



Policy and Procedures
Section: 218
Subject: Nominations and Elections

Date: 26 April 2025
Revision: 30

218.1. General

The IAC Nominations and Elections Program is divided into two committees: Nominating Committee and Ballot Certification Committee. These Committees are appointed in accordance with the *IAC By-Laws*.

218.2. Nominating Committee

218.2.1. Purpose

- (a) To encourage IAC members to run for office.
- (b) To receive and certify all official Nomination Petitions.
- (c) To select candidates for the election if there are insufficient petitions.
- (d) To publicize the nominating and election process throughout the year to keep members informed.
- (e) To ensure the IAC's election policies are in accordance with the IAC By-Laws, and to recommend changes to policy as needed to maintain conformance.

218.2.2. Composition

Per the By-Laws, Article VI, Section 1, the Board of Directors will select 6 members in good standing to serve on the Nominating Committee no later than 6 months prior to the annual meeting each year.

Unless otherwise selected by the board prior to January 1 of each year, or by the deadline mandated in the By-Laws, whichever comes first:

- a) The Nominating Committee shall consist of those board members not up for re-election that year, plus the Executive Director.
- b) Any shortage will be filled by IAC Committee Chairs, their selection ordered by longest term of IAC membership.
- c) The Chair shall be the Executive Director unless they declare themselves unable due to a conflict of interest or by decision of the President, in which case it shall be that Nominating Committee member who has the longest term of IAC membership.

218.2.3. Program Policy



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218.2.3.1. In addition to the provisions of the *IAC By-Laws*, the following policies are in effect:

If voting is done electronically the Executive Director in coordination with EAA Marketing will email all IAC members, the candidate biographies, resumes and political statements.

218.2.4. Program Procedures

- 218.2.4.1. The Nominations Chair, in concert with the President and the Executive Committee, will monitor the Board of Directors composition and determine needs for candidates with skills of value to the Board of Directors.
- 218.2.4.2. The Nominations chair will be the point-of-contact for potential candidates to discuss the duties and responsibilities of Board members.
- 218.2.4.3. All Board members are encouraged to consider potential successors and encourage their involvement in the elections process in order to maintain a continuity of leadership in IAC.
- 218.2.4.4. The default method of voting is electronic.
- 218.2.4.5. The close of voting will be midnight, US Central time, 7 days prior to the date of the annual membership meeting.
- 218.2.4.6. The Executive Director, in coordination with the Editor, will publish notices of the election in IAC's official publications. The Executive Director will coordinate the election with the webmaster if electronic balloting is used. If paper ballots are used, the preparation and mailing of the election ballot will be the responsibility of the Executive Director.

218.3. Ballot Certification Committee

- 218.3.1. The Ballot Certification Committee will consist of the IAC Webmaster as Chair and two additional members appointed by the Chair.

218.3.2. Purpose

- (a) To monitor and verify the election ballots are handled as specified in the *IAC By-Laws*.



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- (b) To prepare a report of the election results to be announced at the Annual Membership Meeting.

218.3.3. Program Procedures

- 218.3.3.1. If paper ballots are used, the Ballot Certification Committee shall certify returned ballots by ensuring the member filing the ballot is in good standing.
- 218.3.3.2. If electronic ballots are used, the webmaster will place the election information, biographies and campaign statements, and the ballot in a “members only” section of the IAC website that requires log-in. The ballots will be counted electronically with manual counting to verify the results if the webmaster deems it necessary.
- 218.3.3.3. If paper ballots are used, ballots will be retained at IAC Headquarters for thirty (30) days following the election.

218.4. IAC Election Schedule

- 218.4.1 This schedule conforms with Article VI of the IAC By-Laws provided the Annual Member Meeting is held on the final Friday of July, which is the tradition. Any change to the Annual Member Meeting date may require changes to the election schedule.

Event	Description
Nominating Petitions Due	April 1
Nominations are certified	April 5
Voting Begins	May 15
Election Closes	July 20

- 218.4.2 The Nominating Committee shall review the schedule each year to confirm it is in accordance with the IAC By-Laws, Article VI.
- 218.4.3 Per the By-Laws:
- (a) The Election results will be announced during the Annual Member Meeting.
- (b) New officers and directors shall begin their terms at the close of the Annual Member Meeting.