



Policy and Procedures
Section: 200
Subject: Appointment and Removal of
Committee Chairs

Date: 28 April 2022
Revision: 25

200.1. General

The IAC Board of Directors will use a standardized policy and procedure for the appointment of Committee Chairs, and their removal, should that become necessary.

200.2. Policy

200.2.1. Responsibility and Authority

200.2.1.1. For newly created committees and existing committees the IAC board of directors are responsible for reviewing, and approving/disapproving new and continued service for committee chairs.

200.3. Procedures

200.3.1. Review and Approval of Appointments

200.3.1.1. Newly created Committees will have their initial chair appointed at the time of creation of that Committee by the IAC Board of Directors.

200.3.1.2. All existing Committee chair appointments will be reviewed and approved/disapproved for continued service by the IAC Board of Directors at the Fall Board meeting of each calendar year.

200.3.1.3. Vacancies in Committee Chair Positions will be filled by the IAC president on an interim basis, subject to permanent confirmation by the IAC board at their next regularly scheduled meeting. If the confirmation fails, the position will be filled by vote of the directors.

200.3.2. Method of Annual Review

200.3.2.1. The IAC Secretary will poll each Committee chair on an annual basis to determine the desire of that Chair to continue service and whether there have been any changes to the



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membership of that Committee.

200.3.2.2 Committee Chair vacancies will be reported by the Secretary to the President and placed on the agenda for the next regular IAC Board meeting

200.3.3. Removal of Committee Chairs

200.3.3.1. Committee Chairs may be removed by majority vote of the Board of Directors-

200.3.3.2. If a Committee Chair is removed, they will be notified by the IAC President, in writing, within ten (10) days of the action.

200.3.4. Resignations

200.3.4.1. Committee Chairs may resign by contacting the IAC President, Secretary, or Executive Director.

200.3.4.2. The IAC President will interpret failure to respond or perform duties in a timely manner as resignation.