

ISACA SA CHAPTER – 2026-2028 BOARD NOMINATION AND ELECTION PROCESS

A service provider is to be appointed to independently manage this process. Given the nature of the profession, it is extremely likely that the appointed service provider may have one or more employees that are members of ISACA SA and it is therefore expected that such individuals are not included to work on the project and the necessary disclosures are made to the Nominations Committee which is duly authorized as per the Nominations Committee Charter to provide the necessary oversight of the nomination and election process.

The process to appoint a suitable service provider is based on recommendations from the Board regarding ability to provide the service and to gauge interest and willingness to do so. The service provider needs to have processes/platform to perform the tasks with the necessary logging/tracking which is to be monitored by the Nominations Committee.

1. The Nominations Process

The service provider will create a Microsoft Forms or similar based on the attached Draft Nomination Form (See Annexure 1).

The link will be shared with ISACA SA events and marketing team for distribution through email and social media for individuals to complete during the Nomination window (period to accept nominations and supporting documents)

The completed forms and supporting documents will be received by the service provider and nominations committee. However, it will be the task of the service provider to evaluate the nominations against the ISACA SA's Board of Directors – Selection Criteria (See Annexure 2) using the latest Member Roster as provided by the Finance and Office Manager.

The service provider will complete the Nomination Summary Validation Spreadsheet (See Annexure 3) for review by the Nominations Committee.

The Nominations Committee as per the ISACA SA Chapter Board Nomination Committee Charter – 18012024 (See Annexure 4) will assess the suitability of the candidate for the nominated role in line with the criteria – any decisions to be decided by majority and duly minuted before providing the service provider with the slate per portfolio. Portfolios are as per the approved Board structure.

The slate of candidates per portfolio together with the bio and picture submitted will be shared with ISACA SA events and marketing team to add to a Candidate page on the ISACA SA engage website.

2. The Election Process

The service provider will provide a suitable electronic platform whereby using a link members can access the voting page.

The link to the voting page will be shared with ISACA SA events and marketing team for distribution through email and social media for members to access and cast their vote during the Voting window (period during which members can cast their vote per portfolio). The ISACA SA events and marketing team will also share the link to the Candidate page for members to review bio and pictures of the candidates.

Upon accessing the link to the voting page the member will be required to enter their valid ISACA Id number. This will be validated against the latest Member Roster as provided. Once validated the member in good standing will be able to cast one vote per Portfolio or abstain from voting for a particular Portfolio before clicking Submit.

If a member attempts to access the voting page again after successfully submitting their vote an error message will pop up preventing further processing ie. voting.

The service provider will have audit logging enabled and voting will be date stamped.

The service provider will collate the results per candidate per Portfolio and table the results to Nominations Committee for review. Any decisions regarding ties or candidates successful in multiple portfolios to be resolved and minuted.

The Chair of the Nominations Committee will contact candidates to advise whether the candidate was successful or not.

The Chair will provide the current Board with the list of successful candidates per Portfolio.

Board elect members will be contacted by the Office to confirm travel arrangements if any to attend the AGM in person.

It is noted on the Nominations Form that the decision of the Nominations Committee is final and that no correspondence will be entertained. This process document will also be accessible to members upon request thus assuring transparency.