

General timeline for Individual Member Appointments

Developed by TI-S with the MAC, 28 May 2008, updated on 3 November 2011 and on 3 March and 8 July 2012.

Background

Individual Members (IMs) have a number of prerogatives in our internal governance, including the ability to vote at the AMM and to stand for Board elections. Our policies lay out well the IM appointment and review processes but mostly do not specify timeframes for the various steps involved. A slow processing of a candidacy for IM status can for example compromise the ability of an individual to vote or stand for election and any arbitrary delay by the facilitators of the process should be prevented.

This general timeline for the IM Appointment and Review process is not prescriptive, but establishes an *indicative* timeframe for the processing of an IM candidacy, the *standard* of what can be reasonably expected in this context. This is meant to help ensure due handling of each single appointment review, by TI-Secretariat and the Membership Accreditation Committee (MAC).

It is important to note that other stakeholders, namely the Board of Directors and National Chapters also play a role in this process and cannot be bound to it. This standard does not indeed impose a timeframe on these stakeholders, it indicates what deadline TI-S or the MAC would, in their facilitating role of the process, seek to require of them.

It is to help facilitate swift and fair handling of all applications/nominations for IM status. It may also serve as additional information for all who want to better understand which steps the IM Appointment process involves.

Applicability, publication and update

If this timeframe is not kept to, the candidate for IM status may require explanations for the delay. This standard was agreed upon between the MAC and TI-S, published on the TI Chapter Zone and, is routinely sent to candidates for IM status. The MAC and TI-S may at any time update this standard to enhance its accuracy, always with a view to ensure a transparent, swift and fair IM Appointment process.

Frequency of Board decisions on new Individual Member applications

In order to enable a more consistent consideration of applications against the various profile needs of the Movement, the Board decided at its meeting in July 2012 that, while IM candidacies may arise throughout the year, the Board will as a matter of regular practice consider MAC recommendations on IM applications at its Spring and Fall meetings, while keeping flexibility for in-between decisions if the need for early appointment arises

Indicative Timeline

The following timeline starts with the date on which the complete application was received at TI-S.¹

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A "Complete application" consists of:

- a resume
- support by two existing Members

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- completed IM Questionnaire including:
 - signed Umbrella statement
 - signed Conflict of Interest Policy
 - completed and signed Register of Interests

- Week 12 before the Board meeting
- TI-S informs the MAC about the application.
 - TI-S asks the MAC about any other individuals whose opinion should be consulted on the given candidacy and invites those.
- Week 11 before the Board meeting
- TI-S invites the home NC, other NCs, any other individual requested by the MAC and TI-S to provide their input on the new candidate preferably within three weeks.
 - Applications by candidates who are not IMs at the time of their application are published by TI-S on the Chapter Zone with the candidate's application questionnaire and resume, providing one month to IMs and Chapters for making their views known to the MAC.
 - TI-S informs by e-mail the TI-Movement of such posting on the Chapter Zone.
- Week 8 before the Board meeting
- If required, TI-S reminds the home NC, other NCs, any other individual requested by the MAC and TI-S to provide their input on the new candidate preferably within one week. An extension of the deadline by up to 10 days may be granted upon request. Further extensions will normally not be possible so as not to delaying the application process.
- By the end of week 6 before the Board meeting:
- TI-S sends to the candidate the views received from the above mentioned stakeholders on the candidate's competence, dedication, experience and integrity, any responses to the posting on the Chapter Zone being shared in an anonymised form, giving the candidate [not less than] one week for any comments.
- By the end of week 4 before the Board meeting
- TI-S sends to the MAC all views received and the candidate's comments to those.
- By the end of week 2 before the Board meeting:
- The MAC has reviewed the application/nomination and all relevant documents and agrees upon a recommendation.
 - The MAC submits its recommendation together with comments to the posting on the Chapter Zone to the Chair recommending a decision by the Board of Directors (BoD) at its upcoming meeting.
- Spring or Fall Board Meeting:
- The BoD has taken a decision on the MAC recommendation.
- By the end of the week following the Board meeting:
- The candidate is informed about the BoD decision. If positive, the BoD decision and rationale are published on the Chapter Zone.
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