

## PROCEDURES FOR ELECTING ICES REPRESENTATIVES

1. The office of Representative will be a term of two (2) years, for a maximum of four (4) consecutive years (two two-year terms).
2. The term limit may be amended (by a MAJORITY VOTE of the state/area/province/country membership) to meet the current situation. Should no members be willing to fill the position; the current Representative may be ELECTED to serve more than the maximum time stated.
3. A candidate for Representative must be a member in good standing for one continuous year immediately preceding nomination. Any Representative appointed by the Representative Liaison must also meet these qualifications.
4. Representative candidates should first be nominated from existing or past Alternates (all Alternates must be a member in good standing for one continuous year immediately preceding nomination). If none, then nominations come from the general state/area/province/country membership.
5. When a state/area/province/country meeting or election is not held every term, the Representative Liaison is authorized to appoint a Representative. The Representative Liaison is also authorized to remove a Representative who has exceeded the maximum term limit or who has not fulfilled his/her Representative duties.
5. Those states with ten (10) or less members and no Representative shall be covered under the communication duties of the nearest neighboring State Representative, as appointed by the Representative Liaison.
6. In the absence of a duly elected or appointed Representative, the designated Board Member Liaison is responsible for communicating with the state/area/province/country membership. The ICES Membership Coordinator supplies a list of members every other month.
7. If a Representative is elected to the Board of Directors, he/she may continue as Representative during the first year only as a Board Member, but must relinquish the Representative position at the end of the first year on the Board of Directors. (#79-03/04)
8. The terms of Alternates will run concurrent with the Representatives.
10. A designated individual shall be the Acting Representative in the event of the Representative's absence at any Midyear or Convention meetings and shall perform whatever other duties are assigned by the Representative.
11. An Acting Representative must have the required form (B1) completed and signed by the Representative and turned into the Representative Liaison stating that they are the Acting Representative and an ICES member. This must be accomplished prior to the FIRST session or activity at the event of which the Acting Representative is an attendee.