

# **Guide protocol for the operation of the Mineralogical Society Personnel Committee**

## **1. Objectives**

To fill vacancies arising in all of the Society's committees, and in Society representative positions:

- Council
- Officers
- Awards Committee
- Custodian Trustees
- Vice-Presidents positions
- Council Marketing Representative
- Representative on the Elements Advisory Committee
- Representative on the GSW Advisory Council
- Departmental Representatives
- Representatives to other bodies (e.g. IMA)

The PC may also be asked to help identify suitable candidates to fill Editor and Editorial Board positions.

## **2. Those involved**

2.1 The Personnel Committee will be chaired by one of the Vice-Presidents\*, to be agreed by Council, and will include the chair (or his/her representative) of each of the seven Special Interest Groups.

2.2 Members of the committee will usually be members of Council, so that they are aware of current events within the Society.

(\* It is intended that the normal term of office for Vice Presidents will be two years, in a staggered arrangement such that a new VP is appointed each year. The chair of the Personnel Committee will usually be the Vice President who is in his/her second year of office).

## **3. Organization**

3.1 As early as possible, and before their final committee meetings of the previous year, the Executive Director will inform the SIGs of the vacancies arising on Council at the end of the following year.

3.2 In February, the Executive Director will circulate all members of the Personnel Committee (PC) with a full list of all Society personnel, highlighting those positions in which vacancies are due to arise in the next calendar year. This list will also be made available to the membership at large (via the website, Elements and E-Bulletin), with an invitation to them to make nominations or to offer to serve the Society, in some capacity (to be sent to the chair of the PC).

3.3 No later than one week before the June Council meeting, the PC will produce a ranked list of possible candidates to fill all vacancies (including nominations and offers to serve received from the membership). It would be advantageous to have 2 or 3 possible people identified for each vacancy.

3.4 At the June Council meeting (e.g. June 2009), the list will be considered and finalized.

3.5 After the June Council meeting, the General Secretary will ask candidates who are at the top of the ranked list for each vacancy whether they would be willing to serve the Society in the suggested capacity. In the event that the first candidate declines, the General Secretary will approach the person who is second on the list, and so on until all positions can be filled. The list of candidates willing to serve will then be forwarded to Council via the Executive Director.

3.6 In compliance with the Bye-Laws, if the number of candidates willing to serve on Council (including Officers) exceeds the number of vacancies, a ballot will be held.

3.6a – **Bye-law 24**: In the event of an election by Ballot being required, the General Secretary shall issue to every Fellow and Ordinary Member of the Society at their last known address not later than the next ensuing 31 July a voting-paper containing the names of all Candidates duly nominated in accordance with the provisions of these Bye-Laws, which list shall show the Office or other position on the Council for which each Candidate has been nominated.

3.6b – **Bye-law 25**: No vote may be cast for any Candidate whose name is not on the voting list, and no member may vote for more than one Candidate for any one Office.

3.6c – **Bye-law 24**: Every Member voting should return his/her ballot when duly completed to the Scrutineers of the Ballot, to be received no later than 1st September. No indication of the Voter's identity may appear on the actual 'ballot paper'. If the ballot paper is sent by e-mail it should be sent as an attachment to an e-mail carrying the Fellow/Member's name (a hard copy of this e-mail will then be placed in an envelope carrying the Fellow/Member's name). No Fellow/Member is allowed to submit more than one ballot paper.

3.6d – **Bye-law 27**. At the next Meeting of the Finance and Officers Committee the Chairman of the Meeting shall appoint two Officers, to act as Scrutineers of the Ballot, who will check that the provisions of the Bye-Laws have been met and remove the ballot papers from their retaining envelopes. The ballot papers will then be counted.

3.6e – **Bye-law 28**. The Scrutineers shall present a list showing the number of votes cast for each candidate and the result of the Ballot to the Officers and Custodian Trustees attending the meeting. In the event of an equality of votes the decision of the Chairman, who shall have the casting vote, shall be final.

3.6f – **Bye-law 29**. With the approval of the Officers and Trustees a list of the persons elected will then be posted on the Society's worldwide website and forwarded to the next Council Meeting (in November) for ratification

3.7 For those positions where an election is not demanded by the bye-laws, Council will make the appointments based on the lists provided by the General Secretary.

3.8 Following ratification at the November Council meeting, members will be informed of the changes in personnel by means of publication on the Society website, in *Elements*, and in the Society's *E-Bulletin*.

#### **4. Normal time line**

4.1 October/November: Executive Director contacts all SIGs, informing them of vacancies arising at the end of the following year.

4.2 February: Executive Director circulates a list of vacancies on all Society committees to PC and to membership.

4.3 March: PC do their work via email, under the direction of the VP chairing the committee.

4.4 May: Chair of the PC sends ranked list of candidates for all vacancies to the Executive Director for forwarding to Council.

4.5 June: Discussion by Council to produce final ranked lists. General Secretary immediately contacts people on the top of each list to find out if they are willing to serve and works down list if they decline.

4.6 July: Ballot arranged if necessary.

4.7 September: Ballots counted and successful candidates informed.

4.8 November: Final list approved by Council and new list of Society personnel created.