

Requirements Summary for Candidacy to IIBEC Office

These requirements are supplemented with two appendices to the IIBEC Policy Guidelines, Appendices A-B, providing direction to those running for an office of IIBEC. The following articles are reflected in the IIBEC Policy Guidelines and shall prevail and provide governance to the IIBEC election process.

1. Nomination

Nominations of candidates to an IIBEC office will be acknowledged by the Nominating Committee upon receipt of the Candidate Profile, consisting of headshot, biography, and platform information by the communicated deadline. All candidates will be given the template to provide this information. This information is limited to one page, with text limited to a 10pt font in Times New Roman, with half-inch margins. Headings shall include no more than the following, although candidates may decide to forgo one or more of the below headings, if they so choose:

- Candidate Name and Professional Designation(s)
- Professional Experience
 - IIBEC experience
 - Other professional affiliations and work history
- Education
- Position Statement
- Personal Information

2. Campaign Finance

The funding of all campaign efforts is the sole burden of the candidate. (travel/ads/materials/other).

3. Use of IIBEC Logo

Pursuant to Article II, Section H of the IIBEC Policy Guidelines, use of the IIBEC logos are for official organizational use only, and therefore is not permitted for use for campaign or solicitation purposes.

4. Candidate Endorsements

No endorsements of any type will be recognized as official endorsements by IIBEC. Candidates are not to solicit endorsements from IIBEC leadership concerning their campaign for any official IIBEC position. Personal solicitation of support is encouraged. Publication of support of individual candidates by IIBEC Regions, Chapters, Committees, or other subgroup within the leadership of IIBEC is prohibited.

5. Candidate Interactions with Voting Members

- a) Due to anti-spam laws and regulations in some membership regions, IIBEC shall not distribute a list of eligible voting members to candidates for widespread email

communications. Candidates who currently hold an IIBEC leadership position are forbidden from using official IIBEC member contact information for campaign purposes.

- b) Official candidate headshots, biographies and position statements provided to IIBEC by the communicated deadlines will be published on the IIBEC website along with the member voting process.
- c) Candidates may use personal email distribution lists, social media accounts, websites, or advertisements to communicate with potential voters provided that:
 - i. Candidates take responsibility for ensuring that all personal communications abide by applicable anti-spam legislation; and
 - ii. All communications to potential voters must include a stated link to the official election information on the IIBEC website for official information as well as abide by official IIBEC regulations for use of IIBEC logos.

6. Campaigning Timeline & Jurisdiction

- a) Candidates may begin campaigning for the position sought once their nomination has been reviewed and accepted by the IIBEC Nominating Committee. Campaign efforts shall cease immediately after the election.
- b) Region Director and Officer elections shall take place over the course of two consecutive voting periods. At the time in which the election for Region Director closes, the results shall be released to the candidates, and then to the voting membership base. Officer elections shall conclude at during the Annual Meeting of the Members.
- c) Candidates may advertise or display campaign items at venues hosted and sponsored by IIBEC, within reason. Items should not distract from or compete with official IIBEC displays or sponsored displays.
 - i. Non-official IIBEC campaign materials shall not be permitted inside of the Annual Meeting.
- d) Candidates will be provided an opportunity to address the voting membership at the IIBEC Annual Meeting of the Members. Such address shall precede the vote, must be conducted in-person by the candidate and be limited to no longer than five minutes.

7. Criminal Background Check

- a) All candidates for IIBEC office are subject to a routine criminal background check prior to initializing their campaign conducted by the IIBEC COO.

Attachments

- IIBEC Policy Guidelines Appendix A – Procedures for Onsite Elections
- IIBEC Policy Guidelines Appendix B - Notice to Voting Members Concerning IIBEC Elections and Candidate Information

Procedures for On-site IIBEC Elections

Nominating Chair Duties during the Annual Meeting

1. Candidates speak to present their positions
 - Secretary/Treasurer
 - 2nd VP
 - 1st VP
2. Call to the floor for any write-in candidates
3. Call to the floor to close nominations
4. Ballots are collected
5. Count and tally votes – Follow *Procedures for Counting and Tallying Votes* below
6. Announce results of voting
7. Introduce new board
 - Thank unsuccessful candidates and encourage them to run next year.
 - Congratulate newly elected officers
8. With acceptance of the vote the vote record document will be destroyed

Procedures for Counting and Tallying Votes

1. Two members of the Nominating Committee and two IIBEC staff members will withdraw from the meeting room to count ballots. This group will be known as the Vote Counters. The vote count is closed to all other parties.

The Nominating Chair and a committee member appointed by the Chair shall be present.

In the event the Nominating Chair is unable to attend, his/her replacement will be appointed by the current IIBEC President.

Two IIBEC staff members appointed by the EVP/CEO shall also be present.
2. The IIBEC staff will distribute a ballot to each IIBEC voting member eligible to vote during the annual meeting.

3. Ballots will be divided between three vote counters. Each vote counter will divide ballots into a separate stack according to the candidate receiving that vote. The Nominating Committee Chair will oversee the counting and write the total vote for each candidate onto the vote record document.

If there is a competitive election for the Second Vice President position the vote count process will be continued in the same manner after the Secretary/Treasure candidates have been counted.

4. The ballots will be passed to a different counting person who will verify the total votes for each candidate. This process will confirm that the original count is correct. Any discrepancy will result in an immediate recount of on-site ballots.
5. The total of each candidate's convention votes will be combined with the official count of ballots from members who voted electronically prior to the convention.
6. All four of the Vote Counters will sign the official vote record indicating their agreement with the process and count.
7. The Nominating Committee Chair will announce the result of the vote to the general membership.

Notice to Voting Members Concerning IIBEC Elections and Candidate Information

For the purpose of all elections within IIBEC and associated candidate information and communications please be advised of the following:

- ✓ All official IIBEC election information shall be posted to the official IIBEC website and and/or distributed by IIBEC with the IIBEC logo and a statement confirming the information is official election information.
- ✓ All official candidate information pertaining to any IIBEC elections shall be validated by and distributed with clear indication they are official publications concerning the election process and shall bear the IIBEC logo that is trademarked and not for individual or candidate use.
- ✓ Candidates are allowed the use of social media and in-person methods of campaigning. Voting members are urged to remember that only information provided through official IIBEC channels of communication (website, email, social media) are considered vetted and approved.

IIBEC should be notified if the use of the IIBEC logo or statement are noted elsewhere in candidate promotional means. All official candidates for IIBEC elected offices are provided with guidelines to assist them with compliance with IIBEC requirements.