STANDARD OPERATING PROCEDURE

ICAR Board Elections

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PURPOSE

The purpose of this procedure is to further outline how ICAR elects its Board Members.

Note: This procedure is subject and predicate to the official ICAR Articles of the Association which take precedence at all times. (see Reference documents at the end of this procedure).

SCOPE

The procedure is relevant to ICAR Boards and management and any amendments to this document requires prior ICAR Board approval.

TERMS & DEFINITIONS

CE: Chief Executive
QAMS: Quality Assurance Management System
SOP: Standard Operating Procedure

PROCEDURE

Board Members Election Process, Criteria and Vetting

ICAR's Articles 11, 12 and 13 of Association outlines how ICAR's Board is elected and governed. As well as all relevant Articles above, any new potential candidates for Board membership shall:

a) Have governance knowledge and experience particularly in businesses related to ICAR's activities.
b) Have practical understanding and/or recognized technical expertise in either animal identification, phenotype recording (e.g. milk recording, trait recording, sampling, etc.) or genetic evaluation in a livestock industry.

c) Have skills in either business strategy and/or finance
d) If candidate has good working knowledge of Environmental aspects of farming that would also be an advantage
e) If candidate has experience of working with non-bovine species that would also be an advantage
f) Have a demonstrated ability to understand complex technical issues.
g) Have demonstrated ability to make sound judgments.
h) Have a good verbal skills and written understanding of the English language.
i) Comply with ICAR' latest Governance policies with respect to Code of Ethics.

Any candidates must comply with latest international sanctions regulations as set out by the Office of Foreign Assets Control (OFAC) and the Financial Action Task Force on Money laundering (FATF)[1] before and know that ICAR will check same before acceptance.

Nominations for Board- Process

Full ICAR Members who wish to propose a candidate should submit a supporting letter from their organization along with a short CV of the candidate. These documents must be sent by email to secretariat@icar.org by the agreed closing date. (typically, this closing date for nominees would be set 6 weeks before the upcoming General Assembly). A final list of candidates who are deemed by the Board to meet the criteria above will be presented to the Members for election at the next General Assembly.

Election and Appointment of Officers

At the first meeting of the Board immediately following the Annual General Assembly, the Board shall elect a Chair and two Vice-Chairs from amongst themselves. The appointment of the Secretary and Treasurer shall also be completed at this time. Elected officers shall immediately assume their position.

Nominations of Officers - Process

Nominations for officer positions will be received through the use of written ballots. Officer elections are open to all member directors and all directors with voting rights may vote. **A Chair of Elections** and a **Scrutineer** shall be appointed by the Board and shall review the nominations. Where more than one nomination is received, the Chair of Elections shall announce the nominees in alphabetical order. The nominees shall then be asked whether or not they wish to let their name stand, starting with the incumbent (where applicable) and followed by the remaining names in alphabetical order.

Elections

Where an election is required, each voting member of the Board shall vote by secret ballot organized by the Chair of the Elections. A candidate must receive a majority vote in order to be declared elected. Where less than a majority is received by a single candidate, and where more than two (2) nominees are involved, then the candidate with the lowest number of votes shall be eliminated from the next ballot. The process shall continue until such time as a single candidate is declared elected. In the case where more than one nominee has the lowest number of ballots during an election round, no candidates shall be eliminated, and another ballot shall be cast.

Appointment of Secretary and Treasurer

A motion of the Board and a simple majority vote shall accept the appointment of the Secretary and Treasurer.

REFERENCE DOCUMENTS

ICAR Articles of Association

Board Composition

Board Chart

[1] Additional Information on OFAC FATF and Rabobank sanctions policies please refer to:
FATF https://www.fatf-gafi.org/countries/, OFAC: https://sanctionssearch.ofac.treas.gov/Rabobank:
https://www.rabobank.com/en/images/sanctions-statement.pdf