Policy and Procedures
Number: 200
Date: 7 November 2002 Revision: 21
Subject: Appointment, Term, Removal of Committee Members and Chair Persons

1. General

In order to encourage fairness and uniformity, the IAC Board of Directors will utilize a standardized policy and procedure for the appointment of Committee chairpersons and the appointment of Committee members. IAC Program committee chairpersons and members will have standard term lengths. Procedures for removal of Committee members or Committee chairpersons will also be standardized.

2. Policy

A.) Term of Office

The Term of Office for all members and chairpersons of IAC Committees will be finite in duration. They will be of two years duration, unless otherwise specified by the IAC Board of Directors in the Policy and Procedures Section governing that Committee's operation.

B.) Responsibility and Authority

1.) All IAC Committees serve at the discretion of the IAC Board of Directors. The sole authority for the creation or dissolution of IAC Committees will reside with the Board of Directors.

2.) IAC Committee chairpersons serve at the discretion of the IAC Board of Directors. Their appointment, reappointment, and removal will be under the authority of the IAC Board of Directors.

3.) IAC Committee members serve at the discretion of the Chairperson of their respective committee and the IAC Board of Directors. Appointment, reappointment and removal of committee members will be made by the IAC Board of Directors with the input and advice of the committee chairpersons.

C.) Volunteerism

The IAC Board of Directors will consider the value of volunteerism in making its appointments, and re-appointments.

3. Procedures

A.) Dates of Appointment

Committee appointments will be made by the IAC Board of Directors at its first Annual Meeting ("Spring Meeting") of each calendar year. Beginning with the first Annual Meeting of the IAC Board of Directors in the year 2003, the following

schedule of appointments of committee chairpersons and members will be observed:

1.) The chairpersons of those committees which are authorized by an odd-numbered Section of the *IAC Policy and Procedures Manual* (e.g., 201 Achievement Awards Committee, 203 Awards Administration Committee, etc.) will be appointed in odd-numbered years.

2.) The chairpersons of those committees which are authorized by an even-numbered Section of the *IAC Policy and Procedures Manual* (e.g., 206 Contest Sanctioning Committee, 208 Glider Aerobatics Committee, etc.) will be appointed in even-numbered years.

3.) The members of those committees which are authorized by an odd-numbered Section of the *IAC Policy and Procedures Manual* (e.g., 201 Achievement Awards Committee, 203 Awards Administration Committee, etc.) will be appointed in even-numbered years.

4.) The members of those committees which are authorized by an even-numbered Section of the *IAC Policy and Procedures Manual* (e.g., e.g., 206 Contest Sanctioning Committee, 208 Glider Aerobatics Committee, etc.) will be appointed in odd-numbered years.

5.) Newly created committees will have their initial chairperson and membership appointed at the time of creation of that committee by the IAC Board of Directors. Thereafter, those committee appointments will revert to the schedule specified above.

B.) Method of Appointment

1.) The IAC Secretary's Report for the first Annual Meeting ("Spring Meeting") each year will contain a list of those committee chairs and memberships which are scheduled for appointment/re-appointment at that meeting of the IAC Board of Directors. This will be submitted to the IAC Board Members as part of the consent calendar, not less than 15 days prior to the IAC Board of Directors meeting.

2.) The IAC Secretary will notify each Committee chairperson not later than 1 January of each year of those committee positions under the jurisdiction of that chairperson that are scheduled for re-appointment at the first Annual ("Spring") Board meeting.

3.) Each Committee chairperson whose committee members are standing for re-appointment should submit to the IAC Secretary a list of individuals whom they recommend to fill positions on their committee, not later than 30 days prior to the first Annual ("Spring") Board of Directors meeting.

4.) Those committee members and chairpersons who do not wish to be considered for re-appointment will notify the IAC Executive Director, the IAC President, or the IAC Secretary. The names of those individuals not wishing re-appointment will be forwarded to the IAC Secretary. Committee members and chairpersons will otherwise be automatically considered for re-appointment.

5.) IAC Members wishing to obtain membership or chairperson status on a committee will notify the IAC Executive Director, the IAC President, or the IAC Secretary. Those names will be forwarded to the IAC Secretary.

6.) The IAC Secretary will prepare a list of candidates for appointment to the chairs and memberships of the various committees which will be made available to the IAC Board of Directors not less than 15 days prior to the first Annual Meeting ("Spring Meeting").

7.) In the event that there is no candidate for a committee chair, or an inadequate number of candidates for committee membership, the IAC Secretary will notify the IAC President that such vacancy (vacancies) exist(s). In this instance, the appointment of the chair or members of the effected committee will become a separate agenda item for IAC Board consideration.

8.) In the event that two or more IAC members seek a committee chair, or that more than the requisite number of potential committee members exists, the IAC Secretary will notify the IAC President that an election will be required. In this instance, the election of those committee members or that committee chairperson will become a separate agenda item for IAC Board consideration.

C.) Removal of Committee Members

1.) Committee members may be removed only by vote of the Board of Directors, during the course of any physical or telephonic Board meeting. Committee members may not be removed by a vote conducted by electronic mail.

2.) In the event of consideration by the Board of Directors of the removal of any member of a committee, that committee member will be notified in writing not less than 21 days prior to the Board meeting. That committee member will be permitted to speak in his/her own defense, or submit a written statement for consideration by the Board of Directors.

3.) If a committee member is removed by majority vote of the Board of Directors, the committee member will be notified by the IAC President, in writing, within 10 days of the action.

4.) The Board of Directors may select another IAC member to replace the removed committee member at the time a committee member is removed. That newly selected committee member will complete the term of the removed committee member, unless the removed committee member is reinstated by the Board of Directors as a result of a hearing scheduled in accordance with paragraph (5) below. If the removed member is reinstated, the replacement member shall relinquish committee membership.

5.) Committee members subjected to removal will have the right of appeal to the Board of Directors. In the event of removal by the Board of Directors, and upon notification thereof, the Committee member shall have 45 days in which to request a formal hearing before the Board of Directors. This request will be made in writing to the IAC President. A hearing will be scheduled within 90 days of receipt by the IAC President of the request. The committee member will be allowed to testify, to call witnesses on his/her behalf, and will be allowed to cross-examine any member of the IAC. The results of the vote by the Board at the conclusion of this hearing will be final.

D.) Removal of Committee Chairpersons

1.) Committee chairpersons may be removed only by vote of the Board of Directors, during the course of any physical or telephonic Board meeting. Committee chairpersons may not be removed by a vote conducted by electronic mail.

2.) In the event of consideration by the Board of Directors of the removal of any committee chairperson, that committee chairperson will be notified in writing not less than 21 days prior to the Board meeting. The committee chairperson will be permitted to speak in his/her own defense, or submit a written statement for consideration by the Board of Directors.

3.) If a committee chairperson is removed by majority vote of the Board of Directors, the committee chairperson will be notified by the IAC President, in writing, within 10 days of the action.

4.) The Board of Directors may select another serving member of the same committee to replace the removed committee chairperson at the time the committee chairperson is removed. If another serving committee member is not available, then the Board of Directors may select any IAC member to fill that post. The newly selected committee chairperson will complete the term of the removed committee chairperson, unless the removed committee member is reinstated by the Board of Directors as a result of a hearing scheduled in accordance with paragraph (5) below. If the removed chairperson is reinstated, the replacement chairperson shall relinquish the committee chair.

5.) Committee chairpersons subjected to removal will have the right of appeal to the Board of Directors. In the event of removal by the Board of Directors, and upon notification thereof, the Committee chairperson shall have 45 days in which to request a formal hearing before the Board of Directors. This request will be made in writing to the IAC President. A hearing will be scheduled within 90 days of receipt by the IAC President of the request. The committee chairperson will be allowed to testify, to call witnesses on his/her behalf, and will be allowed to cross-examine any member of the IAC. The results of the vote by the Board at the conclusion of this hearing will be final.

E.) Resignation of Committee Members

In the event of the resignation of a committee member for any reason prior to the expiration of his/her term, the Board of Directors, at its next meeting will appoint a member to fill the remainder of the term of the resigning committee member.

F.) Resignation of Committee Chairpersons

In the event of the resignation of a committee chairperson for any reason prior to the expiration of his/her term, the Board of Directors, at its next meeting will appoint a chairperson to fill the remainder of the term of the resigning committee chairperson.

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Board of Directors Schedule for Committee Appointments/Re-Appointments:

Odd-Numbered Years:

Chairs:

- Achievement Awards
- Awards Administration
- *CIVA Relations (CIVA Delegation)
- Government Relations (FAA Liaison, if any)

Committee Members:

- Aerobatic Instruction
- Contest Sanctioning (if any)
- Glider Aerobatics

Even-Numbered Years:

Chairs:

- Aerobatic Instruction
- Glider Aerobatics

Committee Members:

- Achievement Awards
- Awards Administration

* The CIVA delegation is selected in Odd-numbered years, as specified by the Letters of Agreement with NAA and USAF.