

From the IAAO Constitution:

**ARTICLE VIII.  
ELECTION OF OFFICERS AND EXECUTIVE BOARD MEMBERS**

**Section 1. Election Rules and Procedures**

The Executive Board shall provide by bylaw for the rules and procedures for the nomination and election of candidates for the positions of President-Elect, Vice-President, and Executive Board member. The Executive Board shall, by bylaw, establish such procedures, regulations, and rules of order as may be deemed necessary to carry out the election process. Such procedures, regulations, and rules are not to be in conflict with any provision of this Constitution. The President shall certify the election results and announce the vote count at the first Executive Board meeting following the election.

**Section 2. Nominating Committee**

The Executive Board shall establish a Nominating Committee to administer the election rules and procedures.

**Section 3. Nomination**

Nominations shall be made by the Nominating Committee or by petition. Any eligible member may have the right of petition to have his or her name placed on the ballot for any one elected position. The Executive Board shall provide in the bylaws election rules and procedures for such petitions.

**Section 4. Ballot**

Voting shall be by secret ballot only and accomplished in the manner that the Executive Board shall prescribe by bylaw.

**Section 5. Proxy Voting**

No member shall be permitted to vote by proxy in any election or on any referendum, resolution, or proposed amendment to this Constitution.

**Section 6. Tie Vote**

In the event of a tie vote, the winner of any election shall be determined by bylaws established by the Executive Board.

From the IAAO Bylaws:

**SECTION 8. ELECTIONS**

**8.1 Nominating Committee**

8.1.1 The President shall appoint the Nominating Committee.

8.1.2 The Nominating Committee shall consist of the Immediate Past-President, who shall be the chair, four (4) regular members, and one (1) associate member, all of whom shall be members in good standing on the date of appointment.

8.1.3 As soon as practicable after the appointment of the Nominating Committee, the names and mailing addresses of the committee members shall be announced in an IAAO publication of general circulation to the membership.

8.1.4 Members of the Nominating Committee shall not be eligible for nomination to Executive Board or Executive Officer positions.

## **8.2 Nominating Committee Procedures**

The Executive Board shall establish and maintain procedural rules for the Nominating Committee and the nominating process. Such procedural rules shall provide that the Associate Member of the Executive Board may be elected from a state, province, or country in which there is a sitting officer or Executive Board Regular Member or from which there is another candidate for a Regular Member of the Executive Board. Individuals shall not be allowed to serve on the Executive Board as a Regular Member or Associate Member unless there have been three (3) years between any prior service on the Executive Board. Exceptions may be made for persons appointed to fill a vacancy.

No individual shall be allowed to serve as an Executive Officer unless he or she has served at least one (1) term as an Executive Board member and at least one (1) year has passed since the end of his or her most recent term as an Executive Board member.

## **8.3 Nomination by Petition**

8.3.1 Any person wishing to be nominated by petition must submit the completed petition to the Executive Director within five (5) days following the end of the annual conference, along with a completed candidate's questionnaire, profile, and photograph, if that person wishes to be named on the official ballot as a candidate. All petitions for nomination shall contain the written signatures and printed names of the signing members.

8.3.2 Any petition so submitted must be signed by not less than five percent (5%) of the total number of regular members for Regular Member positions, or five percent (5%) of the associate members for the Associate Member position. Members whose names appear on petitions must be members of IAAO as of January 1 of the year, representing at least five (5) states, provinces, or countries, providing that no state, or province, shall represent or account for more than twenty-five percent (25%) of the required total.

8.3.3 The Executive Director shall certify the validity of any petition.

## **8.4 Balloting Procedures**

Procedural rules to ensure a timely secret ballot and impartial counting and tabulation of the eligible votes shall be adopted by the Executive Board.

Balloting may be done by any means that provides for a secret ballot with security, an audit trail, and no duplication of votes and does not disenfranchise voters, as provided by procedural rules.

## **8.5 Write-in Candidates**

The election ballot shall contain a space for the entering of the name of any member not preprinted on the ballot for election to each position on the ballot.

## **8.6 Election Results**

The Executive Board shall contract with an independent tabulating company to count the ballots returned and certify the results of the election. The Executive Board shall establish and maintain procedural rules for notification of election results.

## **8.7 Campaign Reports**

8.7.1 Candidates shall not make campaign expenditures or receive or otherwise benefit from contributions that would give the appearance of impropriety.

8.7.2 Candidates for all offices and regular member board positions on the Executive Board shall accept direct cash contributions or personal service contributions only from regular members, IAAO chapters, or IAAO affiliates. Associate members are prohibited from making cash or personal service contributions to candidates for all offices and regular member positions on the Executive Board.

8.7.3 Candidates for the associate member board position shall accept direct cash contributions or personal service contributions only from associate members.

8.7.4 Each candidate shall file a campaign report on a form that is approved by the Executive Board. The report shall be filed by all candidates by the December 7 following the election. This report shall list all campaign contributions received and campaign expenditures made by the candidate or on the candidate's behalf of which the candidate is aware.

8.7.5 All campaign reports shall be reviewed by the Chair of the Nominating Committee for any irregularities. If the Chair of the Nominating Committee finds such irregularities, he or she shall present such irregularities to the Ethics Committee. If the Ethics Committee finds such irregularities to exist, the Ethics Committee shall present such information to the Executive Board. The Executive Board shall require the candidate to correct the irregularity. If such irregularity is not corrected within thirty (30) days of notification, the Executive Board shall report such failure to the Ethics Committee for suspension of the candidate.

### **8.8 Complaints**

Any member wishing to file a complaint for any alleged misconduct in the election proceedings shall do so in accordance with the rules and procedures of the Ethics Committee.

From the IAAO Procedural Rules:

## **SECTION 8. ELECTIONS**

### **8.1 NOMINATING PROCESS**

#### **8.1.1 Nominating Committee Meeting**

8.1.1.1 The Executive Director shall mail the chair and members of the Nominating Committee (hereinafter in this section called the committee) a copy of all nomination requests as soon as possible after receipt.

8.1.1.2 The Executive Director shall mail to all persons seeking nomination a copy of this section of the Procedural Rules prior to the meeting of the committee. The candidate questionnaire approved by the Executive Board must be completed and returned to the Executive Director for distribution to the committee no later than July 1.

8.1.1.3 The committee has the discretion to consider a candidate for an office who has not submitted a candidate questionnaire to the Executive Director, in accordance with section 8.1.1.2 of these Procedural Rules.

8.1.1.4 The committee shall meet via conference call for the purpose of establishing the agenda and protocol for any needed interview process no later than August 1. All members shall be notified of the date, time, and place of the meeting as soon as it is scheduled.

8.1.1.5 If the committee determines there is a need to conduct interviews with any of the candidates, the interview will be conducted via telephone prior to August 1.

*April 26, 2014 Changed deadline from "prior to the IAAO annual conference" to "prior to August 1".*

8.1.1.6 The Executive Director shall respond to any member's request for the names of candidates for the Executive Board who have submitted candidate questionnaires.

#### **8.1.2 Selection Process**

8.1.2.1 The committee shall consider requests for nomination and may also seek other individuals to be placed in nomination by the committee.

8.1.2.2 (Reserved for future use)

8.1.2.3 The committee shall first determine a potential candidate's qualifications for the position sought by examining whether the candidate:

- (a) is a member in good standing
- (b) is in the proper membership category

- (c) has been convicted of ethical violations or crimes of office
- (d) is in full compliance with the IAAO Bylaws and Procedural Rules.

8.1.2.4 In order to run for election for an Executive Board position, a candidate must:

- (a) have completed IAAO Workshop 171 Standards of Professional Practice and Ethics
- (b) furnish documentation that he or she complies with at least one in each of the following three categories:

*Category A: Professional*

1. holds an active IAAO designation
2. has attended and passed the examinations for at least three (3) thirty- (30-) hour IAAO courses (effective January 1, 2015).
3. is an IAAO accredited member
4. has served as an IAAO instructor
5. has served as a designation grader
6. has served as a professional designation advisor

***April 26, 2014 Changed item 3. to clarify the meaning of "completed at least three IAAO courses".***

***June 24, 2014 Added the effective date of January 1, 2015 to 8.1.2.4 (b) 2.***

*Category B: Internal*

7. has been a member of IAAO for at least five (5) years
8. has served on an IAAO committee
9. has served as an IAAO Representative
10. has served as an officer in a local chapter of IAAO

*Category C: External*

11. holds a state or provincial or country designation/certification
12. has attended at least two (2) IAAO annual conferences within the previous five (5) years
13. has authored an article in an IAAO publication within the last five (5) years
14. has served as an officer in an IAAO affiliate organization.

***April 6, 2013 Reorganized section into categories A, B and C and added the language 'at least one in each of the following three (3) categories:' to 8.1.2.4 (b) and 'within the previous five (5) years' to item number 12.***

8.1.2.5 In order to run for election for an officer position, a candidate must:

- (a) have served as an IAAO Executive Board member
- (b) not be a sitting regular Executive Board member.

8.1.2.6 The names of those members selected as candidates shall be certified by the committee chair to the Executive Director by August 15. The Executive Director shall post the list of candidates on the website immediately following certification and notification to the candidates. The Executive Director shall publicize the names of the members nominated in an IAAO publication as soon as possible.

***January 17, 2014 Added language regarding posting the list of candidates to the website immediately following certification and notification.***

***April 26, 2014 Changed deadline from "by the close of annual conference" to "by August 15".***

8.1.2.7 No candidate from any state or province or other comparable international jurisdiction shall be eligible to stand for election to an open Executive Board regular member position if there is a sitting member from that state or province or other comparable international jurisdiction whose term does not expire prior to the swearing in of the newly elected Executive Board regular member. This limitation shall not be construed to prevent an officer and an elected Executive Board member from the same state or province or other comparable international jurisdiction from serving concurrently.

8.1.2.8 The Executive Board associate member may be elected from a state, province, or country in which there is a sitting Executive Board regular member or from which there is another candidate for a Executive Board regular member position.

- 8.1.2.9 The Executive Board regular members shall be three members from each geographic region of IAAO. Regular member candidates shall be placed in their regions on the ballot according to their membership status. The geographic makeup of the regions shall be determined by the Nominating Committee, subject to approval by the Executive Board. The geographic makeup of the regions shall be reexamined every five (5) years, beginning in 2012, to ensure equal representation of members within each region. A copy of the geographic areas will be kept with the Procedural Rules as Appendix A.

## **8.2 ELECTION PROCEDURE**

### **8.2.1 Endorsements**

- 8.2.1.1 IAAO shall not provide endorsement forms or oversight of endorsements.
- 8.2.1.2 Election endorsements shall not be included in the candidate's profile brochure or in any campaign advertisements appearing in IAAO publications or IAAO generated electronic media.

### **8.2.2 Candidate Profiles**

- 8.2.2.1 In order for the candidate profile information to be sent with the official ballot, the Executive Director must receive the candidate profiles and photographs by July 1.
- 8.2.2.2 Profiles shall be limited to 1,800 characters, approximately two hundred and fifty (250) words, using the provided form.
- 8.2.2.3 The Executive Director will edit profile statements for style but will not edit for content.
- 8.2.2.4 The candidate profile brochure shall comply with the following:
- (a) Only IAAO professional designations will appear on the official ballot. All designations earned by the nominee may appear in the profile information.
  - (b) The candidates' names appearing in the candidate profile brochure will be arranged by position and in alphabetical order by last name.
  - (c) An indication of whether the candidate was nominated by the Nominating Committee or by petition.

## **8.3 NOMINATION BY PETITION**

- 8.3.1 The petitions for nomination shall contain the following for each signatory:
- (a) the name, signature, jurisdiction/organization, state/province/country of each member
  - (b) whether the member is a regular or associate member.
- 8.3.2 To allow the expeditious verification of nominating petitions, the following minimum standards shall be adhered to:
- (a) All names shall be clearly printed so that the identity of the signatory can be readily determined and verified. Those names that are not legible will be disallowed.
  - (b) Only those signatures of regular and associate members, in good standing and whose dues are paid according to the records of IAAO at the central office, will be allowed.
  - (c) After review by the Executive Director, he/she shall forward the results to the Nominating Committee, including a report on the number of signatures that were disallowed.
  - (d) Upon verification that the petition submitted has a sufficient number of valid signatures, the candidate shall be certified as eligible for election for the position determined by membership situs and membership category.

## **8.4 BALLOT PROCEDURES**

### **8.4.1 Ballot Procedures**

- 8.4.1.1 Ballots and profiles shall be sent electronically to all regular members by November 1. Individuals who are regular members by October 1 shall be entitled to vote in the election.

- 8.4.1.2 A separate ballot shall be sent to all associate members in the year for which an election for the Executive Board associate member position occurs. Such ballot shall contain only the candidates for the Executive Board associate member position. Individuals who are associate members by October 1 shall be entitled to vote in the election.
- 8.4.1.3 An independent tabulating company shall be contracted by the Executive Board for the collection and counting of ballots and to certify the results of the election.
- 8.4.1.4 Returned ballots must be sent by November 15.
- 8.4.1.5 The following shall be considered invalid ballots for the position only and shall not invalidate the remaining positions:
- (a) Ballots containing marks for more than one candidate for the same position
  - (b) Ballots for a regular member position for a write-in candidate who is from a state or province where there is a sitting Executive Board regular member whose term does not expire prior to the swearing in of the newly elected board member
  - (c) Ballots for an Executive Board regular member position for a write-in candidate from a state or province the same as that of an Executive Board regular member candidate listed on the ballot, if cast for a different position than that of the candidate on the listed ballot
  - (d) Ballots for Executive Board regular member positions for a write-in candidate from a state or province not within the geographic area designated for that position.
- 8.4.1.6 A vote for a write-in candidate, regardless of whether there is a check in the box beside the written-in name, shall be considered valid.
- 8.4.1.7 The certified results of the election, including the vote count, shall be delivered to the Executive Director by December 15.
- 8.4.1.8 The candidate receiving the highest number of votes in each position shall be elected to the position.
- 8.4.1.9 The Executive Director shall notify all candidates of the election results, including a regional vote count no later than December 22.
- 8.4.1.10 The Executive Board and Nominating Committee shall also be notified of the results no later than December 22.
- 8.4.1.11 The Executive Board shall receive from the Executive Director the certified election results at the Annual Executive Board meeting following the election.
- 8.4.1.12 The election results shall be published in an IAAO publication.
- 8.4.1.13 All ballots received, valid and invalid, shall be retained until the first Executive Board meeting following the December 31 deadline for challenging an election or, in the case of a challenge, until that challenge has been resolved, at which time the Executive Board may direct that the ballots be destroyed.

## **8.5 CAMPAIGN CONTRIBUTIONS AND EXPENSES**

- 8.5.1 A candidate for a position as a member of the Executive Board shall not receive more than \$100 from any one member and more than \$500 from any one affiliate or chapter, and shall not expend more than \$5,000 in total for the campaign expenditures made by the candidate or in the candidate's behalf.
- 8.5.2 A candidate for the position of President-Elect or Vice-President shall not receive more than \$100 from any one member and more than \$500 from any one affiliate or chapter, and shall not expend more than \$10,000 in total for the campaign expenditures made by the candidate or in the candidate's behalf.

## **8.6 CAMPAIGN ADVERTISEMENTS**

All campaign advertisements appearing in IAAO publications or IAAO-generated electronic media, prior to official nomination by the Nominating Committee, must clearly indicate that the individual is only a potential candidate.

## **8.7 Tie Vote**

In the event that the membership fails to choose a successful candidate in any election by reason that no candidate received a plurality of the votes cast for any office or position, the Executive Director shall order a recount of the ballots to be made. If the results of the recount show that no candidate seeking the office or position received a plurality of the votes cast by the members, the Executive Board, at its next meeting, shall cast written ballots for the candidates who have received the equal number of votes. The candidate receiving a majority of the votes cast by the Executive Board shall be declared elected. If, after two such ballots by the Executive Board, no candidate receives a majority of the votes of the Executive Board, the names of the candidates shall be drawn by lot and the name drawn shall be declared elected.

## **8.8 Automatic Recount**

If the difference in the number of votes received by the two candidates receiving the most votes for the same position or office is less than one percent (1%) of the total votes cast for that position or office, the Executive Director shall order a recount of the ballots cast to be made.

## **8.9 Election Result Challenges**

8.9.1 Candidates wishing to challenge election results must transmit challenges, in writing, to the Executive Director so that the challenges are received no later than the December 31 following the election. A member who is under challenge must not be sworn in until resolution of the challenge.

8.9.2 A \$500 cashier's or certified check, payable to the Association, shall accompany the written challenge. Any additional costs of recounting the ballots over the \$500 amount shall be assessed against the challenger. If the challenge results in a new winner being declared for the position challenged, all money paid by the challenger shall be refunded.

## **8.10 Definition of "Candidate"**

The word "candidate," as used in the IAAO election rules, refers to persons who have done any of the following with respect to a specific IAAO election:

8.10.1 Been nominated by the Nominating Committee for any position.

8.10.2 Publicly declared that they are seeking an IAAO elective position for any election year.

8.10.3 Solicited contributions intended to support a campaign for an IAAO elective position, or endorsements for such a position, on their own behalf.

8.10.4 Made any campaign expenditures on their own behalf.

## **8.11 IAAO Staff and Elections**

IAAO staff, including the Executive Director, shall remain neutral in all aspects of the campaign, nomination, and election of officers and Executive Board members. The Executive Director may be contacted concerning campaign, nomination, and election procedures.

## **8.12 IAAO Instructors and Elections**

IAAO instructors, when instructing in the classroom, shall not engage in any political activity on behalf of themselves or other IAAO candidates.

## **8.13 Campaign Advertisements**

All campaign advertisements appearing in IAAO publications or electronic media shall clearly indicate what person or organization paid for and/or sponsored the advertisements.