



Cancer Biology Training Consortium Nomination and Election of Board Members and Officers

This document outlines the process used to elect members of the Board of Directors of the Cancer Biology Training Consortium (CABTRAC). This process was approved by the Board of Directors on August 13, 2020. Sections marked in blue were added in 2025.

1. Determining the number of open positions.
 - a. At least two months prior to the annual Members meeting each year, the current Board will review its roster and will identify the number of positions that will be open as of the next upcoming CABTRAC retreat (at which the annual Member business meeting is held).
 - b. The review will consider the Board members (including Officers) reaching the end of their term as well as any positions vacated by resignation or removal.
 - c. The Board shall then determine how many positions to make available for election at the following Member meeting, keeping in mind the intention to balance the number of Board members across the three-year terms.
 - d. Separate consideration shall be given to the position of President-Elect/Secretary and other officer positions.
2. Call for nominations
 - a. The Board or its officers shall send to the institutional representative (i.e., the contact person of record) and to all recently participating faculty and staff from all Member institutions a notification of the number of open positions, soliciting nominations for President-Elect and for the vacant seats on the Board. The call should include a description of the responsibilities of Board members or officers. The call should also list current and past members of the Board.
 - b. Nominees for the Board must be current faculty at Member institutions. A special election will be held every other year for a qualified administrative role board seat. Past Board members and Presidents are eligible for open Board positions. A person may only be elected to two terms as a board director; these terms are not required to be consecutive.
 - c. Nominees for President-Elect must be a current or past member of the Board. Past presidents are not eligible for election to President-Elect.
 - d. Any recently-participating faculty member may nominate someone for the Board, whether from the nominator's institution or another. The nomination should include name, title, department or program, institution, contact information, and a brief synopsis of the qualifications for the Board.
 - e. Self-nominations are welcome and encouraged.

- f. Board members may specifically solicit nominations of persons whose skills or experience may be particularly relevant for the Board's work.
- g. Preliminary nominations shall be received at least two weeks prior to the start of the annual CABTRAC retreat, so that an adequate slate is established and to facilitate preparation of ballots
- h. The Board will reserve the authority to limit the number of nominees presented on the ballot to the Members. Criteria could include specific skills and experience, institutional setting, CABTRAC experience, geographic representation, or demographic representation.
- i. The Board should aspire to, but shall not be required to, secure more nominees than open positions for the Board and to secure at least two nominees for President-Elect / Secretary.

3. Voting by Members

- a. Nominees will be introduced during the annual meeting during the CABTRAC retreat. Nominees may also be represented at the CABTRAC website prior to the meeting. Additional nominations may also be made from the floor during that meeting.
- b. After the Member business meeting, but still during the CABTRAC retreat, ballots (or links to an electronic survey) will be distributed by email to the designated representative (or their designee) from each Member institution (whether present at the retreat or not). Each Member institution will have one vote, the content of which shall be determined by the collective input of faculty participants from that institution (as determined by that institution).
- c. Votes must be cast within three business days of the close of the retreat.
- d. Ballots shall indicate names and affiliations of the candidates for President-Elect/ Secretary, and of the candidates for Board positions, and for Treasurer if that position is open in a given year.
- e. Ballots shall be tallied by the Assistant Secretary/Treasurer with concurrence from the Treasurer. The Board nominees who receive the highest number of votes shall be declared as elected, up to the number of open positions. The nominee for President-Elect / Secretary who receives the highest number of votes shall be declared as elected; if unopposed, the nominee must receive affirmative votes from at least 50% of the ballots cast to be declared as elected.
- f. Outcomes of the election shall be communicated first by email to the nominees (those elected and those not), then to the faculty representatives of the Member institutions and then be posted on the CABTRAC webpage for general information.