

A.13 Nomination and Election Process and Procedures of Five (5) Board Members Every Third Year by the Assembly

Background: The below process and procedures expand upon Bylaws provision 5.5 (b)

Assessment of Voting Members Per Jurisdiction: Every Third year, at the beginning of the fiscal year, the ICA home office led by the Executive Director runs a report of active, dues paying members eligible to vote in each jurisdiction to determine the number of Representatives that will be elected in that jurisdiction.

A voting member is defined as a field doctor member (i.e., a chiropractor, not student member, not layperson member) who pays dues, is a lifetime member, or who has been granted Emeritus status. Individuals who have been granted complimentary status are not eligible to vote. Association representatives are not eligible to vote. Staff, students, and laypersons are not eligible to vote and are not counted in this analysis. A Field Doctor member is defined as a holder of Doctor of Chiropractic degree from an accredited chiropractic college or university; or ICA accepted international chiropractic degree.

The ICA Executive Director reviews the findings with the Board Secretary who certifies the number of eligible voters.

By August 1, and again after Labor Day, A notification requesting nominations for the election for the five (5) Board Seats is sent to eligible ICA voting members in the jurisdiction via email. In August and September, the Notice to Voting Members is published in the weekly ICA Newsletter. A URL to a web page is established and included in the Email and news that details the policies and required documentation for an individual to be nominated.

One October 1, the ICA Association Management Software Nomination Pool of Board Members is Revised to include the Nominees. Everyone within the nominee pool is sent an email with the notice they are in the nominee pool and asked if they would like to be considered for election and given until November 1 to submit all required documentation. (Brief Bio, A written response to the question: “Why Would I like to Be Elected to the ICA Board of Directors?” A Full *Curriculum Vitae*, Completed ICA Conflict of Interest Form.)

On November 1, the received Nomination Packages are reviewed by the ICA Executive Director, membership status confirmed, and the packets are then provided to the Governance Committee by November 15.

By January 15, the Governance Committee shall have met and reviewed all nominees, eliminating those who do not meet basic qualifications (ICA Membership, Doctor of Chiropractic degree from an accredited chiropractic college or university; or ICA accepted international chiropractic degree.) If 10 or under, all qualified nominees are submitted as a slate. If more than 10, the Governance Committee shall select the top 10 nominees for a slate.

By February 15, the slate shall be provided to the Representative Assembly with the Brief Bio and response to the “Why I would like to be elected to the ICA Board” Question.

An Assembly meeting shall take place in March in which each nominee is given five minutes to address the full assembly online.

Time shall be incorporated into the Assembly schedule for Members of the Assembly who are present at the Annual Meeting to be given the opportunity to hear from the nominees. The online vote will be called on the final day of the annual meeting, to last a minimum of 30 minutes so that every member who is in attendance may go online to the ICA online Election portal and cast their vote.

At the conclusion of the vote, the ICA Executive Director shall open the election portal with the Assembly and ICA Secretaries observing. Once reviewed and confirmed the five elected Directors will be reported to the Assembly jointly by the Secretaries.

Notification to the Board: The Chair of the Assembly shall formally deliver that election outcome to the Board of Directors during his or her subsequent report to the Board.

Terms of Office: The terms of office for these five individuals begin on July 1, the beginning of the ICA Fiscal Year. Official swearing in is conducted at the first Board meeting after July 1. The term of office for each of these five directors is three (3) years.

Between the Annual meeting and the July Board meetings, Directors-elect are welcome to attend as observers ICA Board meetings except when in Executive Session. Invitations and materials will be provided as a matter of process.

On Boarding and Governance Training: Directors-elect are expected to participate in onboarding provided by the ICA Executive Director, President, and Governance Chair.

Approved by the ICA Board on May 9, 2024