



## **1. Introduction**

The Nomination Procedure sets out the requirements for the nomination of member representatives to serve on ASISA committee structures. The procedure facilitates transparency to member organisations and enables ASISA to efficiently manage the process of appointing and replacing member representatives on committee structures.

The Nomination Procedure is applicable to Technical Board Committees and the Standing Committees and Working Groups that resort under Technical Board Committees. A reference to Board Committee in this document should be read as a reference to a Technical Board Committee.

## **2. Number of member representatives**

For the sake of efficiency and effectiveness, no more than 20 (twenty) member representatives may serve on a Board Committee, a Standing Committee or a Working Group. Only 1 (one) individual per member organisation may be appointed per Board Committee, Standing Committee or Working Group.

The number of member representatives and the number of individuals per member organisation may be exceeded by a Standing Committee or a Working Group at the discretion of the relevant Chair / Convenor, in consultation with the ASISA point person, taking into consideration the mandate and the activities of the Standing Committee or the Working Group.

## **3. Attendance requirement**

Member representatives nominated to serve on committee structures must be committed to attend the meetings to ensure continuity and efficiency in contributions during meetings. If a member representative fails to attend 2 (two) consecutive meetings or regularly fails to attend meetings, such member representative may be removed from the relevant committee structure or ASISA may request the member organisation to reconsider its nomination of the member representative.



#### **4. Alternates**

The ASISA Board does not allow for alternates (as per the Memorandum of Incorporation). A Board Committee member may accordingly not appoint or allow an alternate to attend meetings on his/her behalf unless the Chair of the relevant Board Committee authorised the appointment of alternates.

Alternates at Standing Committees and Working Groups should be avoided as far as possible. However, a Standing Committee member or a Working Group member may appoint an alternate to attend a meeting on his/her behalf subject to consultation with the ASISA point person prior to the meeting.

#### **5. Industry experts**

Industry experts from non-member organisations may serve on Standing Committees or Working Groups if permitted to do so by the relevant Board Committee.

#### **6. Nominations and replacement nominations**

A member representative must be nominated and authorised by the person identified in the table below. A nomination must be accompanied by a CV of the nominated member representative. The CV must contain sufficient detail to enable the Convenor or Chair of the relevant committee structure to assess whether the nominated person meets the requirements for member representatives as set out in the table below.

ASISA will forward the nomination and the CV to the Convenor or Chair of the relevant committee structure for consideration. The decision of the Convenor or Chair will be communicated to the member organisation as soon as practically possible.

The process set out above also applies to replacement nominations.



	<b>Established and disbanded by:</b>	<b>Representation</b>	<b>Member representative to be nominated and authorised by:</b>	<b>Requirements for member representative</b>
<b>TECHNICAL BOARD COMMITTEES</b>	ASISA Board.	All Board Committees: <ul style="list-style-type: none"> <li>• Voting members.</li> <li>• Non-voting Ordinary members.</li> </ul> Technical and Operations Board Committee: <ul style="list-style-type: none"> <li>• Non-voting Associate members (Outsourced Service Providers and Investor Services Divisions of custodian banks).</li> </ul>	<ul style="list-style-type: none"> <li>• An ASISA director; or</li> <li>• The most senior executive of the member organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• The individual is senior in their organisation with appropriate experience and technical expertise relevant to the mandate of the Board Committee.</li> <li>• The individual must be aware of the attendance requirement and committed to attend.</li> <li>• The individual must ensure that he/she represents the mandated view of the member organisation in submissions and contributions. Where the member organisation is a group of companies, the individual must ensure that he/she has the mandate of all relevant parties within the group.</li> <li>• The Chair of a Board Committee and the Deputy Chair, if such Deputy is an ASISA director, may nominate one individual from their member organisation to serve on the Board Committee as a member representative, but the member organisation will only have one vote.</li> </ul>



	<b>Established and disbanded by:</b>	<b>Representation</b>	<b>Member representative to be nominated and authorised by:</b>	<b>Requirements for member representative</b>
<p><b>STANDING COMMITTEES</b></p> <p>Support Board Committees. Have delegated permanent responsibilities for specific matters relevant to the Board Committee.</p>	<ul style="list-style-type: none"> <li>• Board Committee; or</li> <li>• Board Committee Chair in consultation with the ASISA Executive.</li> </ul>	<p>All Standing Committees:</p> <ul style="list-style-type: none"> <li>• Voting members</li> <li>• Non-voting Ordinary members</li> </ul> <p>Standing Committees relevant to types of member organisations:</p> <ul style="list-style-type: none"> <li>• Non-voting Associate members</li> <li>• Non-voting Affiliate members</li> </ul>	<ul style="list-style-type: none"> <li>• The member representative serving on the relevant Board Committee; or</li> <li>• The most senior executive of the member organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• The individual is senior in their organisation with appropriate experience and technical expertise relevant to the mandate of the Standing Committee.</li> <li>• The individual must be aware of the attendance requirement and committed to attend.</li> <li>• The individual must ensure that he/she represents the mandated view of the member organisation in submissions and contributions. Where the member organisation is a group of companies, the individual must ensure that he/she has the mandate of all relevant parties within the group.</li> </ul>
<p><b>WORKING GROUPS</b></p> <p>Support Board Committees or Standing Committees. Have specific goals and will be disbanded once the objective is achieved.</p>	<ul style="list-style-type: none"> <li>• Board Committee;</li> <li>• Board Committee Chair in consultation with the ASISA Executive;</li> <li>• Standing Committee; or</li> <li>• ASISA in the case of Working Groups established from member organisations that responded to a request for comments on a specific matter.</li> </ul>	<p>All Working Groups:</p> <ul style="list-style-type: none"> <li>• Voting members</li> <li>• Non-voting Ordinary members</li> </ul> <p>Working Groups relevant to types of member organisations:</p> <ul style="list-style-type: none"> <li>• Non-voting Associate members</li> <li>• Non-voting Affiliate members</li> </ul>	<ul style="list-style-type: none"> <li>• The member representative serving on the relevant Board Committee or Standing Committee;</li> <li>• The most senior executive of the member organisation; or</li> <li>• In the case of a Working Group established from commentators, a duly authorised person from a member organisation may nominate and authorise an individual to serve on the Working Group.</li> </ul>	<ul style="list-style-type: none"> <li>• The individual is senior in their organisation with appropriate experience and technical expertise relevant to the mandate of the Working Group.</li> <li>• The individual must be aware of the attendance requirement and committed to attend.</li> <li>• The individual must ensure that he/she represents the mandated view of the member organisation in submissions and contributions. Where the member organisation is a group of companies, the individual must ensure that he/she has the mandate of all relevant parties within the group.</li> </ul>