

# IACP ELECTIONS: FREQUENTLY ASKED QUESTIONS

## **Who is eligible to serve on the IACP Executive Board?**

To be eligible to serve on the IACP Executive Board, individuals must be:

- 1) Regularly engaged in active police service as the operating chief executive of their police agency (at the time of filing, certification and election).
- 2) An active member of the IACP in good standing for at least three years immediately prior filing for office.

## **How do I declare my candidacy for office?**

Individuals interested in running for office must file a declaration of candidacy and a designation of campaign manager form with the IACP Executive Director/Chief Executive Officer.

## **Where can I find filing forms?**

Candidate filing forms are available on the IACP website at <http://www.iacp.org/iacp-elections>

## **When is the candidate filing deadline?**

The deadline for filing for office is 120 days prior to the start of the annual conference. Since the conference date changes each year, the filing date also moves. However, it is generally around the middle of June.

## **Where can I find the rules governing elections?**

The rules governing election are contained in Rule 1, Part VII of the IACP Constitution and Rules. Rule 1 is provided in this document for your convenience.

## **How much money can I spend on campaigning?**

Candidates are limited to spending \$20,000 on their campaign. This includes costs for all goods, service and expenses related to the campaign, including costs associated with candidate travel.

## **What are the contribution rules?**

No contribution over \$5,000 to a candidate or a candidate's state association is permissible. Any contribution over \$200 must be reported by the campaign. Anonymous contributions are prohibited.

## **Do I need to file financial reports?**

Yes, candidates are required to file financial reports three (3) times during and after the campaign. The first report is due 120 days before the annual conference begins. The second report is due by noon on the first day of the annual conference. The third report is due sixty days after the annual conference concludes. All reports are filed with the IACP Executive Director/Chief Executive Officer. Financial reporting forms can be found on the IACP website at: <http://www.iacp.org/iacp-elections>.

**Who oversees the election process?**

The IACP Nominations and Election Commission oversees the elections process. The Commission is chaired by an IACP Past President and is responsible for mediating disputes between candidates and clarifying election rules and practices. The Nominations and Election Commission determines all questions of eligibility of candidates for office.

**When can I start campaigning?**

A candidate may begin campaigning once a winner has been declared in the election at the annual conference prior to the one in which they will stand for office. For example, an individual running for office in 2018 may begin their campaign once the 2017 election winner is certified.

**How do I determine where to put signs/banners in the convention center/hotels?**

The Nominations and Election Commission will notify each campaign of where campaign materials may be placed within the convention center. Candidates are responsible for working with conference hotels on determining what and where materials can be posted. All requirements of hotels and convention centers will be strictly followed with regard to posting campaign literature.

No campaign literature may be placed in hotels or convention centers prior to 12:00 noon on the day preceding the first day of the annual conference. (This is for candidates running for election at that conference).

A table for campaigning and a main campaigning booth will be provided by the Nominations and Election Commission to each candidate. The position of tables or booths will be selected by lot.

**Will I have the opportunity to speak to the conference attendees?**

Each candidate for contested office will be allowed an equal amount of time for campaign speeches at the first general assembly of the annual conference.

The IACP President determines the amount of time that will be allowed for candidate speeches. This will not exceed 5 minutes per candidate.

The Nominations and Election Commission shall notify each candidate of the time allotted.

**How is candidate speaking order determined?**

The speaking order of candidates is determined by the time and date a candidate files their certification of candidacy with the IACP Executive Director/Chief Executive Officer.

**When are the elections held?**

*IACP Elections are held at the IACP Annual Conference.*

**What are the Voting Hours?**

Voting for elections begins at 8:00 a.m. on the day of the First General Session. Polls will close and all ballots counted at 4:00 p.m.

**Where are the Voting Locations?**

Voting locations will be set by the President with the advice of the Nominations and Election Commission at least 120 days prior to the start of the annual conference. At least one voting location will be established within the convention center where the annual conference is being held.

**How is the order of candidates on the ballot determined?**

The order of candidate names on the ballot is determined by the by the time and date a candidate files their certification of candidacy with the IACP Executive Director/Chief Executive Officer.

### **Who is eligible to vote?**

Active and life members are eligible to vote for candidates for IACP Office. However, individuals must join the association by July 1st in order to be eligible to vote in that year's elections.

### **Do members have to be registered at the conference to vote?**

No, members do not have to be registered for the annual conference to vote. However, depending on the security requirements of each conference, they may be required to check in and receive credentials prior to voting. The Nominations and Elections Commission will notify candidates of the process.

### **What materials does IACP provide?**

Each candidate will be provided from the Executive Director/Chief Executive Officer:

- 1) A current mailing list of all active members.
- 2) A mailing list of all active members registered for the annual conference in which they will stand for election.
- 3) A breakdown, by state, of total votes cast (not totals for individual candidates) in the previous four elections in which balloting was held.

### **How do I submit my candidate statement to *Police Chief* magazine?**

Candidates for IACP offices are provided the opportunity to place a candidate statement in *Police Chief*. These are traditionally included in the August edition of the magazine, which is the conference preview issue. Because of printing deadlines, these statements need to be submitted by late June/early July in order to be included. IACP staff will provide candidates with final deadline information.

The basics requirements on candidate statements are as follows:

**Word count:** Maximum of 800 words.

**Photo:** Please include a headshot. Photos must be either TIFF or JPEG files, and the resolutions must be, at minimum, 300 dpi, with a minimum width of 2.5 inches.

**Statement Content:** Areas of interest, qualifications for the position, personal acknowledgments, etc.

# IACP Constitution and Rules: Election Related Provisions

## **Article 4, Section 4: Eligibility**

Members of the Executive Board at the time of filing, election, and appointment, and continuously for at least three years immediately prior thereto, must be an active member of the Association in good standing. Each officer, except for the International Vice President and the Executive Director/Chief Executive Officer, at the time of filing, election, and appointment also shall be regularly engaged in active police service as the operating chief executive of their police agency. In addition, the Board of Directors may establish additional eligibility qualifications for candidates for the Executive Board. Such qualification requirements will be provided to the Nominations and Elections Commission and will be provided to the membership prior to the nomination period of the election(s) they will apply to. The Board of Directors shall review the findings of the Nominations and Election Commission and determine the eligibility of candidates for office following the filing for office by a candidate.

Each year at the time of filing and election, all officers must certify that they remain eligible to serve on the Executive Board.

## **Article 4, Section 8: Elections**

- (a) There shall be a Nominations and Election Commission which shall supervise all elections in accordance with the rules established by the Board of Directors.
- (b) The commission shall have the duty and responsibility to enforce both the rules regulating elections and the process of elections as promulgated by the Board of Directors. Any candidate vacancies that exist will be filled by the Nominations and Election Commission pursuant to rules developed by the Board of Directors. The Board of Directors shall promulgate rules for the establishment and operation of the Nominations and Election Commission.
- (c) All candidates shall be voted upon by paper or electronic ballot unless there is only one candidate for the office to be filled. The candidate receiving a majority of votes cast for each office shall be declared elected. In the event no candidate receives a majority of votes on the first ballot, another ballot shall be taken between the two candidates receiving the highest number of votes on the first ballot, and the one receiving a majority of the votes cast on the second ballot shall be declared elected.
- (d) Each candidate for office shall file a declaration of candidacy for no more than one office and a certification of eligibility with the Executive Director/Chief Executive Officer in accordance with the timeline as established by the Board of Directors.
- (e) Election of Officers to Constitutional positions will occur in accordance with the rules established the Board of Directors. These activities will be held in accordance with the requirements for these ballots prescribed elsewhere in the Constitution and Rules of the Association.

## **Article 7, Section 2: Election of Officers/Constitutional Amendments**

Election of Officers to Constitutional positions and voting for any proposed amendments to the Constitution will occur in accordance with the rules as determined by the Board of Directors. These activities will be held in accordance with the requirements for these ballots prescribed elsewhere in the Constitution and Rules of the Association

### **Rule 1, Part II, Section 7: Board of Directors Subcommittees**

**Nominations and Election Commission:** In accordance with the rules established by the Board of Directors, the Nominations and Election Commission shall be responsible for identifying, screening, and reviewing individuals who are qualified to serve on the Executive Board. The Nominations and Election Commission shall determine all questions of eligibility of candidates for office. In addition, each year the Nominations and Election Commission will develop and provide to the incoming IACP President a listing of potential nominees to serve on the IACP Board of Directors. The Nomination and Election Commission will be chaired by a Past President and consist of 11 members. 4 members will be selected by the Executive Board, 5 members will be selected by the IACP Board of Directors and 1 member will be selected by the International Policing Division. Each member shall serve a single three-year term. No two members of the Nominations and Election Commission may be from the same state.

### **Rule 1, Part VII: Election Procedures**

#### ***Section 1: Nominations and Election Commission***

The Nominations and Election Commission, as provided in Rule 4, Section 9 shall take the tally of votes and certify same to the President. The President shall report the results to the membership forthwith. The Nominations and Election Commission shall determine all questions of eligibility of candidates for office.

#### ***Section 2: Candidate for Office (Filing)***

- I. Any member seeking office shall file a declaration of candidacy for no more than one office and a certification of eligibility with the Executive Director/Chief Executive Officer at least 120 days before the opening date of the annual conference where the election will be held.
- II. Campaign Manager–Treasurer. The candidate for office shall, 120 days before the date of the annual conference, file a "certificate of designation" setting forth the name of the campaign manager and/or treasurer. The form will also include a clause for the candidate to attest to compliance with these rules.

A. Qualifications of Campaign Manager and/or Treasurer:

- Must be an active member
- The campaign manager may also perform the duties of treasurer
- May not be a person currently serving on the IACP Executive Board
- May not serve on the Nominations and Election Commission
- May not be a Sergeant-at-Arms;
- The candidate may serve as their own campaign manager and treasurer

B. Duties of Campaign Manager:

- Supervise campaign workers
- Shall be jointly accountable with the candidate for breaches of election rules
- May appoint a poll watcher for each balloting location

C. Duties of Treasurer:

- Must supervise and attest to the accuracy of the account books

D. Resignation or Termination of Campaign Manager or Treasurer:

1. If the campaign manager or treasurer resigns or is terminated by the candidate, the candidate shall immediately inform the Executive Director/Chief Executive Officer, in writing, the reason for said resignation and the name of the newly appointed party.

***Section 3: Contributions and Expenditures***

1. Recording. The Treasurer shall be responsible for the strict accounting of all contributions. Contributions shall be defined as any cash, check, or goods and services provided for the benefit of a candidate for election. A fair market value shall be placed on all goods and services by the Campaign Treasurer.
2. Contributions. All contributions in excess of \$200 to a candidate, or to a candidate's state association for the purposes of election, must be reported by the campaign. No contribution to either the candidate or the candidate's association in excess of \$5,000 is permissible.
  - a. Anonymous contributions are prohibited.
  - b. A listing of all contributions in excess of \$200, specifying the contributor's name, the business address, the amount donated, the date received, and the total amount of contribution made by a contributor, shall be retained by the Campaign Treasurer.
3. Limitation of Expenditures. A candidate will be limited to a total of \$20,000 in expenditures for an entire campaign. This shall include all goods, services and materials used on behalf of the candidate. The costs associated with a candidate's state hospitality room shall be counted against this expenditure limit on any occasion where campaign material is present or distributed.
  - a. A listing of all expenditures specifying the person and/or organization to whom the expenditure was made, address, and reason for expenditure shall be retained by the Campaign Treasurer

***Section 4: Filing of Financial Statements***

1. All candidates shall file with the Executive Director/Chief Executive Officer a preliminary

financial statement (including all contributions and expenses as listed above) with a certification of candidacy 120 days prior to the annual conference.

2. All candidates or designated campaign manager shall file an up-to-date financial statement with the Executive Director/Chief Executive Officer before noon on the day the annual conference begins.
3. The Executive Director/Chief Executive Officer will forward said financial statement to the Nominations and Election Commission and the Board of Directors forthwith upon its receipt.
4. A final financial statement shall be filed with the Executive Director/Chief Executive Officer within sixty days after the election. The Executive Director/Chief Executive Officer shall report any failure to file to the Board of Directors.
5. The financial statement shall be open to inspection at any time to the Nominations and Election Commission and shall be retained by the candidate for one year after the election. The books will be open to inspection at the annual conference.

### ***Section 5: Filling Candidate Vacancies***

1. If 120 days prior to the start of the annual conference, no candidate has filed for an elected Board office, or a candidate withdraws or is found to be ineligible, the filing period shall be reopened.
2. All candidates who have previously filed for an office shall have 72 hours to refile or redeclare their candidacy for a particular office.
3. If no eligible candidates file for an office within the filing deadline, any eligible member may file candidacy for said vacancy with the Executive Director/Chief Executive Officer on the opening day of the conference prior to election.

### ***Section 6: Elections***

**Voting.** All candidates shall be voted upon by secret ballot unless there is only one candidate for the office to be filled. The candidate receiving a majority of votes cast for each office shall be declared elected. In the event no candidate receives a majority of votes on the first ballot, another ballot shall be taken between the two candidates receiving the highest number of votes on the first ballot, and the one receiving a majority of the votes cast on the second ballot shall be declared elected [Article 4, Section 8]. (Majority is defined as 50% +1 of all votes cast)

1. **Voting Hours.** Voting for elections or any ballot articles shall begin at 8:00 a.m. on the day of the First General Session. Polls will close and all ballots counted at 4:00 p.m.
2. **Voting Location.** Voting locations will be set by the President with the advice of the Nominations and Election Commission at least 120 days prior to the start of the annual conference. At least one voting location will be established within the convention center where the annual conference is being held.
3. **Presiding Officer.** The President or a designee shall preside over the election proceedings; however, no candidate may be the presiding officer. Robert's Rules of Order (newly revised) shall be utilized.
4. **The Election.**



- a. The Nominations and Election Commission will meet at the annual conference at such times as prescribed by the chair and may conduct its business by telephone and other means.
  - b. Assigned poll watchers will be in place for balloting one hour before the polls open on Election Day.
  - c. The name of a candidate shall appear first on the ballot in the order of filing.
5. **Sergeant-at-Arms.** The Sergeant-at-Arms shall maintain order and proper decorum during the election.
6. **Poll Watcher.** A poll watcher representing each candidate for each balloting location may be appointed by the respective campaign manager, such list of poll watchers shall be given to the Sergeant-at-Arms prior to the election.
7. **Ballot Procedures.** No one except the Sergeant-at-Arms, individuals designated by the Sergeant-at-Arms, and the Nominations and Election Commission shall be behind the voting machine or in the place where the ballots are being counted.
8. **Campaign Speeches.** Each candidate for contested office will be allowed an equal amount of time for campaign speeches at the first general assembly of the annual conference. The President shall report the allocation of time for such speeches to the Nominations and Election Commission which shall not exceed 5 minutes per candidate. The Nominations and Election Commission shall notify each candidate of the time allotted.

### ***Section 7: Campaign Practices***

1. Campaign Rules for Candidates at the Annual Conference in which they will stand for election:
  - a. No campaign literature may be placed in hotels or convention centers prior to 12:00 noon on the day preceding the first day of the annual conference.
  - b. All requirements of hotels and convention centers will be strictly followed with regard to posting campaign literature. Such requirements shall be made known to each candidate or the candidate's campaign manager by the Nominations and Election Commission.
  - c. A table for campaigning and a main campaigning booth will be provided by the Nominations and Election Commission to each candidate. The position of tables or booths will be selected by lot.
  - d. Each candidate will be provided from the Executive Director/Chief Executive Officer:
    - i. A current mailing list of all active members.
    - ii. A mailing list of all active members registered for the annual conference in which they will stand for election.
    - iii. A breakdown, by state, of total votes cast (not totals for individual candidates) in the previous four elections in which balloting was held.
  - e. Banners, posters, and other campaign materials may be placed only in locations prescribed by the Nominations and Election Commission.

- f. Campaign hospitality rooms will not be open during general assemblies, business sessions and workshops.
- 2. **Campaign Rules for Candidates in the year prior to when they will stand for election.**
  - a. The campaign may begin once the Nominations and Election Commission has certified that a candidate has been elected. The distribution of campaign literature will be limited to a specified area, to be designated by the Nominations and Election Commission.
  - b. All campaign expenses associated with the distribution of material at the annual conference and incurred from that point forward shall be counted against expenditure limitations as set forth in Rule 1, Part VII, Section 4.
- 3. **Candidate Briefing Memorandum.** The Executive Director/Chief Executive Officer will provide to all declared candidates, during the year in which they will stand for election, a detailed memorandum that will outline the various opportunities, requirements and responsibilities of candidates for IACP office. Following the conclusion of each election, the Executive Director/Chief Executive Officer will consult with all candidates in order to solicit comments on the election process and opportunities for improvement in future elections.

### ***Section 8: Sanctions***

- 1. Violations of campaign rules and practices shall be investigated by the Nominations and Election Commission.
  - A. If a breach of campaign practices is found during the course of a campaign, the Nominations and Election Commission will inform the candidate and the campaign manager of the breach, asking them to cease and desist. If they do not cease and desist, or if the breach is serious, the Nominations and Election Commission can declare a candidate disqualified. The action taken by the Nominations and Election Commission will be brought before the Board of Directors for review and confirmation.
  - B. If within sixty days following the conclusion of an election, a candidate fails to file a final financial statement with the Executive Director/Chief Executive Officer or if a serious discrepancy or a claim by an opposing candidate is submitted regarding campaign financing, the Nominations and Election Commission will review the candidate actions, or suspected discrepancies and claims by opposing candidates. If irregularities are uncovered and ethical violations discovered that subvert the intent of this rule, the Nominations and Election Commission can recommend to the Board of Directors such disciplinary procedures as they judge appropriate, including forfeiture of office or prohibition on standing for election for other IACP office.