

IIAR Committee Policy

Approved by IIAR BOD on June 16, 2022

EXECUTIVE COMMITTEE AUTHORITY

Extenuating Circumstances – The Executive Committee has the authority to override these policies (including term limits and minimum service periods for eligibility for an appointment) when deemed to be in the best interests of IIAR.

IIAR Standards Committee Exception

The IIAR Standards committee policies and procedures are maintained and governed by separate documents. Therefore the following policies do not apply to the Standards Committee.

COMMITTEE CHAIRS are voting members of the committee they serve. They are responsible for establishing committee meeting dates and time, calling the meetings to order, presiding over the meetings, and representing their committee in the activities of IIAR. Committee Chairs are also ex-officio members of the Board of Directors without the right to vote (unless they are also members of the Board of Directors). They are expected to attend all meetings of the Board of Directors, give committee reports, and participate in the general discussion of the Board.

Appointment - Committee Chairs are appointed by the IIAR Chair. One year prior to a known committee chair vacancy, the Committee Chair will select a Committee Chair-Elect, subject to approval by the IIAR Chair. It is understood that the Chair-Elect will be appointed Committee Chair one year hence.

Recording Secretary - The Committee Chair shall appoint one voting member to serve as a Recording Secretary for the committee. The duties of the Recording Secretary are to maintain a written record of the committee activities and chair the meetings in the absence of the Chair. The Recording Secretary will chair the meetings in the Chair's absence.

Eligibility - Committee Chairs should have served at least one full year as a Voting Member to be eligible for appointment to the position of Committee Chair.

Term - A Chair's term shall be no more than 3 years with an individual serving no more than two consecutive terms. The time of service spent as a Voting Member of a committee will not affect the term of committee Chair. The chair shall have

the option to vote on matters before the committee regardless of whether he/she has completed two consecutive terms as a voting member prior to becoming chair.

VOTING MEMBERS are interested in doing the committee's work, participating in meetings, participating in discussions, serving on a task force, and are otherwise active in the proceedings of the committee. A Voting Member of a committee is eligible to cast a vote on all issues and motions that come before the committee.

Appointment - Voting Members are approved by the Committee Chair, and reviewed for compliance with these policies by the Executive committee. Balance between the various IIAR member categories should be maintained whenever practical..

Eligibility - To be eligible to serve as a Voting Member of a committee, a person must have served that committee as a Corresponding Member for a minimum of one year. A voting member must be a Regular or Associate member of IIAR. No more than one person employed by a single company is permitted to be a voting member at a given time.

Term & Limits - A Voting Member's term is no more than 3 years with an individual serving no more than two consecutive terms. Voting Member terms shall expire at IIAR Annual Conference in March. A standing committee will have a minimum of 6 and a maximum of 16 Voting Members. The time of service spent as a Chair of a committee will not affect the term as a voting member unless the individual already completed two consecutive terms as a voting member immediately preceding service spent as a Chair.

CORRESPONDING MEMBERS are persons who, to various degrees, are interested in the work of the committee. They may or may not choose to actively participate in meetings, discussions, committee task force service, or other proceedings of the committee. The corresponding committee members have no vote on issues brought before the full committee

Eligibility – There are no eligibility requirements other than an interest in the work of the committee. A Corresponding Member does not need to be a member of IIAR. (Exception: Corresponding Members of the Standards Committee must be

members of IIAR.)

Term & Limits - A Corresponding Member has no set term and no limit to their terms. There is no limit to the number of Corresponding Members on a committee.

Appointment - No appointment is required. An individual may join a committee by making a written request to the Committee Chair expressing his/her interest in becoming a Corresponding Member. It is the responsibility of the Committee Chair to periodically review the membership roster and confirm the interest of the Corresponding Members.

COMMITTEE UPDATES

Committee Chairs shall annually review and submit revised rosters to IIAR Staff on or before February 1 of each year. The final roster must indicate the chair, chair elect (if necessary), recording secretary, voting members, and corresponding members. All rosters will be forwarded to the Executive Committee prior to the February ExCom meeting for review..