



**Illinois Arborist Association (IAA) Board of Directors'  
Election Policies and Procedures Manual**

# Illinois Arborist Association (IAA) Board of Directors' Election Policies and Procedures Manual

Created: May 23, 2018

This document lays out policies and procedures governing the IAA election of officers and directors. It was the intent of the founding directors that elections be conducted fairly, efficiently, and with dignity and decorum. These policies and procedures are designed to meet those goals.

If any part of this document is in conflict with the Bylaws, the Bylaws supersede it. The Board of Directors has the power to interpret this document.

## Nomination Committee

The Nominating Committee is comprised of the immediate Past President as chairperson and two members of the Chapter as appointed by the President. Specific duties include recruiting nominees through the IAA newsletter, e-blasts, personal correspondence, e-mail, and telephone contacts. Brief biographies (in third person) of each nominee should be obtained along with a statement of why the nominee would like to serve in the selected position. The committee shall identify vacancies in the board and shall present a slate of candidates to the board for consideration at least 60 days prior to the annual conference. The committee and the Executive Director shall confirm that all nominees are members of both the ISA and IAA as required in the bylaws. Once the slate is confirmed by the board, the Executive Director prepares the e-ballot and ISA sends it to all ISA/IAA members with a return deadline set for approximately two to three weeks prior to the annual conference.

The President shall contact the newly elected Directors and invite them to our next board meeting. The President shall also contact all members that did not get elected and thank them for their time and interest and invite them to serve on any of our committees.

*\*No one should ever be approached with an automatic assumption that they will be invited to serve on the board, but rather only that their name is being considered by the committee. If the committee approves, their name will go out to the general membership for vote.*

## Election Process Overview

1. Board candidates are nominated by invitation from the nomination committee, by their peers or by themselves using the *Nomination Application*. This application will be sent out in early January.
2. Nominating Committee chaired by the Past President reviews candidates and recommends final election slate. If more candidates are needed the Past President and the committee reach out to members that have been highly involved in the associations events and invite them to participate.
3. IAA Board of Directors approves the final election slate.

## Election Process Overview (continued)

4. The IAA Executive Director creates the electronic ballot and ISA distributes it to our members.
5. Membership votes.
6. The IAA President contacts all candidates with the final results.
7. Winners are introduced and start their term at the IAA Annual Conference.

## Annual Election Schedule

The following is the rough schedule for the election cycle.

- **January 2:** Begin sending out nomination applications in each monthly e-blast and newsletter until slate is filled.
- **June:** End call for nominations; all nominations must be received by this date. All submitted candidates are reviewed by the Nominations Committee and the Executive Director to confirm they meet the requirements.
- **June:** Board approves final slate of candidates during summer board meeting to present to membership for voting.
- **August:** Election announced. Voting open.
- **August – September:** Voting period.
- **October :** End of voting; e-ballots are counted.
- **October:** The IAA President notifies all the candidates of the final election results.
- **Annual Conference:** Newly elected Directors start their term and are introduced at the IAA Annual Conference & Trade Show.

## Nomination Procedures

**Nominating Committee:** The Nominating Committee shall consist of the immediate past president as chairperson and two members of the Chapter as appointed by the president.

**Members:** Any member who meets the leadership expectations above may nominate themselves for election to the Board of Directors by following the procedure below.

**Sitting Directors:** Any director whose seat is coming up for election may nominate themselves for reelection by following the procedure below. Directors in elected seats currently serving on the Board whose seats are not coming up for election may not nominate themselves for election to a different seat.

**Procedure:** Any member who meets the leadership expectations above may request that a nomination package be emailed to them at any time during the nomination period. The request should be sent by email to the Executive Director of the IAA. The package will be emailed within three business days.

**The nomination package will include:**

- Constitution & Bylaws
- The Nominations Application

- Election P & P Manual
- IAA Annual Report from most recent year

Candidates should print, sign, and fax or email back the nomination application with a photo of themselves on or before the nomination deadline, June XX, XXXX.

**All nominees are required to certify:**

1. That they meet the leadership expectations to serve as a Director.
2. That they have read the Bylaws of the IAA and agree to be bound by its terms.
3. That they acknowledge the responsibilities and expectations of a Director.
4. That they have read the IAA Election Policies and Procedures Manual.
5. That they are a current ISA and IAA member in good standing.

Note that all governing documents and past annual reports are available from the IAA website: <http://illinoisarborist.org/about-us/chapter-information/>

## Candidates' Biographies/Statement

Each candidate will have the opportunity of providing a biography/statement and a photo that will be included in the IAA e-ballot and e-mailed to members as part of the election materials.

Please write your bio in third person. Writing in third person is writing from a third-person point of view, or outsider looking in, and uses pronouns like he, she, it or they. While first person comes across more personal, third person gives you the opportunity to use your full name and provides flexibility and objectivity.

Example: John Doe has been a utility arborist for 30 years. John has also served on many committees.

The biographies/statements may be no more than 400 words long. Any biographies/statement longer than 400 words will be returned to the candidate and the candidate will be asked to provide a shorter one. If no biography/statement of 400 words or less is provided before the close of nominations, the election materials will state that no biography/statement was provided.

Candidates are advised to maintain a professional tone focus to their biographies/statements on their personal philosophy, priorities and goals for the organization (e.g., 3/4 of statement). It is acceptable for candidates to provide some background on themselves (e.g., 1/4 of statement).

Candidates must send their biographies/statements to the Executive Director via email to [april@illinoisarborist.org](mailto:april@illinoisarborist.org) or before the close of nominations, June XX,XXXX.

**Tips for writing your bio:**

**Start with an introduction:** Who are you? Begin with background info. Try to include some qualities that separate you from your opposition. Keep it positive and perhaps touch on some issues that are of concern to voters

**Describe your experience:** What experiences in your personal, professional and political life have helped shape you and made you the person you are today? Discuss your education, job titles, community and civic work, awards and other offices you have held.

**Add personal detail:** A little bit about you goes a long way. Voters want to know about you, but maybe not every detail of your life.

**What is it that you want to accomplish during your time in office?** End on a strong note – a strong statement about your purpose for running and what you hope to accomplish in the office you seek. Be inspirational, be specific in what issues you hope to tackle.

No candidate's biography/statement will be edited for any reason. However, the Executive Director reserves the right to require edits or revisions if it is deemed that a candidate's biography/statement contains inaccuracies, false statements, or inappropriate language or content.

## Nomination Deadline

Candidates must return their signed nomination application via fax or email and candidate statement via email by close of business on June XX,XXXX.

## Nomination Procedures

**Withdrawal:** Candidates who wish to withdraw from the election before the election materials are emailed to members should notify the Executive Director of the IAA promptly.

**Candidate Confirmation:** Nominations that are confirmed and verified by the Executive Director are eligible to become candidates. Candidates are selected for the final slate by the immediate past president and his nomination committee. The Nomination Committee, convenes on an ad hoc basis, will review the candidate statements, conduct interviews as needed, and will put forward a final slate of candidates. The Past President shall recommend the final slate of candidates, and that slate must be ratified by the IAA Board of Directors.

**Election Materials:** Prior to the commencement of voting in August, election materials will be sent to all IAA members who are eligible to vote. Voting members must be a current ISA and IAA member in good standing. The materials will include the candidates' biographies/statements and a photo and a web link to a unique online voting ballot. The ballot will indicate the number of open seats and will list the names of candidates in alphabetical order, with equal prominence given to each.

**Voting Procedure:** IAA directors are elected by "approval voting", in which members are entitled to vote for as many or as few candidates on the ballot as they like, including all or none, regardless of the number of seats open for election. The candidates receiving the most votes will be elected.

Each member should mark his or her online ballot and submit it prior to the voting deadline, in October. The online ballot will prevent members from repeat voting.

**Election Verification:** After voting closes end of business in October, the IAA Executive Director will review the results provided from ISA and inform the IAA President of the winners.

**Election Results:** The results of the election will be announced to the membership during the first day of the Annual Conference. All candidates on the Ballot will be notified by the IAA President via phone whether or not they were elected as soon as possible after the results have been finalized.

## Withdrawal or Disqualification

**Withdrawal Procedure:** Candidates who want to withdraw from the election after the election materials have been emailed to members should notify the Executive Director immediately. In the event the candidate wishes to withdraw after the election has commenced, contact the Executive Director immediately.

**Disqualification:** Candidates may be disqualified for their participation in the board election in the event that any information provided during the nomination process is determined, by the IAA Board, to be inaccurate or fraudulent.

**Effect of Withdrawal or Disqualification:** If any candidate withdraws or is disqualified from the election before the ballots have been counted, votes for the candidate will not be counted. If a winning candidate withdraws or is disqualified after the ballots have been counted and before he or she has taken his or her seat, the non-winning candidate receiving the next highest number of votes will be elected. If no non-winning candidate is available, the IAA Board of Directors shall have the power to elect someone to that seat until the next election.

## *Illinois Arborist Association* Call for Nominations XXXX-XXXX

Illinois Arborist Association is looking for dependable people to run for the Board of Directors. All nominees must be an active member of the Illinois Arborist Association and the International Society of Arboriculture. If you are interested, please take a moment to read the responsibilities and submit the form attached.

### Vice President

The Vice President shall assist the President, and, in the event of the absence disability of both the President and the President-Elect, shall perform his/her duties. He/She shall serve as chairperson of the Chapter Membership Committee. This is a four-year term consisting of Vice President, President Elect, President and Past President. The Vice President will moderate open sessions during the annual conference.

### Commercial Director

The Commercial Director shall become familiar with prevailing problems of the commercial arborists in the Chapter area and lend support to the development of

solutions to these problems. Help secure speaker for the commercial track of the annual conference. Moderate the commercial track at the annual conference. Provide articles that would be of interest to your constituents for the Illinois Trees newsletter. This is a two-year term beginning at the Annual Meeting.

### ISA CoR Rep

Represents the Illinois Arborist Association on the Council of Representative. This individual is required to attend two ISA Council meetings annually –(the annual conference and winter meeting). They provide reports at board meetings on ISA international activities and solicits Board input as needed, regarding decisions facing the ISA CoR. This is a three-year term beginning at the Annual Meeting.

### Municipal Director

The Municipal Director shall become familiar with the prevailing problems encountered in municipal arboriculture/urban forestry in the Chapter area and lend its support to the development of solutions to these problems. A monthly luncheon for education and social contacts with the Chicago-area urban foresters (NEMF) and Moline area urban foresters (NWMF) should be continued. Assistance and promotion of other area gathering should be offered. Help secure speaker for the municipal track of the Annual Meeting. Moderate the municipal track at the Annual Meeting. Provide articles that would be of interest to your constituents for the Illinois Trees newsletter. This is a two-year term beginning at the Annual Meeting.

### Program Director

The Program Director develops a suitable educational program for the summer conference and the annual conference. This is a three-year term beginning at the Annual Meeting.

### Research Chair

The Research Director shall seek ways and means to initiate and further scientific investigation of the various problems of arboriculture and/or allies supporting disciplines and shall prepare publications and compile information of interest and value. They will help secure speakers for the General Session of the Annual Meeting. They will prepare an educational exhibit for the Annual Meeting. This is a two-year term beginning at the Annual Meeting

### Utility Chair

The Utility Director shall become familiar with the prevailing problems encountered by public utility arborists in the Chapter area and lend its support to the development of solutions to these problems. They shall Provide one article per year for the Illinois Trees newsletter. They will help secure speakers for the utility track of the Annual Meeting as well as moderate the utility track at the Annual Meeting. They will assist in obtaining utility and utility contractor sponsorship for IAA events. This is a two-year term beginning at the Annual Meeting.

## Meeting Attendance

When elected, new Board members will attend a Day and a half orientation and strategic planning session with the Board of Directors. The Board meets bi-monthly and all dates are established at the first board meeting of the year. Board members are expected to attend most primary member events (e.g., major meetings and Annual Meeting) and as many secondary events (e.g., ITCC, Golf Outing, Seminars) as feasible.

## Leadership Expectations

As the governing body of the IAA, the Board of Directors has a great deal of responsibility. Beyond the commitment to be prepared for and attend meetings, and be engaged in the work of the organization, Directors understand that:

- Board members must be qualified, informed and experienced representatives that exemplify the highest standards of professional ethics, volunteerism, and commitment to the association and its related profession.
- Board members are expected to take an active role in all member activities and attend as many major meetings as feasible.
- Board members are expected to fulfill their liaison assignments.
- Board members are expected to engage, participate and contribute to discussions and debates.
- Board members should volunteer for special assignments and task forces as needed.
- Board members should be *strategic thinkers* and look at the "big picture" of the IAA's vision, mission, and strategic initiatives, free of "private agendas."
- Board members must focus on the mission of the IAA and strive to keep it relevant and meaningful.
- Board members provide financial oversight, and ultimately have fiduciary responsibility over the organization.

## Leadership Expectations (continued)

- Board member must ensure legal and ethical integrity and maintain accountability.
- Board members should ensure the IAA has adequate resources to fulfill its mission.
- Board members determine, monitor, and strengthen the organization's programs and services.
- Board members oversee, evaluate, and direct the Executive Director.

### Questions?

If you have any questions regarding board service, contact the Nominating Committee Chair, Your info here: xxx-xxx-xxxx, your inquiry will be confidential.

**Scroll down to view the Nomination Application**





## Nomination Application for the Illinois Arborist Association's Board of Directors

All nominees must complete this form and **e-mail or FAX** it to the April Toney by June XX, XXXX. **One-page (single-sided) page is permitted per question if you need additional space.** All information will be confidential and reviewed only by the committee. Please provide a photo of yourself as well.

**E-Mail to: [april@illinoisarborist.org](mailto:april@illinoisarborist.org)**

**Phone: 877-617-8887**

**FAX: 262-857-6677**

The Nominating Committee will meet in the spring and announce its candidates for officer and director positions after the summer board meeting. If no additional nominees are received via petition by June XX, XXXX, the nominees will be elected for the ballot. The elected candidate will be introduced at the IAA Annual Conference that takes place at the Holiday Inn in Tinley Park on Month XX, XXXX

### I. NOMINEE IDENTIFICATION

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Position you are interested in serving in: \_\_\_\_\_

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Nominee statement of why they would like to serve in the selected position:

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Nominee Biography (please write the bio in 3<sup>rd</sup> person i.e., John Doe has been an arborist for XX years and one of his goals is to promote the arboriculture profession to high school students):

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*\*Feel free to use a separate sheet of paper if needed.*

I have reviewed the IAA bylaws and Nominating Committee comments regarding service on the Board of Directors board. I agree to the purpose, mission and goals of the IAA and understand the requirements and protocol of Board service. If nominated and elected, I shall fulfill the expectations of the IAA Board Members to my best ability. I (and/or my employer) will support the time, travel, and minimal travel expenses to fulfill the expectations of IAA Board Members.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_

**Submit this document and a photo by e-mail or fax by June XX,  
to:**

April Toney  
**april@illinoisarborist.org**  
**FAX: 262-857-6677**