



**Policy and Procedures**  
**Section: 218**  
**Subject: Nominations and Elections**

**Date: 6 April 2024**  
**Revision: 27**

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**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.

**218.2.2. Program Policy**

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

- (a) No political advertising will be permitted in *Sport Aerobatics* magazine.
- (b) An election brochure may be distributed with the ballot, if paper ballots are to be used, which contains candidate biographies, resumes, and political statements.

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.

**218.2.3. Program Procedures**

218.2.3.1. The Nominations Chair, in concert with the President and the Executive Committee,



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will monitor the Board of Directors composition and determine needs for candidates with skills of value to the Board of Directors.

- 218.2.3.2. The Nominations chair will be the point-of-contact for potential candidates to discuss the duties and responsibilities of Board members.
- 218.2.3.3. 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.
- 218.2.3.4. The default method of voting is electronically
- 218.2.3.5. 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*.
- (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.



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- 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. Election Schedule**

<b>Event</b>	<b>Description</b>
Nominating Petitions Due	75 days prior to first day of voting
Nominations are certified	70 days prior to first day of voting
Voting Begins (paper ballots)	At least 60 days prior to Annual Meeting
Voting Begins (electronic ballots)	At least 30 days prior to Annual Meeting
Election Closes	At least 3 days prior to Annual Meeting
Annual Meeting	Election results announced and new officers and directors installed at close of meeting