

ISIE Development Board Bylaws

(Fifth draft, 3 September 2022)

These bylaws were approved by the International Society for Industrial Ecology (ISIE) Board on 13 September 2022.

Article I. Name

The *ISIE Development Board* is a committee reporting to the ISIE Board.

Article II. Objectives

The objectives of the ISIE Development Board are to support the funding of ISIE activities and to help develop new activities and their funding.

Article III. Tasks

The ISIE Development Board has six main tasks:

1. Ensure that there is always an active board in place.
2. Develop a strategic plan, to be approved by the ISIE Board.
3. Report regularly on activities to the ISIE Board, at least for the quarterly ISIE Board meetings.
4. Develop a network of donors and supporters for funding ISIE activities.
5. Propose specific projects to specific funders.
6. Investigate the feasibility of specific project concepts suggested by the Development Board: Suitability for and potential benefits to ISIE, staff (paid or volunteer) required to carry out the project, time line for project development, etc. The chair of such a product concept group will be a Development Board member; other members of the group may be but do not need be Development Board members, as required by the project concept.

Article IV. Governance

The ISIE Development Board consists of at least 6 and at most 15 mostly senior members of the International Society for Industrial Ecology, with as many as six junior members. Members should preferably have complementary backgrounds.

The ISIE Development Board has a Chair, a Vice-chair, and a Secretary.

The Treasurer of ISIE is a member of this board ex officio, attending meetings when appropriate.

Article V. Nomination and Election of Members of the ISIE Development Board

Nomination of Board Members

There are no set times for nominating candidates. When a vacancy arises, appropriate candidates to become Board Members can be nominated by any sitting member of the ISIE Board or the ISIE Development Board. Candidates present themselves either in person, usually at an on-line meeting, or in writing.

Election of Board Members

If there is only one candidate for a vacancy, both the majority of the ISIE Board and of the ISIE Development Board should approve that candidate.

When more than one candidate is proposed for a vacancy, each of the sitting members of the ISIE Board and the ISIE Development Board votes for only one of the candidates.

Voting is anonymous. The candidate with most votes is elected.

The approved candidate is confirmed as a member of the ISIE Development Board by the ISIE Board at its next quarterly meeting.

Article VI. Board Members

Each member of the Development Board serves a term of three years, or a shorter period if agreed at the time of appointment and may be re-appointed for one subsequent three-year term.

Any Development Board member may resign at any time, by written notice to the Development Board and the ISIE Board.

The rotation of ISIE Development Board memberships should be strategically planned to ensure continuity.

The Chair of the Development Board shall act as spokesperson for the Board and ensure liaison with the ISIE Board and ISIE Executive Team.

Article VII. Development Board Meetings

The Chair of the Development Board schedules meetings and sets their agenda, including topics suggested by members of the Development Board.

The Chair presides over all meetings of the Development Board, and delegates responsibilities where desirable, primarily to the Vice-chair.

The Secretary makes minutes of all meetings.

The Chair of the Development Board will report on progress and plans to quarterly meetings of the ISIE Board as appropriate or whenever requested.

Article VIII. Finances

The ISIE Advisory Board has a budget for small expenses, controlled by the ISIE Treasurer.

A proposal for funding of a specific activity may be submitted to the ISIE Board.

Article IX. Amendments

By majority vote, the ISIE Development Board may propose changes to this Charter to the ISIE Board for approval.