ensuring they meet the eligibility requirements. This means confirming their membership in one of the above groups.

A forum will be created in the election page to allow the members to interact with potential NomCom members. Potential NomCom members are encouraged to interact in the forum and/or blog about their candidacy for the NomCom.

The election to determine the NomCom will be announced once in a scheduled connector, on the PASS blog and in an email to the volunteer list above. The top three vote getters that received more than 10 votes will be invited to serve on the NomCom. Ties will be settled using the date of the original application. The choice of the NomCom chair is the final tiebreaker.

If for any reason, the NomCom cannot be filled using an election. The NomCom Chair is empowered to select members of the committee. This is a failsafe measure to prevent an unstaffed committee.

The Board of Directors must approve the final NomCom composition.

Vacancies

Any vacancies on the NomCom prior to Board of Directors interviews will be filled by the NomCom Chair by appointment. Any vacancies after the interview process has begun will remain unfilled.

Operations

To help facilitate the operations of the NomCom, a non-voting, non-participatory organizer may be used. This person will help with scheduling, documentation, and administration during the NomCom's existence. The person may be a volunteer from the community or a staff member.

The Election

Written Applications

A Call for Applications for the Board of Directors will be announced to the PASS membership. Those interested in running for the Board of Directors may submit a written application for consideration by the NomCom.

The application will consist of a number of questions designed to help provide the NomCom with enough information to evaluate the candidate's likelihood for success as a member of the Board of Directors.

The questions should be designed to reveal the attributes considered necessary by the ERC.

Desirable Attributes of a Candidate

The following attributes are considered beneficial.

- **Experience with PASS.** Direct volunteer experience is a mandatory requirement. Experience can be in the form of service on a committee, service as a Regional Mentor or Chapter Leader, leading a SQLSaturday, or in another volunteer capacity. Speaking at a conference alone is not sufficient volunteer service to qualify as a volunteer.
- **Non-PASS SQL Volunteer Experience.** Community activities that are not a part of PASS are considered helpful to the candidate, but not a requirement. These activities would include such efforts as moderating MSDN or other forums, being honored as an MVP, or organizing other non-PASS related functions.

- **Other Board Experience.** Experience serving on other boards, such as home owner associations, church boards, college advisory committees, and the like, is considered a highly desired attribute.
- **Current Involvement with SQL Server.** Each candidate must work with SQL Server to some degree to be considered eligible for the Board of Directors. Expertise is not required.
- **Writing Ability.** Candidate should have a demonstrable ability to communicate effectively in writing. An active blog, published articles or books, or other forms of proven writing experience is considered highly desirable by the ERC.
- **Leadership/Management Experience.** A proven track record of leadership in a professional or volunteer role is desirable.
- **Financial/Budgetary Experience.** A candidate with experience understanding the budgeting process is desirable, but not required.
- **Time and Travel Obligations.** All candidates should be fully aware of and agree to the time and travel commitments required to serve on the PASS Board of Directors.
- **References.** Each candidate should supply a minimum of 3 references that have reviewed his application and agrees to publicly support the candidate. Additionally, the names of at least 3 people with whom the candidate has served in a volunteer capacity must be supplied by the candidate.

Ranking the Applications

The NomCom will evaluate each application. Any application that does not meet the minimum requirements will be discarded. These are:

- Current PASS member
- Previous PASS volunteer experience beyond speaking
- Works in some capacity with SQL Server

These requirements are to be interpreted loosely in order to broaden the pool of candidates.

The remainder of the applications will be ranked according to the measureable attributes and indicators for predicting success as a member of the Board of Directors.

The best application will be given a 1, the second best application will be given a 2, etc, by each member of the NomCom. The NomCom members' scores for each application will be averaged to create a final ranking for the applications. The application with the lowest score is the highest ranked candidate.

The highest ranked candidates will be invited to interview for the position. The goal is to interview at least 12 candidates.

Candidate Interviews

Interviews will be scheduled for the top dozen or so applicants. All candidate interviews should be completed in a relatively short amount of time. It's encouraged and advised that all NomCom members participate in each interview. Since that may not be possible, a minimum of three NomCom members are required to conduct an interview.

Conducting the Interview

Each interview should take up to 50 minutes. All interviews will be recorded for the benefit of any NomCom member that cannot be present at the time of the interview. No other persons may listen to the interview. It will not be made available to the public or to the Board of Directors. The interviews will be destroyed following the completion of the election.

Questions should be asked by the NomCom members to solicit and glean information from the candidate to provide insight into their management style and relevant experience for serving on the Board of Directors.

Scoring the Interview

After each call, the NomCom members will discuss the interview amongst themselves. Insights and concerns may be shared among the members. At the conclusion of the discussion, each NomCom member should rank the applicant in the areas deemed relevant.

Ranking the Applicants

At the conclusion of all interviews, each NomCom member will rank the applicants. NomCom members must rank each candidate they interviewed or listened to the recorded interview. NomCom members may not rank the applicants that they have not interviewed or listened to the recorded interview.

If a NomCom member participated or listened to 7 of the 12 interviewed, he must rank the applicants in order from 1 to 7. If another NomCom member participated in all 12 interviews, he ranks the applicants from 1 to 12. If a NomCom member doesn't rank all candidates their ranks will be scaled so they start at 1 and end at the number of candidates. For example, if a NomCom members ranks 3 out of 6 candidates, their rank would be 1, 3.5 and 6 rather than 1, 2, and 3.

To come up with a final ranking from the interview portion of the process, the rankings for each applicant will be averaged. A minimum of 3 rankings must be in considered in the average. If an applicant has less than 3, a member of the NomCom must listen to the recorded interview and rank the applicant.

Creating the Final Slate

After the written and interview portions, a candidate may be removed from the slate by a unanimous vote of the NomCom. This should only be done for candidates that prove to be clearly unqualified or whose applications were falsified.

The NomCom will calculate a final ranking for the applicants. A candidate's ranking from their application and their ranking from the interview will be added together for their score. For example, if a candidate was ranked 2nd in the written application and 5th in the interview portion, their total would be 7. A lower score is better.

The applicants with the lowest cumulative score will be recommended to the Board of Directors as the current year's slate. It's recommended that the normal number of candidates be 3 times the number of open slots on the Board of Directors.

Each candidate will be sent their final ranking and have the option to drop out of the process and not have their final ranking published. The NomCom will not be able to address each individual on their ranking in an official capacity.

Publishing the Rankings

The applications and the overall final rankings of each candidate on the slate will be published for the PASS Community to examine and consider when voting. Ideally this will be linked to from the actual ballot. The final ranking for all candidates including those not making the slate will be published.

No information from individual NomCom members will be published. The NomCom chair will be considered the spokesperson for the NomCom.

Conducting the Election

Once the PASS Board of Directors approves the slate, the election will be conducted in an online fashion similar to previous years.

Change Log

1. The list of people that make up the potential NomCom was cleaned up.
2. The NomCom is elected by the members of that potential list rather than the community as a whole.
3. A person must get 10 votes to be elected to the NomCom.

Change Log #2

1. Note: In the ERC recommendations, just speaking at the Summit doesn't qualify you to be on the Board. However it does qualify you to be on the NomCom. Just highlighting that.
2. Added that the NomCom can remove a candidate by unanimous vote. Please review my wording on that.
3. Added that a candidate can drop out at any point and not have their ranking published.
4. Added a phrase that we'd like to link to the rankings from the actual ballot.
5. The NomCom election will be conducted by the membership as a whole. This is in line with the ERC recommendations. This "election" will be closer in form to voting on sessions. That means there won't be multiple reminders and dedicated emails. The goal is that everyone gets a notice and those that really care can vote but we aren't bombarding the members.
6. **There is a section that explicitly lists the minimum requirements. Please read it. (middle of page 3.)**
7. I added a section on scaling the rankings if a NomCom member doesn't rank all the applicants. Rankings really only work if everyone ranks every applicant. This is a way around it. Please review it.
8. The final ranking of all candidates not dropping out will be published.