



Policy on Nominating Committee Practices

Each year, the Nominating Committee is tasked with filling positions that will be coming open on the Board, including Incoming President. A position profile for President is posted on the SPE website and any member may make a nomination. Each preliminary nomination is reviewed by the Nominating Committee and the strongest candidates are asked to complete a video interview. Through the entire process, the Committee's work is governed by the following precepts:

- Independence – Committee members should not be contacted by nominees or others on behalf of the nominees in furtherance of a nomination; lobbying for a particular candidate or any coercive behavior are not appropriate and should be reported to the Chair of the Nominating Committee
- Neutrality – Committee members should not make or endorse nominations for President, nor should they write letters of recommendation for any candidate seeking a position on the Board
- Confidentiality – Committee members must not divulge details of nominees, nor the nature or specifics of conversations engaged in during Committee meetings

Certain practices of the Nominating Committee have been put in place to ensure a fair process for election of the SPE President.

- Video Interviews – Final nominees for President are asked to provide the Committee with a video interview to allow all members of the Committee to get a better sense of each candidate. Some candidates may be well known to Committee members, while others may not be. The video helps to level the field for all.
- Letters of Recommendation – A limit of 3 letters of recommendation has been instituted to prevent the process from becoming a popularity contest, as well as to not overly burden members of the Committee with documents to review.
- Prior Board Service – It is required that all nominees have prior service as a Director on the SPE Board of Directors.
- Service break – A minimum of one year must elapse between a candidate's end of service on the Board and his/her nomination as President.
- Position Profile – a detailed position profile, including responsibilities, preferred prior experience, and necessary skills/proficiencies is included on the nominations webpage and circulated to Nominating Committee members so that expectations are clear to all.

The following best practices are shared with all Nominating Committee members:

- Keep an open mind; do not default to supporting an individual just because you know him/her
- Do not write letters of recommendation for nominees for any position
- Maintain the confidentiality of the process and discussion
- Report any unprofessional or questionable behavior/communication to the Chair of the Nominating Committee and/or the SPE CEO/EVP
- If you are a nominee for President, recuse yourself from all discussion related to the position
- If you are a nominee for President, do not lobby other Committee members for support.

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