

# ICA Committee Chair and Member Term Limits

Adapted January 2024

- The ICA Board wishes to make a slow transition into a system where our committees have a rotation of new/old members so more of our ICA members may participate in our committees.
- As long-term members are asked to step down, give them the option to attend meetings (and still be able to participate without being a committee member. This way, they may still have their voice heard, and those that are actively involved in a long-term project can still participate and help any new members as they transition onto the committee.)
- If a member position is not filled with an open call to the ICA membership, the Board would consider an extension to someone who has served a lengthy term on the committee. This is on a case-by-case basis and the Committee Chair would need to ask the Board for approval.
- All Committees are encouraged to elect a Co-Chair, which will help the transitions of Chairs and members going on/off the committee. Again, this is determined by each committee if they select to add a Co-Chair. If you do select a Co-Chair, please notify the Board and Jessica so changes can be made to the website.
- The Board proposes using staggered terms (based on the language written on p. 2):
  - On September 1, 2024: Chair can decide to turn over 1/2 OR 1/3 of their (for those members who have already served a 2-year or extended 4-year term per the language listed on p. 2 under "ICA Committee Members".)
  - On September 1, 2025: This would be followed by the other 1/2 or 1/3.
  - On September 1, 2026: Final 1/3 for those using this phase-out plan.
  - Exception: The New Music Committee will start this staggered procedure in 2025 per their request to the ICA Board.
- Having trouble with members volunteering to come off the committee? Feel free to have a "lottery" system where those members are selected by random chance. If you are not comfortable doing so, the ICA Board can do the lottery system for you; please send the President the names of eligible members and the Board will conduct the lottery for you.
- Any call for members will be written by the Chair/Co-Chair of each committee and approved by the Board; please work with Jessica to adjust the call for members according to your committee's individual needs. This is especially important for those committees that have specific needs for the makeup of the committee. Please include the mission statement of your committee in the call you present to Jessica.

On the next page you will find the term limit guidelines that we hope to have established no later than 2027, but that you will now start to implement in your committee's selected staggered term plan. For now, the Board will work with each individual committee Chair (and Co-Chair) based on the guidelines listed above so that we can safely implement these procedures without placing any of our committees in a challenging situation.

### ICA COMMITTEE CHAIRS

1. To maintain consistency among all ICA committees, all chairs will use Sept. 1 of the year they were appointed as the date in which they began their service. (For example: if the chair's service began February 2020, September 1, 2020, will be considered the official date in which their service began.) This includes anyone who was appointed as chair mid-year, etc. due to an emergency replacement.
2. Chairs will serve a 2-year term.
3. An additional year of service may be requested to serve as chair of the committee by emailing the ICA President with the request and rationale for continued service. Final decision will be put to the ICA Board for approval. This request must be submitted by March 1.
4. All chairs who will be concluding their service will mentor the newly appointed committee chair during their final 3 months on their committee.
5. Upon conclusion of the term, a committee chair may opt to serve as a member of that same committee for a maximum 2-year term (with no option to request an additional term as a member of that same committee).
6. One may apply for a chair position on the same committee on which they previously served following no less than a 4-year furlough.
7. Any committee chair may apply to serve on another ICA committee as a member or chair and will be given full consideration along with other applicants.

### ICA COMMITTEE MEMBERS

1. To maintain consistency among all ICA committees, all committee members will use Sept. 1 of the year they were appointed as the date in which they began their service. (For example: if the member's service began February 2020, September 1, 2020, will be considered the official date in which their service began.) This includes anyone who was appointed as a member mid-year, etc. due to an emergency replacement.
2. Members will serve a 2-year term. A member may contact the chair of the committee no later than May 1 of the year their term ends to request to serve one additional 2-year term (for a maximum of 4 years on that committee.)
3. One may apply for a member position on the same committee on which they previously served following no less than a 4-year furlough.
4. Any committee member may apply to serve on another ICA committee as a member or chair and will be given full consideration along with other applicants.