

From the IAAO Bylaws:

ARTICLE 7. ELECTIONS

Section 7.1. Generally.

A. The officers (other than the Secretary-Treasurer and Executive Director) and the Regular At-Large Directors shall be elected by plurality vote of the Regular Members.

B. The Associate At-Large Director shall be elected by plurality vote of the Associate Members.

Section 7.2. Procedural Rules.

A. The Board of Directors shall establish and maintain procedures, regulations, and rules of order as deemed necessary to carry out the election process in accordance with these Bylaws, including rules to ensure a timely secret ballot and impartial counting and tabulation of the eligible votes. Such rules shall also provide rules and procedures for petitions. The President shall certify the election results and announce the vote count at the first Board of Directors meeting following the election.

B. The Executive Director may be contacted concerning campaign, nomination, and election procedures.

Section 7.3. Nominating Committee.

A. The Board of Directors shall annually appoint a Nominating Committee composed of four Regular Members, one of which shall be appointed as chair, and one Associate Member.

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

Section 7.4. Nominations.

A. Nominations may 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.

B. Completed petitions must be submitted to the Executive Director within five days following the end of the annual conference, along with a completed candidate's questionnaire, profile, and photograph. Petitions for officer positions or Regular At-Large Director positions must be signed by no fewer than five percent (5%) of the total number of Regular Members, and petitions for Associate At-Large Director shall be signed by no fewer than five percent (5%) of the Associate Members. All members whose names appear on petitions must be members of IAAO as of January 1st of that year, [and no state, or province,

shall represent or account for more than twenty-five percent of the required total]. The Executive Director shall certify the validity of any petition.

C. No individual shall be eligible to serve as an officer unless he or she has served at least one term as a Regular At-Large Director and at least one year has passed since the end of his or her most recent term as a Regular At-Large Director.

Section 7.5. Campaigning.

A. Candidates shall not make campaign expenditures or receive or otherwise benefit from contributions that would give the appearance of impropriety. Candidates shall be defined as persons who have:

1. Been nominated by the Nominating Committee for any position;
2. Publicly declared that they are seeking an IAAO elective position for any election year;
3. Solicited contributions intended to support a campaign for an IAAO elective position, or endorsements for such a position, on their own behalf; or
4. Made any campaign expenditures on their own behalf.

B. Candidates for all offices and regular member Board of Directors positions shall only accept direct cash contributions or personal service contributions 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 Board of Directors.

C. Candidates for the associate member Board of Directors position shall accept direct cash contributions or personal service contributions only from associate members.

D. Each candidate shall file a campaign report on a form approved by the Board of Directors. 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.

E. All campaign reports shall be reviewed by the chair of the Nominating Committee for any irregularities. If the chair of the Nominating Committee finds irregularities, he or she shall present such irregularities to the Ethics Committee. If the Ethics Committee confirms such irregularities, the Ethics Committee shall present such information to the Board of Directors, who shall require the candidate to correct the irregularity. If such irregularity is not corrected within thirty (30) days of notification, the Board of Directors shall report such failure to the Ethics Committee for appropriate action.

F. Members doing IAAO business, such as IAAO instructors or committee members, shall not engage in any political activity on behalf of themselves or other IAAO candidates when on an instructing assignment or when representing IAAO.

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

Section 7.6. Election.

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

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

C. If no candidate receives a plurality vote (i.e., there is a tie vote), the Executive Director shall order a recount of the ballots. If the recount confirms that no candidate received a plurality vote, the President shall call a special meeting of the Board of Directors. The names of the candidates shall be drawn by lot by the Executive Director or an appointed substitute and the name drawn shall be declared elected.

D. 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 of the total votes cast for that position or office, the Executive Director shall order a recount of the ballots cast to be made.

E. Candidates wishing to challenge election results must transmit challenges, in writing, to the Executive Director so that the challenges are received no later than ten working days following the notification of the election results to the candidates. A member who is under challenge shall not be sworn in until resolution of the challenge. 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.

F. 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 forward 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 forward 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 Board of Directors 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 shall meet 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.

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

8.1.1.5 The Executive Director shall respond to any member's request for the names of candidates for the Board of Directors 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 Board of Directors 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 (classroom, online, or self-study) and passed the examinations for at least three thirty-hour IAAO courses.
3. is an IAAO professional member
4. has served as an IAAO instructor
5. has served as a designation grader
6. has served as a professional designation advisor

Category B: Internal

7. has been a member of IAAO for at least five 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 IAAO annual conferences within the previous five (5) years
13. has authored an article in an IAAO publication within the last five years
14. has served as an officer in an IAAO affiliate organization.

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

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

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 Board of Directors 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 Board of Directors regular member. This limitation shall not be construed to prevent an officer and an elected Board of Directors member from the same state or province or other comparable international jurisdiction from serving concurrently.

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

8.1.2.9 The Board of Directors 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 situs. The geographic makeup of the regions shall be determined by the Nominating Committee, subject to approval by the Board of Directors. The geographic makeup of the regions shall be reexamined every five 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 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 electronically to all associate members by November 1 in the year for which an election for the Board of Directors associate member position occurs. Such ballot shall contain only the candidates for the Board of Directors 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 Board of Directors for the collection and counting of ballots and to certify the results of the election.

8.4.1.4 Balloting will be closed at the end of the day, central standard time, on 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 for a regular member position for a write-in candidate who is from a state or province where there is a sitting Board of Directors regular member whose term does not expire prior to the swearing in of the newly elected board member.
- (b) Ballots for an Board of Directors regular member position for a write-in candidate from a state or province the same as that of an Board of Directors regular member

candidate listed on the ballot, if cast for a different position than that of the candidate on the listed ballot.

- (c) Ballots for Board of Directors 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 November 20.

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 no later than November 27.

8.4.1.10 The Board of Directors and Nominating Committee shall also be notified of the results no later than November 27.

8.4.1.11 The Board of Directors shall receive from the Executive Director the certified election results at the Annual Board of Directors 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 Board of Directors 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 Board of Directors may direct that the ballots be destroyed.

8.4.1.14 All candidate are entitled to receive election results by election region and each state/province/county having at least five votes.

8.5 CAMPAIGN CONTRIBUTIONS AND EXPENSES

8.5.1 A candidate for a position as a member of the Board of Directors 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.

8.11 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 Board of Directors members. The Executive Director may be contacted concerning campaign, nomination, and election procedures.