

NOMINATING COMMITTEE STANDARD OPERATING PROCEDURES

I. OBJECTIVES

- A. To encourage, solicit and accept 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 candidates to be included on the ballot.

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. All written nominations must be made to the Chairperson of the Nominating Committee on the official nomination form which will be available at Annual General Meeting and also published in the Fire & Arson Investigator. Nominations from the floor at the Annual General Meeting shall be submitted on the official nomination form by the nominator, recorded by The Executive Secretary, and forwarded to the Nominating Committee for screening and subsequent consideration as candidates to be voted on in the next election.
- 2. The deadline for nominations is established by the Nominating Committee. Nominations received after established deadline shall be deemed ineligible for consideration.
- 3. 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.
- 4. The Nominating Committee Chair shall contact each nominee as follows:
 - a. Nominees who are not eligible shall receive written notice as to the reason(s) for their ineligibility.
 - b. Nominees who are eligible for further consideration shall receive questionnaires regarding their qualifications for elective office following the nomination deadline.

5. Nominees who fail to respond to the questionnaires in the manner set forth by the Committee, or who fail to submit all materials requested, or who fail to respond within the time period set by the Committee shall be deemed ineligible for further consideration and will be notified immediately.
6. The Nominating Committee may contact the nominee's local Chapter and other sources within the IAAI regarding the nominee's qualifications for office.
7. The Nominating Committee will set a reasonable deadline for the evaluation of nominees.

C. ELIGIBILITY

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 subsequently 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.
- e. Any nominee for the office of Second Vice President must have completed one full term on the Board of Directors prior to being nominated.

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

1. The committee shall present a list of qualified candidates to be included on the ballot to the Board of Directors.

APPROVED BY C & B September 25, 2016

APPROVED BY BOARD November 5, 2016