



ICA Elections: Protocol and Practices

This document outlines the protocol and standard practices involved in ICA elections.

To ensure that ICA leadership and elections reflect the breadth of the association's membership, ICA encourages to run for elected office those individuals who reflect the diversity of the ICA membership, varying across division/interest group membership and across other dimensions of diversity, such as methodological approach, nationality, regional identification, gender, and ethnicity. ICA's commitment to principles of inclusion, diversity, equity, and access are articulated in its [IDEA statement](#).

Announcement of candidates

Candidates running for association-wide offices are announced at the ICA awards ceremony during the annual conference. (For #ica21, held virtually, and in lieu of a live awards ceremony, candidates will be announced via official ICA social-media channels and the newsletter.) Division/interest-group candidates are announced by division/interest-group chairs once the election is live and Headquarters has sent out the link to the online election ballot.

Submission and dissemination of candidate statements

Candidates are asked to submit a statement that members will consider when voting. The call for ICA-wide candidate statements is sent directly from Julie Arnold at ICA Headquarters; divisions and interest-group chairs coordinate the collection of statements for their respective candidates and submit them to ICA Headquarters. Candidate statements have specific character limits and formatting criteria, the details of which are included in these calls. Statements are typically due to Headquarters in July (the deadline varies slightly from year to year).

ICA presidential candidate statements are published annually in the September newsletter. Traditionally the statements of the remaining candidates (regardless of role) are included in the online voting ballots themselves. Beginning with the 2021 election, all candidate statements will also be shared by ICA Headquarters via the Link.

Because the candidate statement is the sole official communication for one's platform, ICA encourages candidates to reach out to others who have served in the role, and to familiarize themselves with the institutional knowledge available through current officers. There is no other activity related to the election in which any candidate needs to engage.

Voting engagement and promotion

Official ICA channels of communication can and should be used to promote voter participation, not to advocate for specific candidates.

ICA strongly discourages any candidate running for office within the association, or member in general, use ICA communication channels or platforms, such as The Link, or ICA official mailing lists to solicit the votes of others. Campaigning is awkward for all involved and is therefore strongly discouraged. Active campaigning via non-ICA channels, such as social media, is also strongly discouraged. A candidate's record and qualifications should stand on their own merits.