Policy and Procedures
Number: 218B
Date: 7 November 2002 Revision: 21
Subject: Ballot Certification Committee

1. General

The purpose of the IAC Ballot Certification Committee is to certify that the IAC Election Ballots are handled as specified in the *IAC ByLaws* Article VIII Elections Section 3 and 4.

2. Program Administration

The IAC President in accordance with IAC Bylaws Article VIII Elections Section 3 appoints the Ballot Certification Committee IAC Headquarters will oversee administrative procedures needed to implement the program.

3. Program Policy

The IAC Ballot Certification Program is administered according to *IAC Bylaws* Article VIII, Elections.

4. Program Procedures

A.) The Ballot Certification Committee shall:

1.) Certify returned ballots by ensuring:

a.) The member is a member in good standing,

b.) The ballot is postmarked by specified election deadline.

2.) Count certified ballots and tabulate results.

3.) Announce election results at the IAC Annual Meeting.

4.) Retain all ballots for a period of thirty (30) days.

B.) IAC Headquarters is responsible for the following procedures:

1.) Receive ballots and forward to the IAC Ballot Certification Chair.