

**Arizona Chapter
International Association of Arson Investigators, Inc.
Nominating Committee
Standard Operating Procedures
(SOP)**

New Date: October 1, 2008
Revision Date:
By-Law Committee Approved: October 1, 2008
Chapter Approved: January 9, 2009

Purpose:

To ~~oversee all procedure and processes of nomination and voting~~ ~~take, collect, verify and tally all nominations~~ for Officers and Board Members for the Arizona Chapter of the IAAI.

Composition:

The Nominating Committee shall be a standing committee made up of Arizona Chapter members. The Chair of the Nominating Committee shall be the Immediate Past President of the Chapter, whose term shall coincide with the fiscal year immediately following the end of the Immediate Past President's term in office. The Chairperson shall appoint the Co-Chairperson.

Duties:

- 1) ~~The duties of the Committee shall be to encourage, solicit, receive, screen, take, collect, verify and tally all nominations and vote received for the positions of~~ Officers and Board Members for the Arizona Chapter of the IAAI.
- 2) ~~The Committee shall include the publication of ballots, the administration of the voting at the annual meeting, and the security and tallying of all votes cast.~~

Budget:

~~The fiscal year of the Arizona Chapter shall begin on October 1 of each year and shall end on September 30 of the following year.~~ Per the ~~Arizona~~ Chapters constitution the budget shall be established prior to the beginning of each fiscal year. Each standing committee and the Board shall submit a proposed budget to the Finance Chair supporting their activities for the following fiscal year ~~before the Chapters Annual General Meeting. by June 30, to present at the July Budget Meeting.~~ The proposed budget shall be in a format prescribed by the finance committee. The board shall then compile and approve the chapter budget at the ~~Chapters Annual General Meeting. July Board Meeting.~~ The budget shall be a comprehensive document designed to support the committee and chapter activities for the year. Once approved by the Board of Directors the treasurer is authorized to disburse funds upon the request of the committee chairs or other authorized member up to the amount budgeted. Any expenditure exceeding a budget line item must be pre-approved by the Board.

Procedures:

1. The Chair of the Nominating Committee shall be the Immediate Past President of the Chapter, whose term shall coincide with the fiscal year immediately following the end of the Immediate Past President's term in office. ~~The rest of the Nominating committee shall consist of the Membership Chair (to verify membership and nominations) and the Communications Committee Chair (to assist with viewing and validating all votes in CVET) and the Sergeant at Arms, whose term shall coincide with the fiscal year. If any member(s) of the Nominating Committee are on the Ballot then the President may appoint an additional member to be on the Nominating Committee, during the verification, validation and tabulation period process.~~
2. Nominations for officers and board members as provided by the Chapter's Constitution and By-Laws shall be ~~sent to the Chair of the Nominating Committee in writing Starting April 1 and end April 30. orally made at the July Membership Meeting.~~
3. All Nominations shall ~~may also~~ be made ~~after the July meeting~~ in writing addressed to: Nominating Committee, PO Box 1663, Mesa, AZ 85211-1663; or ~~emailed directly to the Nominations Chair. on-line, if on-line procedures have been made available by the Chapter.~~
4. ~~Written or on-line nominations (if available) must be received no later than Thirty (30) calendar days prior to the Chapter's Annual General Meeting.~~
5. The Committee shall verify that the nominated candidates meet the requirements for election as provided in the Chapter's Constitution and By-Laws. The names of all verified candidates shall be posted on the Chapter's website no less than fifteen (15) calendar days prior to the ~~beginning of the Election period and up until the election period closes. Chapter's Annual General Meeting.~~ The Committee will arrange for ballots listing all qualified candidates, with Chapter designation, in an order selected at random.
6. On-line voting for all Active Members:
 - a. All voting shall take place prior to the Chapters Annual General Meeting and shall be by electronic ballot accessed through the Chapters web site.
 - b. Members may receive and cast their ballots upon proper verification of active membership. Members will only be able to vote once.
 - c. All active members ~~If on-line voting is available, Active Members~~ may cast their on-line votes for the nominated candidates beginning ~~Thirty (30) ten (10)~~ calendar days before the Chapter's Annual General Meeting and ending no later than ~~12:00 p.m. (noon) on the Ten (10) days prior to of~~ the Chapter's Annual General Meeting.
 - d. ~~All on-line votes shall remain secret and shall not be tallied until the handwritten votes are tallied at the Chapter's Annual General Meeting.~~
 - e. If an active member did not vote on-line and wishes to vote at the Annual Advance Seminar they may do so.
 - f. A designated area, approved by the Nominating Committee, shall be provided for casting of ballots up to 4 hours prior to the Chapter Annual Meeting.
 - g. Adequate notice and approved signs shall be posted directing those members desirous of voting to the appropriate site.
 - h. It shall be the duty of the appointed Sergeant-at-Arms to remain with the Nominating Committee at the designated ballot site until the election results have been tabulated, certified and presented at the Chapters Annual Meeting.

7. In the event of a tie vote between candidates for the same position, a ballot will be conducted during the Chapters Annual General Meeting and will contain the names of the tying candidates only. This ballot will be used to determine the successful candidate, and will be repeated as often as necessary until the position is filled. If after three (3) such ballots the tie still exists, a mandatory fifteen (15) minute recess will be called, after which the balloting will be continued. The Sergeant-at-Arms and the Nomination Chair shall administer the balloting. The President may appoint additional assistance as necessary.
8. At the close of the election the Committee members and Sgt. at Arms shall meet in closed session for the specific purpose of tabulation and certification of the election results. All on-line votes shall remain secret until the Chapters Annual Meeting.
9. The candidates receiving the highest votes of those voting on-line shall be the elected officers and board members, who will serve for the terms prescribed in the Chapter's Constitution and By-Laws.
10. The results of the election shall be announced at the general meeting. Only the nominee names and positions they are filling shall be announced. Tally numbers shall not be given.
11. All ~~verified~~ nominees shall be presented to the Membership at the Chapters Annual General Meeting. ~~at which time all Active Members who did not vote on-line (if available) may vote for the nominated candidates.~~
12. The Nominating Committee Chair or its designee(s) shall then ~~provide to the President a list of new officers. tally the handwritten votes and the on-line votes (if any). The candidates receiving the highest votes of those voting in person and on-line (if any) shall be the elected officers and board members, who will serve for the terms prescribed in the Chapter's Constitution and By-Laws.~~
13. Challenges to the election results must be filed in writing to the President of the Chapter by the candidate ONLY, and shall be submitted prior to the adjournment of the Chapters Annual Meeting. The Current Board of Directors shall make the decision on any challenge.
14. A challenged vote shall not affect the outcome of any other vote for office not involved in the dispute.
15. Upon verification by the Nominating Committee of the vote tallies, which shall occur immediately after the election, all ~~handwritten~~ ballots shall be destroyed ~~and any on-line ballots shall be deleted.~~