



INSURANCE DIVERSITY TASK FORCE CHAIR & VICE-CHAIR – ELECTION & DUTIES

Annual elections for Chair & Vice-Chair will take place electronically between the 1st and 2nd Quarterly Task Force Meetings

Electronic Nominations & Ballot Voting

Annual elections for Chair & Vice-Chair will take place before the 2nd Quarterly Task Force Meeting. Both nominations for and casting votes for each position will be conducted via email and electronic survey ballot; anonymous to all Task Force Members.

Results of the voting will be announced at the 2nd Quarterly Task Force Meeting.

Annually, Department staff will initiate the electronic voting by distributing an email outlining the process and seeking nominations for both positions from each Task Force Member; each Member may nominate a maximum of 2 members to each role, including themselves, to serve as Chair & Vice-Chair.

- To nominate a Task Force Member for Chair or Vice-Chair, any Member may nominate another Member and/or themselves for the position(s) during the nomination period by submitting a nomination form to Initiative staff as outlined in the nomination email.
- Each nominee must have accepted nomination to be considered
 - All Members accept or deny potential nominations during the nomination process
 - If a Member accepts potential nomination, they will also submit a short write-up as to why they would like to serve and what would make them the best choice for one or both of the positions
- Once the nomination period has ended, a voter's guide outlining all nominees with submitted write-up for each position and a link to the electronic ballot will be distributed via email to all Members to review and cast their votes.
 - Members have one vote, for each position, and will have the option of abstaining
 - In the event of a tie, a secondary ballot will be distributed and Members will vote only on the top nominees; the nominee who receives the most votes will be elected
- Both, Chair and Vice-Chair nominations and voting will be conducted simultaneously within the same process as outlined above

*In the event that only one person is nominated for the position of Chair and/or Vice-Chair, the nominee must receive a majority of the vote to be elected.

Duties

- Chair
 - The Chair is responsible for leading all Task Force meetings
 - The Chair works in conjunction with the Department to develop agendas for the quarterly meetings
 - The Chair is responsible for guiding and leading the members of the Task Force
 - The Chair serves as the main liaison between Initiative staff and the Task Force
 - If advisory groups are created:
 - The Chair shall appoint a minimum of two (2) Task Force Members to Advisory Groups based on their area of expertise and interest. Other interested Task Force Members may also volunteer for an Advisory Group.

- Vice-Chair
 - The Vice-Chair offers support to the Chair in all their duties
 - In the absence of the Chair, the Vice-Chair leads all Task Force meetings