



**International Colour Association  
Internationale Vereinigung für die Farbe  
Association Internationale de la Couleur**

## **AIC Standing Rules**

### **Guidelines for AIC Nomination Procedures**

(approved by the members of the 2002-2005, 2006-2009 and 2018-2019 AIC Executive Committees)

#### **General**

These guidelines outline the process that should be used for selecting individuals to be placed in nomination as follows: (a) candidates for Vice President and Secretary/Treasurer every two years; and (b) three candidates for Executive Committee ordinary members every two years. These candidates must come from a regular member country different from the one hosting the next Congress. As stated in Article 7 of the Statutes, the 4<sup>th</sup> Executive Committee ordinary member must be appointed by the regular member organization in whose country the next Congress is to take place and endorsed by the current Executive Committee.

The candidate for Vice President should have good administrative ability combined with excellent leadership characteristics. The candidate for Vice President should be very familiar with the objectives and all organizational aspects of the AIC. The candidate for Vice President may have served as an Executive Committee ordinary member, but this is not a necessary condition. The candidate for Vice President cannot come from the same regular member country as the current President.

The candidate for Secretary/Treasurer should have experience in the proper preparation of minutes; the resources necessary to oversee publishing, storing, and mailing of AIC official documents; and experience with keeping financial records, preparing tax forms, and making fiscal reports. The candidate for Secretary/Treasurer cannot come from the same AIC regular member country as the predecessor.

Candidates for Executive Committee ordinary members should show leadership qualities and a strong sense of responsibility. They must agree to attend all AIC Executive Committee meetings for the two-year period unless there is a compelling reason why they cannot. Candidates for Executive Committee ordinary members should be prepared to undertake specific duties and responsibilities for the benefit of the AIC.

After satisfying the above qualification, consideration should be given to obtaining a well-balanced AIC Executive Committee, with members representing, as much as possible, all areas of interest in color from different regions around the world.

As stated in Article 7 of the Statutes, nominations for candidates can come from AIC regular members or from the current AIC Executive Committee. The current AIC Vice President should lead the effort in putting together the Executive Committee nominations for the slate. Each candidate must have appropriate curriculum vitae. If there are more than three candidates recommended by the Executive Committee for ordinary member and/or if there is more than one candidate recommended by the Executive Committee for Vice President or Secretary/Treasurer, then it is advised that the current Vice President use an equitable process among the current Executive Committee to wind up with the required three Executive

Committee ordinary member nominees, one Vice President nominee and one Secretary/Treasurer nominee. This is desirable because more nominations are likely to come in from the regular members.

Should a candidate be nominated by an AIC regular member other than the AIC regular member to which they belong or should the candidate be a member of more than one AIC regular member organization, the candidate must represent the AIC regular member that nominates them. This must be done in written statements from the candidate and the AIC regular member that is making the nomination. These written statements must be sent to the Secretary/Treasurer as outlined in the Time Table below.

### **Time Table**

At least nine months prior to the next Congress or Midterm Meeting the Secretary/Treasurer must inform all regular members of the ordinary EC members who wish to stay on for a second two-year term, supported by the Executive Committee, with their supporting documentation. This will allow all regular members to know how many available positions there will be for the ordinary member election. While the Vice President initiates this process within the Executive Committee, the Secretary/Treasurer should send a letter to regular members asking for nominations. The nominations should consist of a curriculum vitae and an acceptance letter (the term "letter" in these Guidelines means a postal letter and/or a letter sent via email) from the candidate indicating:

- their acceptance to represent the nominating regular member;
- whether they are ready willing and able to assume the responsibilities of the office for which he or she is being nominated, and
- why they want to serve in their nominated position on the Executive Committee.

At least five months prior to the next Congress or Midterm Meeting, all nominations by regular members must be received by the Secretary/Treasurer.

At least four months prior to the next Congress or Midterm Meeting, the Secretary/Treasurer must send out the completed nomination slate of all candidates with their acceptance letter and the curriculum vitae to all regular members. This will allow regular members to familiarize themselves with all candidates so they can make a well-informed decision on who they wish to endorse. The candidate or any other person representing the candidate does not get involved in the endorsement process.

At least three months prior to the next Congress or Midterm Meeting, the Secretary/Treasurer should send a letter to all regular members asking them to endorse all candidates they wish to support by sending back an endorsement letter. Each candidate nominated by a regular member must be endorsed by one other AIC regular member. If more than one endorsement is received for any candidate, the first one received is the one that will be official and the remaining will just be filed away and will not be made public. If a candidate is missing the required number of endorsements, the Secretary/Treasurer will contact the nominating regular member and ask them to seek the endorsements necessary to complete the required number. Once the nominating regular member receives the necessary endorsement letters, they must be sent to the Secretary/Treasurer.

At least two months prior to the next Congress or Midterm Meeting, the Secretary/Treasurer will send out a letter to all regular members indicating the endorsement status for each candidate on the slate. If there is a candidate that does not have the required one endorsement, then their name must be removed from the slate. It is not necessary to list the endorsing regular members for each candidate on the slate.