



# INTERNATIONAL ASSOCIATION OF WOMEN POLICE

January 2012

## ANNOUNCING THE 2012 IAWP ELECTION OF OFFICERS

**Jane Townsley**  
*President*  
London, UK

**Deborah Friedl**  
*Executive Director*  
Lowell, MA

**Margaret Shorter**  
*First Vice President*  
Vancouver, BC

**Myra James**  
*Second Vice President*  
Hamilton, ON

**Heather Kouts**  
*Third Vice President*  
New Orleans, LA

**Michele Lish**  
*Recording Secretary*  
Portland, OR

**Kim Covert**  
*Treasurer*  
Denver, CO

**Linda Cunningham**  
*Sergeant at Arms*  
Victoria, BC

**Tamia Dow**  
*Chaplain*  
Las Vegas, NV

**Simon Townsley**  
*Editor, WomenPolice*  
London, UK

**Laura Goodman**  
*Chair, Board of Trustees*  
St. Paul, MN

TO: IAWP Members

The 2012 Election of Officers for the International Association of Women Police is now open. Although we have published information in the WomenPolice Magazine, we wanted to directly provide members with some initial information, encourage Members to run for office, and give the website link address to check for updates.

Every three years the IAWP conducts a formal election for Board positions. The positions are -

President  
1<sup>st</sup> Vice President  
2<sup>nd</sup> Vice President  
3<sup>rd</sup> Vice President  
Recording Secretary  
Treasurer  
Sergeant-at-Arms  
Historian  
Chaplain

Region 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)  
Region 2 (New Jersey, New York, Pennsylvania)  
Region 3 (Delaware, District of Columbia, Maryland, Virginia)  
Region 4 (Georgia, Kentucky, North Carolina, South Carolina, Tennessee, West Virginia)  
Region 5 (Alabama, Arkansas, Florida, Louisiana, Mississippi)  
Region 6 (Illinois, Indiana, Michigan, Ohio)  
Region 7 (Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin)  
Region 8 (Colorado, Kansas, Missouri, New Mexico, Oklahoma, Texas)  
Region 9 (Alaska, Idaho, Montana, Oregon, Washington, Wyoming)  
Region 10 (Arizona, California, Hawaii, Nevada, Utah)  
Region 11 (New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec)  
Region 12 (Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut Territory, Saskatchewan, Yukon Territory)  
Region 13 (European Union, Russia, United Kingdom, USSR former member countries)

*The mission of IAWP is to strengthen, unite, and raise the profile of women in criminal justice internationally.*

IAWP Web Site: [www.iawp.org](http://www.iawp.org) IAWP Foundation Web Site: [www.iawp-foundation.org](http://www.iawp-foundation.org)

- Region 14 (Australia, East Timor, Guam, New Zealand, Pacific Islands, Papua New Guinea)
- Region 15 (Asia - Bangladesh, China, India, Indonesia, Japan, Korea, Malaysia, Philippines, Sri Lanka, Taiwan)
- Region 16 (Near and Middle East - Egypt, Iran, Iraq, Israel, Jordan, Saudi Arabia, Turkey, United Arab Emirates)
- Region 17 (Bahamas, Bermuda, Caribbean Islands, Central America, Puerto Rico, South America, Virgin Islands)
- Region 18 (Africa (Except Egypt))

In addition to the general qualifications for Board members listed in Policy 9, Section 3.1.1, there are some very specific minimum qualifications for each elected position that are also listed. The general qualifications include being an active member with dues current, willingness to attend twice yearly Board meetings (one in conjunction with the Annual Training Conference), and to submit written reports in advance of each Board meeting. Because of the international scope of IAWP Board communications, and because timeliness of response is important, it is assumed that persons running for elected positions will have a computer and reasonable access to an Internet provider. A PDF version of IAWP Policy 9 is attached for your convenience and the policy itself is available on the website.

After determining eligibility for a specific office, a member must submit a “letter of intent” to the Elections Chair to start the process of becoming a candidate. The date that letters of intent must be submitted either by email or postal mail to the Elections Chair is February 11, 2012. Members are encouraged to communicate with members of the current Board of Directors, the Elections Chair Cande Ackler, or the Nominations Chair Helen Rawlings, regarding the positions, the process, or with any questions during the elections process. Contact information is contained on the IAWP website and in the WomenPolice magazine. The election process will be completed and new officers announced at the 2012 Annual Training Conference in St. Johns, Newfoundland.

Please remember these important dates for the 2012 IAWP Election:

- February 11, 2012 Letters of Intent to run for office must be submitted to the Elections Committee Chair
- May 31, 2012 Voters must be “eligible” (dues paid)
- June 12, 2012: Elections packages will be mailed to voters
- September 2, 2012 Ballots must be received by the Elections Chair
- September 9-15, 2012 Ballots will be counted and results announced at the membership meeting during the Annual Training Conference

It is an exciting time for the IAWP because of the important work of the organization in all parts of the world. We have written so much history in just the

last few years that it gives us great optimism and hope for the future. Being a woman in policing is not only one of the deepest callings, but also one of the greatest challenges one can experience. Being an Officer on the IAWP Board is the sincerest expression of those.

Visit the 2012 Election web section at <http://www.iawp.org/elections/elections2012.htm>. We will keep the section updated with important information so please check back.

The deadline for your Letter of Intent is February 11, 2012. Don't miss it.

Sincerely,

*Cande Ackler*

Cande Ackler  
IAWP Election Committee Chair  
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*Helen Rawlings*

Helen Rawlings  
IAWP Nominations Committee Chair  
email: [hrawlings@sky.com](mailto:hrawlings@sky.com)

Attachment:

PDF version IAWP Policy 9

## Policy Nine

### **ELECTION PROCEDURES**

**1. Purpose:**

The purpose of this policy is to set forth guidelines for IAWP elections.

**2. Objective:**

Notification of the election year will be published in the first issue of the IAWP Official Publication following the annual conference preceding the election year. This policy will discuss the following areas involved in IAWP elections process under sections:

- 3.1. Duties and Responsibilities for Each Elected Office
- 4.1. Candidate Eligibility
- 5.1. Procedures to Run for Office
- 6.1. Campaigning
- 7.1. Voter Eligibility and Responsibility
- 8.1. Duties of the Election Committee
- 9.1. Duties of the Nominating Committee (*this is new category*)

**3. Procedures:**

**3.1. Duties and Responsibilities of Each Elected Office:**

IAWP Officers are: President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Treasurer, Sergeant-at-Arms, Historian, Chaplain, Regional Coordinators, and the Executive Director (*appointed position*). All Officers except the Executive Director are elected every three years. The duties and responsibilities of each elected office are:

**3.1.1. All Board Officers**

- 3.1.1.1. Promote the purpose, aims, and objectives of IAWP.
- 3.1.1.2. Represent the highest standards of IAWP and project such image to the membership and the law enforcement community.
- 3.1.1.3. Publicize and work to increase membership.
- 3.1.1.4. Maintain active membership with dues current.
- 3.1.1.5. Attend all Board and Membership meetings, except for bona fide reasons submitted to the President in advance of meetings.
- 3.1.1.6. Submit written reports on activities and financial statements to the President prior to each Board Meeting.
- 3.1.1.7. Facilitate requests and concerns of members and others to the appropriate Board Officers and/or the entire Board.

- 3.1.1.8. Each has an equal vote on matters before the Board.
- 3.1.1.9. As authorized by the Board may enter into any contract or execute and deliver any instrument in the name of and on behalf of IAWP.
- 3.1.1.10. Shall not enter into any unauthorized personal or private contracts using the IAWP to receive favors, funds, or property.
- 3.1.1.11. Welcome and assist those who attend conferences.
- 3.1.1.12. Are elected every three years, except the Executive Director, who shall be appointed by the President.
- 3.1.1.13. When leaving Office, turn over all records pertaining to that Office to the succeeding Officer.
- 3.1.1.14. May resign at any time by giving written notice to the Board.
- 3.1.1.15. May be removed from Office by the affirmative vote of two-thirds of all members at any regular or special meeting for nonfeasance, malfeasance, or misfeasance, or for conduct detrimental to the interests of IAWP.
- 3.1.1.16. Shall have such other powers and shall perform such other duties as may be assigned by the Board of Directors.

### 3.1.2 **President**

- 3.1.2.1. Preside at all business meetings and meetings of the Board of Directors under the IAWP Standing Order.
- 3.1.2.2. Schedule meetings of the Board of Directors, including but not limited to, a meeting immediately prior to each annual meeting.
- 3.1.2.3. Schedule annual and special meetings of the members.
- 3.1.2.4. Provide notice either personally, or by mail, or electronic means, of the time, place and purpose of the annual or special meetings, not less than 30 days before the annual or special meeting, to all members, and to the Board of Directors before such meetings unless waived as provided by the Constitution.
- 3.1.2.5. Appoint Chairpersons of standing and special committees.
- 3.1.2.6. Act as a member ex officio of all committees, except the Nominating Committee and the Election Committee.
- 3.1.2.7. Coordinate activities and responsibilities delegated to Board Officers and members and assist, as appropriate.
- 3.1.2.8. As appropriate and necessary, sign any contracts or agreements authorized by the Board and other documents, including checks, conference certificates of attendance and appreciation, correspondence, etc.

- 3.1.2.9. Respond to written and verbal requests for information or action either personally or by delegation.
- 3.1.2.10. Exercise general charge and supervision of the affairs of IAWP.
- 3.1.2.11. Represent IAWP as appropriate.
- 3.1.2.12. Submit articles to the Editor.

**3.1.3. Vice Presidents: First, Second, and Third**

- 3.1.3.1. At the request of the President, or in the event of the President's absence or disability, the First Vice-President and each succeeding Vice-President shall perform the duties and possess and exercise the powers of the President.
- 3.1.3.2. Assist the President in the performance duties, as requested.
- 3.1.3.3. As assigned by the President, shall chair a standing or special committee.
- 3.1.3.4. As assigned by the President, a Vice-President will supervise and assist the Regional Coordinators to assure maximum effectiveness in the regions. In so doing, assume overall responsibility for organization and productivity in the Regions.
- 3.1.3.5. Shall be aware that these positions provide experience and preparation for the position of President and be willing to consider the future possibility of accepting the Presidency if so nominated and elected.

**3.1.4. Recording Secretary**

- 3.1.4.1. Shall have charge of such books, documents, and papers as the Board of Directors may determine.
- 3.1.4.2. Shall attend and keep detailed minutes of all meetings of the Board of Directors and the membership. Minutes must include all matters on which a vote was taken, reports of the Board Officers, and all significant matters discussed.
- 3.1.4.3. Transcribe minutes and send to all Officers on the Board and to the Editor of the IAWP Official Publication within thirty days after the meeting, unless otherwise specified to meet publication deadlines.
- 3.1.4.4. Receive correspondence and other materials for IAWP and maintain in orderly files. Respond to correspondence as requested by the President and/or the Board as appropriate.

- 3.1.4.5. Provide copies of appropriate materials and as requested by Officers of the Board.
- 3.1.4.6. Provide minutes to the membership at the annual meetings of the previous annual and board meetings either in writing or as read, unless otherwise waived by a majority of members present.
- 3.1.4.7. Perform such other duties as may be assigned by the Board.
- 3.1.4.8. Has the responsibility to assure the Conference Host provides recording equipment for all Board of Director's Meetings.

**3.1.5. Treasurer**

- 3.1.5.1. Duties of the Treasurer are as defined in The Financial Management Policy

**3.1.6. Sergeant-At-Arms**

- 3.1.6.1. Maintain order at all Business and Board meetings, according to the IAWP Standing Order.
- 3.1.6.2. Verify status of members present and voting at meetings.
- 3.1.6.3. Assist the President and the Board of Directors as requested and appropriate.
- 3.1.6.4. Coordinate records of current dues paid and status of all members.
- 3.1.6.5. Present membership cards to those joining IAWP and to those renewing dues, as well as those obtaining life memberships.
- 3.1.6.6. Send notices to those members who owe dues.
- 3.1.6.7. Upon notification by the Election Committee, shall verify the membership status of the candidates for office.
- 3.1.6.8. Shall oversee the duties of the Business Manager.

**3.1.7. Historian**

- 3.1.7.1. Maintain archives of IAWP.
- 3.1.7.2. Compile pertinent material of interest and concern to IAWP.
- 3.1.7.3. Present materials of interest to membership at meetings and conferences, as requested.
- 3.1.7.4. Prepare displays of historical value or of interest to members.
- 3.1.7.5. Assist the President and Board of Directors as requested.

**3.1.8. Chaplain**

- 3.1.8.1. Provide words of spiritual comfort and encouragement to IAWP members and other law enforcement professionals as requested.
- 3.1.8.2. Prepare and present non-denominational prayers as requested and appropriate.
- 3.1.8.3. Send timely letters and/or cards of condolence to IAWP members and other law enforcement professionals, their families and departments over the President's signature. Letters shall be sent within seven days of the request, event, or notice.
- 3.1.8.4. Assist the President and Board of Directors, as requested.

**3.1.9. Regional Coordinators**

- 3.1.9.1. May call meetings within the Region between annual meetings.
- 3.1.9.2. Submit a written report to the Board of activities of states within the Region.
- 3.1.9.3. Submit written reports on their Region to the Editor of the IAWP Official Publication in time for each publication deadline.
- 3.1.9.4. Research, compile, and maintain a current list of potential members within the Region.
- 3.1.9.5. Maintain a current list of active members within the Region.
- 3.1.9.6. Maintain a current list of all law enforcement publications within the Region with deadline date to submit articles.
- 3.1.9.7. Assist in the dissemination of IAWP literature as requested by the Conference Director, any Board Officers or State Association President.
- 3.1.9.8. Organize and conduct one Regional Training Seminar during the three-year term of office.
- 3.1.9.9. Notify all Board members in advance of seminars to be conducted in the region to enable attendance.
- 3.1.9.10. Provide Historian with brochures, programs, and other pertinent materials used at Regional Conferences and State Association Seminars.
- 3.1.9.11. Make all records available for review at meetings of the Board.

**4.1. Candidate Eligibility and Procedure:**

A person who has been removed for cause from the Board shall not be allowed to run for office for a period of three (3) years.

## **Candidate Eligibility (minimum)**

### **4.2.1. Regional Coordinator**

- 4.2.1.1. Member-two years
- 4.2.1.2. Dues-current
- 4.2.1.3. Has attended one annual conference
- 4.2.1.4. (In newly formed Regions where no members currently exist, the two (2) year membership requirement for Region Coordinator shall be waived.)

### **4.2.2. Sergeant-at-Arms, Chaplain, and Historian**

- 4.2.2.1. Member-two years
- 4.2.2.2. Dues-current
- 4.2.2.3. Has attended two annual conferences

### **4.2.3. Recording Secretary and Third Vice-President**

- 4.2.3.1. Member-three years
- 4.2.3.2. Dues-current
- 4.2.3.3. Has attended at least two annual conferences

### **4.2.4. Treasurer**

- 4.2.4.1. Shall be qualified as defined in the Financial Management Policy

### **4.2.5. Second Vice-President**

- 4.2.5.1. Member-four years
- 4.2.5.2. Dues-current
- 4.2.5.3. Has attended at least three annual conferences
- 4.2.5.4. Has served in one other Board position for a minimum of two years

### **4.2.6. First Vice President**

- 4.2.6.1. Member-six years
- 4.2.6.2. Dues-current
- 4.2.6.3. Has attended at least four annual conferences
- 4.2.6.4. Has served in at least two other Board positions, for a minimum of four years, which shall include at least one elected position

**4.2.7. President**

- 4.2.7.1. Member-eight years
- 4.2.7.2. Dues-current
- 4.2.7.3. Has attended at least five conferences
- 4.2.7.4. Has a minimum of six years' experience in two or more Board Officer positions which shall include at least one elected position.
- 4.2.7.5. A maximum of two years' experience as a Board Officer in an Affiliate Association can be included in the eligibility for six years' experience.

**5.1. Procedures to Run for Office:**

- 5.3.1. A letter must be submitted to the Chair of the Election Committee declaring a member's intent to run for a specific office. The letter must be postmarked no later than 210 days prior to the opening day of the annual IAWP conference of the election year.
- 5.3.2. A candidate may not declare for more than one office in any given election.
- 5.3.3. Each candidate, upon receipt of the election package provided by the Election Committee, will follow the instructions therein to finalize their candidacy.
- 5.3.4. The candidate must immediately acknowledge receipt of the packet by phone, mail, email, or fax to the Chair. The Chair shall maintain a log of all written and oral communications between the Committee and candidates.
- 5.3.5. Within 30 days of receipt of the packet, the candidate must have submitted the required materials to the Chair of the Election Committee by mail, email or fax.
- 5.3.6. In the event no candidate declares for a given office, it shall be the duty of the Nominations Committee to seek eligible candidate(s).

**6.1. Campaigning:**

- 6.4.1. Candidates may obtain membership address labels at IAWP expense from the Chair of the Membership Committee, to be used for the purposes of campaigning only.
- 6.4.2. There will be no posting of signs, letters, etc., at the conference site, other than those areas designated for that purpose.
- 6.4.3. No incumbent will use their IAWP magazine column to discuss election issues unless to announce a vacancy in their position.
- 6.4.4. Candidates and/or paid supporters may place promotional advertisements in the IAWP Official Publication at the discounted membership rate.

**7.1. Voter Eligibility and Responsibility:**

- 7.5.1. Eligible members are those Active members who are in good standing as of May 31<sup>st</sup> of the election year.

- 7.5.2. Upon receipt of the Special Election Package, the voting member must mark, place and seal the ballot inside the smaller envelope.
- 7.5.3. This sealed envelope must then be placed inside the pre-addressed business envelope.
- 7.5.4. This pre-addressed envelope **MUST** have the voter's full and correct name and address on the outside of the envelope in the return address portion of the envelope.
- 7.5.5. The envelope containing the ballot must be received no later than 10 days preceding the opening day of the annual IAWP conference.
- 7.5.6. Members from the same department, organization, region, etc., may mail all completed ballots in one large envelope providing that all ballot envelopes are prepared as though being mailed individually.
- 7.5.7. No provisions will be made for on-site balloting at the annual IAWP conference.

**8.1. Duties of the Election Committee:**

8.1.1. Election Committee

- 8.1.1.1. The President shall appoint the Committee Chairperson.
- 8.1.1.2. The Chairperson shall appoint the other Committee members.
- 8.1.1.3. The Election Committee shall consist of no less than:
  - 8.1.1.3.1. One previous Election Committee member
  - 8.1.1.3.2. One representative of the Board of Trustees
  - 8.1.1.3.3. Three members at large
  - 8.1.1.3.4. Two elected Board officers, if eligible and not seeking office themselves
- 8.1.1.4. No one on this committee shall be a candidate in the current election.

**8.1.2. Duties**

- 8.1.2.1. The Chairperson is responsible for the publication of election procedure, and procedures to run for office.
- 8.1.2.2. It is the responsibility of the Election Committee Chair to ensure the election procedures link is available and highlighted on the home page of the IAWP website for 6 months preceding the election.
- 8.1.2.3. The Chair of the Election Committee, within 15 days of receipt of the member's letter declaring an intent to run for office, will mail, email or fax to each candidate a packet containing all necessary materials complete with instructions to finalize their candidacy.

- 8.1.2.4. The Chairperson will request certification from the Treasurer that the candidate's dues are current.
- 8.1.2.5. The Election Committee will insure that a special election package is mailed to each IAWP member in good standing (who is eligible to vote). The package will contain:
  - A special election bulletin
  - 8.1.2.5.1. Ballots
  - 8.1.2.5.2. Two envelopes: one preaddressed business size and one smaller size
  - 8.1.2.5.3. Instruction letter
- 8.1.2.6. The Special Election Bulletin and ballot envelopes, for all members outside of the US, will be mailed by first class airmail. The Election Committee will ensure that the bulletin is mailed in time to meet deadline dates set.
- 8.1.2.7. The Special Election Bulletin Package must be postmarked no later than 90 days prior to the opening day of the annual IAWP conference.
- 8.1.2.8. The sealed ballots will be received, transported and counted by the Election Committee at the Annual General Membership Meeting site, prior to that meeting.
- 8.1.2.9. The Election results will be announced prior to the conclusion of the General Membership Meeting.

## 9.1. **IAWP Nominating Committee Policy and Procedure**

### 9.1.1. **Nominating Committee:**

- 9.1.1.1. The IAWP Membership Chair will provide a list of current members to the Nominating Committee. The Nominating Committee shall consist of:
  - 9.1.1.2. A minimum of three people from three different regions
  - 9.1.1.3. The President shall appoint the Chairperson. The Chairperson shall appoint the other committee members.
  - 9.1.1.4. The Committee Members must have been active IAWP members for at least two years and shall have attended at least two conferences.
  - 9.1.1.5. No member of the Nominating Committee shall be a candidate in the current election.

### 9.1.2. **Duties:**

- 9.1.2.1. To find eligible candidates to run for Office on the Board of Directors and encourage them to submit a letter of intent to the Election Committee 210 days prior to the opening day of the annual IAWP conference of the election year. The IAWP Official Publication shall be utilized to publish Election Procedures and to encourage all interested members to submit nominations.

- 9.1.2.2. To provide a committee report listing all candidates running for Office as soon as possible after the due date of the letters of intent to the Board of Directors and the Board of Trustees.
- 9.1.2.3. To submit this report for publication in the appropriate issue of the IAWP Official Publication.

**Amended April 12, 2002**

***Amended April 12, 2003***

***Amended April 2, 2004***

***Amended April 26, 2008***

***Amended September 18, 2009 – to content and format***

***Amended September 25, 2010 – to content and format***

***Amended August 21, 2011 – to content***