

# NOMINATING COMMITTEE STANDARD OPERATING PROCEDURES

## I. DUTIES OF THE COMMITTEE

- A. To encourage and solicit qualified nominations for elected offices.
- B. To screen nominees and determine which are eligible for further consideration.
- C. To examine the credentials of eligible nominees.
- D. To present a list of qualified nominees to the Board of Directors.

## II. STANDARD OPERATING PROCEDURES

### A. THE COMMITTEE

1. The Chairperson of the Nominating Committee shall be appointed by the President.
2. The Committee shall communicate during the year and shall meet annually prior to the Annual General Meeting.

### B. NOMINATIONS

1. The official nominations form as provided at the Annual General Meeting or published in *Fire and Arson Investigator* shall be the only recognized method used to submit nominations for consideration.

a. Nominations from the floor at the Annual General Meeting shall be submitted on the official nomination form by the nominator, recorded by The Executive Director, and forwarded to the Chairperson of the Nominating Committee.

b. The Nominating Committee shall determine eligibility of the nomination for the next election.

2. The deadline for nominations is established by the Nominating Committee and will be submitted to the Board of Directors. Nominations received after the established deadline shall be deemed ineligible for consideration.

3. The Chairperson of the Nominating Committee shall contact each nominee as follows:

a. It will be the responsibility of the nominee to ensure he/she meets all the minimum requirements for the office in which they were nominated.

b. Nominees who are not eligible shall receive written notice as to the reason(s) for their ineligibility.

c. Nominees who are eligible for further consideration shall receive questionnaires regarding their qualifications for elective office, following the nomination deadline.

4. Nominees who fail to respond or submit all requested materials, within the time period set by the Nominating Committee, shall be deemed ineligible for further consideration. The Chairperson for the Nominating Committee shall provide written notification to the nominee of their ineligibility for the election following the adjournment of the Committee

5. The Chairperson of the Nominating Committee may contact the nominee's local Chapter and other sources within the IAAI regarding the nominee's qualifications for office.

6. The Nominating Committee will set a reasonable deadline for the evaluation of nominees.

### C. ELIGIBILITY<sup>1</sup>

1. The Nominating Committee will screen all nominees to determine which are eligible for further consideration, in accordance with the following criteria:

a. The nominee has been an active IAAI member for at least five (5) years.

b. The nominee has a minimum of five (5) years' experience in a responsible position in some phase of arson prevention and suppression, fire service, law enforcement or civil investigation of arson.

c. In accordance with Article IV; Section 9 of the IAAI Constitution and By-Laws, the nominee must have attended a minimum of three (3) IAAI ITC/AGM meetings within the preceding six (6) years. (At least one of the three must be a full-week attendance). The six-year time period will begin with the ITC in progress when the nomination period is opened and will include the previous five (5) ITC's. Additionally, the nominee must have attended at least three (3) Annual General Meetings during this same time period.

d. The nominee cannot be from a state that is represented by a sitting Board member at the time of nomination, unless the sitting Board member will not continue to serve as a Board Member after the following election.

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<sup>1</sup> International Association of Arson Investigators – Constitution and Bylaws Article IV Section 9.

e. Any nominee for the office of Second Vice President must have served 3 years on the Board of Directors before being eligible for election as Second Vice President.<sup>2</sup>

2. A nominee cannot be a candidate for two offices simultaneously. This includes the positions of Second Vice-President, Board Member, or Foundation Board member.

#### D. PRESENTATION OF CANDIDATES

The committee shall present a list of qualified nominees to the Board of Directors.

APPROVED BY C & B \_\_\_\_\_;

APPROVED BY BOARD 11-07-2019.

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<sup>2</sup> International Association of Arson Investigators – Constitution and Bylaws Article IV Section 10 “ A. Only one Board Member (excluding officers) may be elected from each State, Territory, District, Chapter or Province and must serve at least three years as a member of the Board before being eligible for election to a higher office”.