

**NOMINATIONS AND ELECTION**

1. **Purpose:**  
The purpose of this policy is to set forth guidelines for IAWP nominations and elections.
2. **Objective:**  
To establish procedures for nominations and elections, and notification to members during election years for IAWP Board positions in order to provide a fair and equitable election.

**Part A Nominations**

3. **IAWP Nominating Committee Policy and Procedure**

3.1 **Nominating Committee:**

- 3.1.1. The President shall appoint the Chairperson. The Chairperson shall appoint the other committee members.
- 3.1.2 The committee shall consist of, at least three people from three different countries.
- 3.1.3 The Committee Members must have been active IAWP members for at least two years and shall have attended at least two conferences.
- 3.1.4 No member of the Nominating Committee shall be a candidate in the current election.

3.2 **Duties:**

- 3.2.1 The Nominating Committee may request a list of current members from the IAWP Membership Chair for the purpose of seeking eligible candidates to run for office.
- 3.2.2. To find eligible candidates to run for Office on the Board of Directors, the IAWP Official Publication and/or web site shall be utilized to publish Election Procedures and to encourage all interested members to submit nominations or to run themselves.
- 3.2.3 The Chairperson shall maintain a log of all written and oral communications between the Nominating Committee or Chair and candidates or prospective candidates for election.
- 3.2.4 The Chair of the Nominating Committee, within 15 days of receipt of the member's letter declaring an intent to run for office, will mail, email or fax to each candidate a packet containing all necessary information complete with instructions to finalize their candidacy.

- 3.2.5 The materials to be submitted by the candidate to the Chair of the Nominating Committee may include but not be limited to a biographical statement of qualifications for the desired position, a photograph in a format to be determined suitable for publication on the IAWP official website, in the *WomenPolice* magazine, and in an election bulletin which will be provided to voting members.
- 3.2.6 The Chairperson will request certification from the Treasurer and/or the Sergeant-at-Arms that the candidate's dues are current.
- 3.2.7 The Chairperson shall request certification from the First Vice President that current Board members seeking election are in compliance according Policy 1.
- 3.2.8 The Chairperson shall notify the Finance Committee Chair of the candidates for the Treasurer position to initiate the process for vetting the candidate as described in the Financial Policy.
- 3.2.9 The Chairperson shall provide the candidate list as soon as possible after the due date of the letters of intent to the Board of Directors, the Board of Trustees and the Election Committee Chair. The Chairperson shall submit the list for publication in the appropriate issue of the IAWP official publication and the IAWP website for the Election page. Candidates may be allowed to publish bios in the magazine.
- 3.2.10 In the event only one candidate declares for a given office, that person shall be deemed to be elected by acclamation, if they qualify for the position.

#### **4. Candidate Eligibility and Procedure:**

A person who has been removed for cause from the Board shall not be allowed to run for office for a period of three (3) years from the date of removal.

Any Board member or Committee Chair who fails to comply and is unexcused for any of the following during any consecutive three-year period shall be ineligible to seek election/re-election or appointment/re-appointment for Board office for the next term:

Failure to attend two Board meetings

Failure to submit two Board reports on activity of the Office

#### **4.1 Candidate Eligibility (minimum)**

4.1.1 Must be current active member with dues paid

##### **4.1.2 Regional Coordinator**

4.1.2.1 Member-two years

4.1.2.2 Has attended one annual conference

4.1.2.3 In newly formed Regions where no members currently exist, the two (2) year membership requirement for Region Coordinator shall be waived.

**4.1.3 Sergeant-at-Arms, Chaplain, and Historian**

- 4.1.3.1 Member-two years
- 4.1.3.2 Has attended two annual conferences

**4.1.4 Recording Secretary and Third Vice-President**

- 4.1.4.1 Member-three years
- 4.1.4.2 Has served in one other Board position for a minimum of two years.
- 4.1.4.3 Has attended at least two annual conferences

**4.1.5 Treasurer**

Shall be qualified as defined in the Financial Management Policy

**4.1.6 Second Vice-President**

- 4.1.6.1 Member-four years
- 4.1.6.2 Has attended at least three annual conferences
- 4.1.6.3 Has served in one other Board position for a minimum of two years

**4.1.7 First Vice President**

- 4.1.7.1 Member-six years
- 4.1.7.2 Has attended at least four annual conferences
- 4.1.7.3 Has served in at least two other Board positions, for a minimum of four years, which shall include at least one elected officer position

**4.1.8 President**

- 4.1.8.1 Member-eight years
- 4.8.1.2 Has attended at least five annual conferences
- 4.8.1.3 Has a minimum of six years' experience in two or more Board Officer positions which shall include at least one elected position.
- 4.1.8.4 A maximum of two years' experience as a Board Officer in an Affiliate Association can be included in the eligibility for six years' experience.

**5. Duties and Responsibilities of each elected office are defined in the "Board Member Policy"**

**6. Procedures to Run for Office:**

- 6.1 A letter must be submitted to the Chair of the Nominating Committee declaring a member's intent to run for a specific office. The letter must be postmarked no later than 210 days prior to the opening day of the annual IAWP conference of the election year.
- 6.2 A candidate may not declare for more than one office in any given election.

- 6.3 Each candidate, upon receipt of the election package provided by the Nominating Committee, will follow the instructions therein to finalize their candidacy.
- 6.4 The candidate must immediately acknowledge receipt of the packet by phone, mail, email, or fax to the Chair of the Nominating Committee.
- 6.5 Within 30 days of receipt of the packet, the candidate must have submitted the required materials to the Chair of the Nominating Committee by mail, email or fax.
- 6.6 In the event no candidate declares for a given office, it shall be the duty of the Nominating Committee to seek eligible candidate(s).

## **Part B Elections**

### **7. Duties of the Election Committee:**

#### **7.1 Election Committee**

- 7.1.1 The President shall appoint the Committee Chairperson.
- 7.1.2 The Chairperson shall appoint the other Committee members.
- 7.1.3 The Election Committee shall consist of no less than:
  - 7.1.3.1 One previous Election Committee member
  - 7.1.3.2 One representative of the Board of Trustees
  - 7.1.3.3 Three members-at-large
  - 7.1.3.4 Two elected Board officers
- 7.1.4 No one on this committee shall be a candidate in the current election.

#### **7.2. Duties**

- 7.2.1 It is the responsibility of the Election Committee Chair to ensure the election procedures link is available and highlighted on the home page of the IAWP website for 6 months preceding the election.
- 7.2.2 Using the list of candidates provided by the Nominating Committee, the Election Committee will ensure that a special election package is mailed to each IAWP member in good standing (who is eligible to vote). The package will contain:
  - 7.2.2.1 A special election letter indicating the procedure for voting and the date by which ballots must be received by the Election Committee.
  - 7.2.2.2 Ballot(s) an additional ballot will be provided for Regions with more than one Regional Coordinator candidate

- 7.2.2.3 Two envelopes: one preaddressed large size and one smaller size
- 7.2.2.4 Instruction letter
- 7.2.2.5 A sample ballot or graphic representation illustrating the proper completion of ballot and mailing procedure
- 7.2.3 The Special Election Bulletin and ballot envelopes, for all members outside of the US, will be mailed by first class airmail. The Election Committee will ensure that these are mailed in time to meet deadline dates set.
- 7.2.4 The Special Election Bulletin Package must be postmarked no later than 90 days prior to the opening day of the annual IAWP conference.
- 7.2.5 Any ballots not submitted in accordance with proper procedure shall be disallowed and not included in the final vote count.
- 7.2.5 The sealed ballots will be received and transported by the Chairperson, and then counted by the Election Committee at the AGM Meeting site, prior to that meeting.
- 7.2.6 The Election results will be announced prior to the conclusion of the AGM Meeting.
- 7.2.7 The Election Committee Chair shall maintain a log of all communications between the candidates and the Election Committee.
- 7.2.8 In the event of advances in technology and availability of electronic communications for IAWP members, the above voting procedures may be amended upon approval by the Board to conduct the election by email or internet methods using the IAWP website, or by contracting with a service to conduct the election. Procedures must be written to cover such a change in the election process.

## **8. Campaigning:**

- 8.1 Candidates may obtain membership address labels at IAWP expense from the Chair of the Membership Committee, to be used for the purposes of campaigning only.
- 8.2 No incumbent will use their IAWP magazine column or regional blog on the IAWP website to discuss election issues unless to announce a vacancy in their position.
- 8.3 Candidates and/or supporters may place promotional advertisements in the IAWP Official Publication or the IAWP Broadcast System at the rate to be established by the *WomenPolice* Editor or the IAWP Webmaster.

## **9. Voter Eligibility and Responsibility:**

- 9.1 Eligible members are those Active members who have current dues paid 120 days prior to the annual training conference.
- 9.2 Upon receipt of the Special Election Package, the voting member must mark the ballot(s), then place and seal the ballot inside the smaller envelope that has no return label. There will be two ballots if the member is in a region with a contested Regional Coordinator race.
- 9.3 This sealed envelope must then be placed inside the pre-addressed larger envelope that contains their return address.
- 9.4 This pre-addressed envelope MUST have the voter's full and correct name and address on the outside of the envelope in the return address portion of the envelope.
- 9.5 The double envelope(s) containing the ballot(s) must be received no later than 10 days prior to the opening day of the annual IAWP conference.
- 9.6 Members from the same department, organization, region, etc., may mail all completed ballots in one large envelope providing that all ballot envelopes are prepared as described above, inside the pre-addressed envelope with the voters' correct name and return address.
- 9.7 No provisions will be made for on-site balloting at the annual IAWP conference.

***Amended September 2012***  
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