

A.9 Election Procedures for the Representative Assembly Elections

Background: The procedures for administering elections are based on the negotiated procedures established in 2019 with then ICA Secretary/Treasurer, Dr. Jon L. Stucky and the Assembly leadership. In 2022, ICA moved to conduct all Representative Elections in the even year to take office on January 1.

Assessment of Voting Members Per Jurisdiction: On even calendar years, 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. The ICA Executive Director reviews the findings with the Board Secretary who certifies the number of Representatives in each jurisdiction.

By August 1, A notification of upcoming elections is sent to eligible ICA voting members in the jurisdiction via email. The notification includes the forms and instructions necessary to file an intent to run for Representative Assembly with at least a 30-day deadline to file.

September 1 – Due Date to have Intent to Run forms in the ICA Home office by close of business via fax/email/mail (Executive Director will provide a list of nominees to the Board Secretary.)

Notice of receipt of intent to run package sent via email to Executive Director or designee in the home office.

September 15 - Eligibility of candidates completed with two layers of review in the home office. Guidelines of Eligibility provided below. In the incidence of a competitive race with more than one candidate, an online ballot is prepared for online/electronic voting completed.

October 1, President appoints two “responsible persons” to serve with the Executive Director as election results observers.

October 1, Send email to all eligible ICA voting members in jurisdiction, instructions and a deadline to complete their vote. Individuals in noncompetitive jurisdictions will receive an email announcing who their Representative for the coming year will be.

November 1, Voting Ends at 10 am Eastern. The Secretary and the two observers will be online or in person with the Executive Director to receive the election results. The ICA Secretary will certify the election outcomes within seven calendar days. A secondary review of membership dues being up to date for Assembly Representatives-elect will be completed prior to announcing

results. If all are up to date, the announcement will be sent. If any RA elect has allowed their membership to lapse, they will be called by the Membership Director and given the opportunity to catch their dues up so their election can be validated. The Secretary will notify the Board of the election outcomes via email as well as the candidates. The membership will be notified after these two notifications have taken place.

A digital file of the election outcomes will be preserved on the ICA SharePoint Server.

Assembly members begin their two-year term on January 1 of the odd year after their election.

Eligibility to run for the Assembly:

- Membership as a field doctor in the International Chiropractors Association for a minimum of the prior 12 months without lapsing.
- Practicing chiropractic in the jurisdiction; or if retired that you reside in.
- Does not serve as an officer or board member in a competing national/international organization.
- If no other eligible member in a jurisdiction exists, someone who has been a member less than a year may be appointed by the ICA President.

Vacancies: Vacancies or Resignations in the Assembly may be filled by individuals recommended by the RA Chair and approved by the ICA President.

(Last Revised and Approved by the ICA Board on April 13, 2023)