ELECTION RULES

Article IV, Section 4
Article IV, Section 8
Article VII, Section 2
Rule 1, Part VII
The conduct of elections for IACP office is governed by the IACP Constitution and Rules. Four sections of the Constitution and Rules address elections directly. These are:

1. **Article IV (Officers), Section 4: Eligibility**
   This section sets forth the eligibility requirements for Members of the Board of Officers and candidates for position on the IACP Board.

2. **Article IV (Officers), Section 8: Elections**
   This section:
   1. Establishes the authority of the Election Commission to determine candidate eligibility and enforce election rules;
   2. Sets forth the method of voting (paper or electronic ballot) to be used in IACP elections and the means of determining the winning candidate;
   3. Establishes the filing deadline for a candidates “Declaration of Candidacy”

3. **Article VII (Annual Conference), Section 2 Election of Officers**
   This section establishes that voting in IACP elections must occur at the Annual Conference. This section also directs that the election activities will be conducted in accordance to requirements set forth in the Constitution and Rules of the Association.

4. **Rule 1 (Association Governance), Part VII: Election Procedures**
   Rule 1, Part VII provides a comprehensive listing of the regulation, requirements and procedures associated with both running for IACP Office and the conduct of IACP Elections. These include:
   1. Filing for Office
   2. Contribution and Expenditure Limits
   3. Filing of Financial Statements
   4. Filling Candidates Vacancies
   5. Conduct of Elections
      a. Voting Procedures
      b. Voting Hours
      c. Voting Locations
      d. Run-Off Elections
      e. Poll Watchers
      f. Campaign Speeches
6. Campaign Practices – which includes:
   a. Time/location restrictions on the display or placement of campaign material
   b. Booth Selection
   c. Materials to be provided to Candidates
7. Sanctions for Campaign violations.

The full text of each of these four sections is provided in this document.

Please note: The provisions of Article IV, Section 4, Article IV, Section 8 and Article VII, Section 2 may only be modified through an amendment approved by 2/3rds of the membership present and voting at an IACP annual conference. Rule 1, Part VII may be modified by the Executive Committee.
**Article IV – Officers**

**Section 4: Eligibility**

Members of the Board of Officers at the time of filing, election, and appointment, and continuously for at least two 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, 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, each year at the time of filing and election, those officers who are serving multi-year terms, must certify that they remain eligible to serve on the Board of Officers. The Executive Committee shall review the findings of the election commission and determine the eligibility of candidates for office immediately following the filing for office by a candidate.
(a) There shall be an Election Commission which shall supervise all elections and
determine if candidates are eligible for office. The commission shall have the duty
and responsibility to enforce the rules regulating elections promulgated by the
Executive Committee. Any candidate vacancies that exist will be filled by the
Election Commission pursuant to rules developed by the Executive Committee. The
Executive Committee shall promulgate rules for the establishment and operation of
the Election Commission.

(b) 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

(c) 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 at least 120 days
before the opening date of the annual conference where the election will be held.
ARTICLE VII – ANNUAL CONFERENCE
SECTION 2: ELECTION OF OFFICERS/
CONSTITUTIONAL AMENDMENTS

Election of Officers to Constitutional positions and voting for any proposed amendments to the Constitution will occur at the annual conference as determined by the Executive Committee. 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 -- ASSOCIATION GOVERNANCE
PART VII -- ELECTION PROCEDURES
(Effective November 13, 2008)

Section 1: Election Commission

The 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 Election Commission shall determine all questions of eligibility of candidates for office.

Section 2: Candidate for Office (Filing)

(a) 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 at least 120 days before the opening date of the annual conference where the election will be held [Article 4, Section 8].

(b) 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.

(1) Qualifications of Campaign Manager and/or Treasurer:
   a. Must be an active member;
   b. The campaign manager may also perform the duties of treasurer;
   c. May not be a person currently serving on the IACP Board of Officers;
   d. May not serve on the Election Commission;
   e. May not be a Sergeant-at-Arms;
   f. The candidate may serve as their own campaign manager and treasurer.

(2) Duties of Campaign Manager:
   a. Supervise campaign workers;
   b. Shall be jointly accountable with the candidate for breaches of election rules; and,
   c. May appoint a poll watcher for the balloting location.

(3) Duties of Treasurer:
   a. Must supervise and attest to the accuracy of the account books.

(4) Resignation or Termination of Campaign Manager or Treasurer:
   a. If the campaign manager or treasurer resigns or is terminated by the candidate, the candidate shall immediately inform the Executive Director, in writing, the reason for said resignation and the name of the newly appointed party.
Section 3: Contributions and Expenditures

(a) 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.

(b) 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 $5000, is permissible.

   (1) Anonymous contributions are prohibited.
   (2) A listing of all contributions in excess of $200, specifying contributor’s name, business address, the amount donated, date received, and the total amount of contribution made by a contributor, shall be retained by the Campaign Treasurer.

(c) Limitation of Expenditures. A candidate will be limited to a total of $15,000 in expenditures, excluding personal travel, food and lodging of the candidate, 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.

   (1) 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.
   (2) The cost of travel, food and lodging expenditures, while not counted against the expenditure limit, must be reported by the candidate.

Section 4: Filing of Financial Statements

(a) All candidates shall file with the Executive Director a preliminary financial statement (including all contributions and expenses as listed above) with a certification of candidacy 120 days prior to the annual conference.

(b) All candidates or designated campaign manager shall file an up-to-date financial statement with the Executive Director before noon on the day the annual conference begins.

(c) The Executive Director will forward said financial statement to the Election Commission and the Executive Committee forthwith upon its receipt.

(d) A final financial statement shall be filed with the Executive Director within sixty days after the election. The Executive Director shall report any failure to file to the Executive Committee.

(e) The financial statement shall be open to inspection at any time to the 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

(a) 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 re-opened.
(b) All candidates who have previously filed for an office shall have 72 hours to re-file or re-declare their candidacy for a particular office.
(c) 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 on the opening day of the conference prior to election.

Section 6: Elections

(a) 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)
(b) 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.
(c) Voting Location: Voting locations will be set by the President with the advice of the 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.
(d) 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.
(e) The Election.
(3) The 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.
(4) Assigned poll watchers will be in place for balloting one hour before the polls open on election day.
(5) The name of a candidate shall appear first on the ballot in the order of filing.
(f) Sergeant-at-Arms. The Sergeant-at-Arms shall maintain order and proper decorum during the election.
(g) A poll watcher representing each candidate for the balloting location may be appointed by the respective campaign manager, but such list of poll watchers shall be given to the Sergeant-at-Arms prior to the election.
(h) No one except the Sergeant-at-Arms, individuals designated by the Sergeant-at-Arms, and the Election Commission shall be behind the voting machine or in the place where the ballots are being counted.
(i) 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 Election Commission which shall not exceed 15 minutes per candidate. The Election Commission shall notify each candidate of the time allotted.

Section 7: Campaign Practices

(a) Campaign Rules for Candidates at the Annual Conference in which they will stand for election:

1) 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.

2) 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 Election Commission.

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

4) Each candidate will be provided from the Executive Director:
   (a) A current mailing list of all active members.
   (b) A mailing list of all active members registered for the annual conference in which they will stand for election.
   (c) A breakdown, by state, of total votes cast (not totals for individual candidates) in the previous four elections in which balloting was held.

5) Banners, posters, and other campaign materials may be placed only in locations prescribed by the Election Commission.

6) Campaign hospitality rooms will not be open during general assemblies, business sessions and workshops.

(b) Campaign Rules for Candidates in the year prior to when they will stand for election.

1) The campaign may begin once the 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 election commission.

2) 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.

(c) Candidate Briefing Memorandum. The Executive Director 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 will consult with all candidates in order to solicit comments on the election process and opportunities for improvement in future elections.
Section 8: Sanctions

(a) Violations of campaign rules and practices shall be investigated by the Election Commission.
   i. If a breach of campaign practices is found during the course of a campaign, the 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 Election Commission can declare a candidate disqualified. The action taken by the Election Commission will be brought before the Executive Committee for review and confirmation.
   ii. If within sixty days following the conclusion of an election, a candidate fails to file a final financial statement with the Executive Director or if a serious discrepancy or a claim by an opposing candidate is submitted regarding campaign financing, the 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 Election Commission can recommend to the Executive Committee such disciplinary procedures as they judge appropriate, including forfeiture of office or prohibition on standing for election for other IACP office.