

POLICY MANUAL

Policy: Board of Directors – Nominations and Elections

Purpose: Elections, appointments and terms of office will adhere to the Association bylaws.

Procedure: Elections and appointments will be conducted as determined by this policy.

No more than one half of the Board of Directors shall be elected during a single Annual Election of Officers; the Vice-President/Secretary and Vice-President/Treasurer shall not be elected during the same Annual Election of Officers. The Member-at-Large positions will be elected in alternate years.

The Nominating Committee

The Nominating Committee will be comprised of 7 members, including the following:

- the current Immediate Past President on the Board of Directors (Chair)
- one other Past President
- one other past board member
- four additional committee members who do not need to have served on the Board.

All Nominating Committee members shall be Certified Healthcare Protection Administrators (CHPA) and no more than two members may be from the same geographical region. Each Nominating Committee member shall have a minimum of two years' experience in a volunteer leadership role in IAHSS at either the local, regional or international level and shall agree to sign a non-disclosure agreement. Volunteer leadership roles include, but are not limited to, council or committee members or leaders, chapter leaders, or task force members or leaders. The members will also agree not to accept any nomination to the Board of Directors for the current year.

The Nominating Committee Development Task Force

The Nominating Committee members, with the exception of the Immediate Past President who serves as Chair, will be appointed by a Nominating Committee Development Task Force. All active IAHSS chapters in good standing and all councils and committees with an approved charter for the current year, including the Commission on Certification, will be asked to submit potential candidates for the six open positions on Nominating Committee each year.



The Nominating Committee Development Task Force shall make every effort to appoint Nominating Committee members who understand the role of the IAHSS Board of Directors, including the Board of Directors policy and the defined Board competencies. The Nominating Committee Development Task Force will be comprised of the following individuals:

- The Immediate Past President (Chair)
- The Chairs of all active council and committees with an approved charter for the current year
- The most recent Immediate Past President who is no longer serving on the current board.

If a member of the Nominating Committee Development Task Force wishes to be considered as a candidate for the Nominating Committee, then that individual shall be recused from the Task Force and may be replaced by another individual from a similar volunteer leadership role (i.e. the Vice Chair of their council) at the discretion of the Immediate Past President.

Nominations Process

The Nominating Committee will issue a call for candidates to fill the offices that will become vacant in the following year. This will be done at the date set by the Board of Directors to be completed no later than the end of July each year. The call will be emailed to all members and posted on the IAHSS website. It will include a Statement of Interest form and questionnaire approved by the committee, as well as a copy of the IAHSS Nominations and Elections policy and the expected board competencies. The Nominating Committee may encourage individuals to submit applications. All candidates must submit the complete required information by the deadline provided.

Minimum Criteria for Candidate eligibility

President-Elect: Professional member in good standing three years prior to nomination and a Certified Healthcare Protection Administrator (CHPA). The Candidate must have a minimum of two years experience as a Regional Chairperson, Chapter officer, Commission or Council Chair, or Board Director prior to taking office of President-Elect.

Board of Directors: All Board of Directors candidates must be a Certified Healthcare Protection Administrator (CHPA).

Excepting the positions of President-Elect and President, whose specific terms of office are set forth in the bylaws, each person elected to the Board of Directors shall serve for a term of two years and must be an IAHSS Member (not Associate Member) in good standing in two years prior to the nomination.



All Board of Directors candidates, except for Member-at-Large candidates, must have a minimum of one year experience as Regional Chair, Chapter officer, or Commission or Council member prior to taking office.

Development of the Election Slate

The Nominating Committee will determine that each candidate meets the minimum eligibility standards and will ensure that all eligible candidates are aware of the duties and responsibilities of an IAHSS Board Director. The committee will utilize a competency-based interview format to evaluate each eligible candidate. The Nominating Committee may also conduct references related to past volunteer leadership positions held by the candidates. The Nominating Committee will endeavor to develop an election slate that includes candidates with diverse backgrounds and experience, while ensuring those candidates are the most qualified and appropriate candidates based on the current needs of the association and based on the composition, strengths, and needs of the Board. The Nominating Committee will determine the final election slate which will include no more than two (2) final recommended candidates for each open position. In the event of a single suitable candidate in an election cycle, the candidate may run unopposed for the Board. The Nominating Committee will notify any candidates who are not included in the election slate before the election slate is released to the membership.

Voting

Each Member eligible to vote and in good standing shall cast one “Yes” vote for the candidate of their choosing per open position on the slate. The election shall be conducted by electronic mail in the fourth quarter of the year. The Candidates on the election slate shall be presented to the membership via electronic communication and the vote shall be emailed to voting members at least thirty (30) days prior to the submission deadline date set by the Board of Directors. Results of the election shall be tabulated electronically and announced to the Board of Directors, the Executive Director, and the Nominating Committee. If a candidate on the election slate is accepted with a majority vote, then the election results shall be published and distributed via the Association’s electronic publications. If all candidates on the election slate are rejected for any open position, the Nominating Committee may either choose to allow the position to remain unfilled for the year, or they may present an alternative candidate within 2 weeks and the vote for that candidate will be open for one (2) weeks. The election results of this secondary election will be published to the membership within a week after the secondary election is completed. If the position remains unfilled for the year, and it is an officer position that is not filled, then the remaining Board members will vote among themselves to select which of them will assume the officer role.

Terms

Elected members may not serve more than two consecutive terms in each elective office. The President serves one term.



Appointments

On rare occasion when necessitated, the position of one Board Member may be appointed by the President, with the approval of the Board, at his/her discretion. The Board Member position shall have all authority, restrictions, and voting rights as all other members of the Board of Directors.