



February 24, 2012

Dear ISAAC Members:

I am writing to you as Chair of the Nominations Committee of ISAAC. Every two years, the ISAAC Council elects a new Executive Board (EB) for the organization. For 2011-2012, the following members have served ISAAC on the EB:

Erna Alant (President)  
Jeff Riley (President-Elect)  
Shelley Deegan (Chair of the Council)  
Faye Warren (Leadership Chair for People Who Use AAC)  
Eija Roisko (Vice President without Portfolio)  
Rajul Padmanabhan (Vice President without Portfolio)

In September 2012, Erna Alant, Eija Roisko, and Shelley Deegan will finish their terms as EB members. Jeff Riley will become ISAAC President. Chih-Kang Yang will become the Chair of the Council. Faye Warren and Rajul Padmanabhan can be re-elected for another two years on the EB, for 2013 - 2014. Rajul Padmanabhan has agreed to be nominated for a second term. Faye Warren does not wish to be nominated for a second term.

As ISAAC members, you now have an important opportunity to nominate people to serve on the EB.

***Who can be nominated?***

- Any member who has been a member of the ISAAC Council (formerly Board of Directors);
- Any ISAAC member who has been a member of an ISAAC committee;
- Any ISAAC member who has made an important contribution to ISAAC.

***How do I nominate someone?***

1. You must get permission from the person you wish to nominate, as well as a signed declaration that the member is willing to stand for election.
2. You must state the position for which you are nominating the member.
3. You must include a short biography, describing the contribution the person has made to ISAAC.
4. You send this information to the ISAAC International office by email (see below) no later than April 24th, 2012 (in accordance with ISAAC By-Laws).

***What do I do now?***

- Think about people you know within ISAAC who can contribute to the organization at the level of the Executive Board.
- Consult your members for nominations.

There is also attached for your reference a copy of the Nominations procedure for electing the ISAAC Executive Board.



The work of ISAAC draws greatly on the energy, passion and skills of people nominated to key positions within the Council and the Executive Board. Your input at this stage is very important in determining the new leaders of the organization.

We look forward to working with you, and thank you once again for all the work you do for ISAAC. In the meantime, should you have any further questions or require additional information, do not hesitate to get in touch with either myself or ISAAC's Executive Director, Franklin Smith.

Sincerely,

Shelley Deegan  
Chair, Nominations Committee  
Chair of the Council



### **Nominations procedure for electing the ISAAC Executive Board and Chair of Council:**

1. The following positions will be open for nominations:  
Chair of the Council; President; President Elect; Vice President; Leadership Chair for People Who Use AAC; two (2) Vice Presidents Without Portfolio.
2. The current President-Elect will become President of ISAAC. If any ISAAC member wishes to contest this, they must put their concerns in writing to the chair of the Nominations Committee at least 200 days prior to the Council meeting.  
**[Note: The ISAAC Council meeting is scheduled for July 29, 2012]**
3. Any member of ISAAC who has been a member of the ISAAC Council, a member of an ISAAC Executive Board, or is recognized as having made an outstanding contribution to AAC, is eligible for nomination to the Executive Board.
4. Council members may nominate any ISAAC member who meets the above criteria for consideration for the Executive Board positions. Each nomination must be accompanied by a signed declaration from the nominee that he/she is willing to stand for election, naming the position. A short biography must also be included.
5. Only one person from any one country will be accepted on the Executive Board, other than for the position of the AAC Leadership Chair. (Bylaw 8.1)
6. Council members can, of course, nominate someone from another country and more than one ISAAC member from any one country can be put forward for any position.
7. The Nominations Committee will establish who on the Executive Board is eligible for re-election and ensure that they are included on the ballot if they are prepared to stand. It is advisable that two (2) members of the Executive Board remain for continuity, but may take other positions.
8. Council members are encouraged to consult with ISAAC members in their country when considering nominees for the Executive Board.
9. The Nominations Committee has responsibility for ensuring that the Executive Board contains an appropriate mix of international representation as stated in the bylaws (e.g., the President and President-Elect cannot reside in the same country).
10. The Nominations Committee may also nominate ISAAC members for positions on the Executive Board.



11. All nominations are to be sent to the ISAAC Executive Director within 60 days of the official Nominations Committee communication. The Executive Board will then be informed of the slate for the positions on the Executive Board.
12. Where there is more than one nomination for a position on the Executive Board, there will be a vote by email or fax ballot. In the case of a tied vote, the Nominations Committee will have the casting vote and may consult with members of the Council at their discretion.
13. All Executive Board and Council members, including any who are also on the Nominations Committee, are entitled to vote.
14. The Executive Director is responsible for organizing the vote and will pass the results to the Chair of the Nominations Committee.
15. The Nominations Committee shall present the final slate (or in the case of more nominees than positions, the elected members to the Council) no less than 45 days before the Council meeting.