

ISA EXECUTIVE COUNCIL (EC) CODE OF CONDUCT

- 1. The EC shall consist of 11 members who shall be brought into office in the following manner:**

Category	Number
Elected Members	8
Chairman (Vice Chairman of previous Executive Council)	1
Previous Chairman to be nominated to become Adviser	1
President	1
Maximum	11

ISA members have voting privileges and each nominee must belong to a member company in order to be eligible to be part of the EC. Election information is sent to the primary contact as nominated by the member company. The election dates are as follows:

March 2010	Update database of primary contacts
April 10 Sat	Announcement of elections
April 20 Tues	Deadline to revert with cast votes
April 21 Wed	Counting and compilation of votes
April 22 Thu	Election Commissioner to speak with elected members on the EC position
April 23 Fri	Election Commissioner to revert to ISA President with list of members to the EC
April 24 Sat	President to send update to EC then to members and upload on website
April 29 Thurs	New EC meets in Bangalore to elect the office bearers
	Annual member dinner- felicitate out going EC and welcome new EC

Requirements of an ISA EC member

ISA is governed by its EC, which shall meet at least 4-6 times a year with a gap of not more than 3 months between meetings to conduct the business of ISA.

The EC sets the organization's general direction, decides matters of overall policy and takes responsibility for activities undertaken in ISA's name. The EC must be committed to ISA's goals and principles and are expected to contribute to the well being of the organization.

ISA's EC members are required to:

- Hold a decision making senior position at a member company. Past EC members have included VPs and CEOs.
- An EC member is expected to devote 1-2 days per month towards various ISA related activities as outlined below.
- **An EC member is expected to carry out the full term allotted for the EC, which is two years with effect from 2010.**
- Each EC member is expected to do the following in their individual capacity:
 1. Attend the annual strategy off-site meeting that is usually held in the month of July, after the new EC assumes office.
 2. Attend the pre-scheduled EC meetings, which are held at the ISA office or pre designated venue, through the year either in person or by phone.
 3. Attend the Annual Vision Summit, annual members meet and/or other significant ISA events.
 4. Participate and/or lead a committee and/or subcommittee.
 5. Represent ISA through speaking engagements or as part of a delegation at industry events or government interactions as requested by ISA Secretariat.
 6. Lead or participate in in-coming or out-going delegations with peer industry bodies in other countries.
 7. Support solicitation of new members and retention of existing members through individual activities or those requested by ISA Secretariat.
 8. Responsiveness to ISA Secretariat for guidance or support on matters relating to ISA priorities as determined by the EC and in support of the mission on ISA.
 9. Cover their individual travel related expenses as part of attending the aforementioned meetings or events.
 10. Having accepted a responsibility of a committee or an initiative will ensure success of such initiatives by putting in best efforts and not letting other non ISA commitments come in the way of progress.
 11. Conduct the responsibility in an ethical manner compliant with the laws of the country and not impacting the image of ISA.
 12. If any EC member fails to attend three consecutive ordinary meetings of the EC, or is unable to fulfill other obligations as a member of the EC, his seat on the EC shall thereupon be deemed to have become vacant except in the case in which previous intimation of unavoidable absence has been received in writing by the EC and a leave of absence is granted.
 13. In addition to the above, an EC member on behalf of their company is expected to support ISA as follows:
 - Designate one individual from their company to participate in atleast one of ISA's committees as may be decided by the EC.
 - Attendance and/or company attendance at ISA activities/events.
 - Volunteer to host an ISA EC or I2 meeting.
 - Support ISA activities through sponsorship to the extent possible.
 - Refrain from using the ISA platform to promote individual company objectives in as much as it is practical.