

Michigan Chapter IAEI

Operational and Procedures Manual

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The terms “President”, “Vice-President”, and “Chairman” as used in this document refers to a title and is interpreted as meaning both genders.

August 9, 2006

1. Chapter President

The president is responsible for all chapter business and all duties prescribed by the board of directors.

The Chapter President shall attend Board Meetings and seminars of the Chapter.

Communicate with the Chapter Officers and Board Members regarding Chapter business.

The Chapter President will perform his or her duties in a professional manner and set an example for the Board and the membership.

The President shall ensure that all business of the chapter is in conformance with the international and chapter bylaws.

Chair all chapter seminars and chapter membership business meeting. The spring chapter meeting may be chaired by the spring chairman if they desire.

Preside over the board of directors meeting in the absence of the board chairman.

Appoint persons to fill any vacancies and submit them to the board of directors for their approval.

The president may appoint special committees as authorized by the board of directors.

Review the treasurer's reports and keep abreast of the finances of the chapter.

Verify the Chapter Treasurer files the income tax returns and copies are sent to the IO and Section Secretary.

Prior to the Annual Meeting (June Meeting) appoint a nomination committee for election at the annual meeting when an election is held.

The Chapter President shall present the slate from the nominating committee and conduct the election at the end of Chapter Business Session of the Annual Meeting.

Make sure the election of officers and installation conforms to the bylaws.

Review and edit the Board of Directors meeting agenda as needed prior to publication.

Review the Secretary's minutes of the meetings prior to publication.

Keep updated and provide input on the future meeting dates and locations.

Review the Chapter website and submit information for the membership.

Verify that the Chapter meeting planning is on schedule and the programs meet the needs of the membership.

Verify the Chapter's guest program is on schedule and that the program is in the best interest of the chapter.

Attend the hospitality room for the membership and provide guidance as needed.

2. 1st Vice President and Program Chairman

The 1st Vice President shall attend Board Meetings and seminars of the Chapter.
Communicate with the Chapter Officers and Board Members regarding Chapter business.
Perform the duties of the President during his/her absence.
The 1st Vice President will perform the duties as the Program Planner for all meetings with the exception of the Spring Educational Seminar.
Provide reports on the programs status at the Board of Director Meetings.

Program Planner

The Program Planner shall plan Educational Programs for the Summer (June) and Annual (December) Educational Seminars.

- Monitor Public Act 54 credits and classes available through our program.
- Check on the previous programs and Public Act 54 credit hours.
- Provide the following for each meeting.
 - Contact speakers to organize the program topics.
 - Instructor Number
 - If the speaker is registered obtain their instructors registration number
 - If the speaker is not registered have them fill out an instructor's approval application and provide a resume to submit to the State of Michigan. The Chapter will provide for the application fee of \$25.00.

Program Application

- The speaker will need to submit a one-page outline of the program for the program approval.
- Submit the instructor's applications with resume and program outlines to the Registration Chairman at least two months prior to the meeting date.
- Check with the State of Michigan to verify if the speaker and his program are registered.
- Contact the speakers to check on any additional needs required for their program (A/V, Computer, etc).
- Call the speakers one week prior to the meeting to remind them of the meeting and see if there is anything else you can do for them.

Code Panel

- Check with the Code Panel Moderator regarding the code panel members.
- Send the Code Questions to the panel ahead of time.

Meeting Day

- Arrive at the meeting early to make sure the room is set up properly. Learn how to adjust the sound system and lighting and be available during the programs to make adjustments when needed. Make provisions for the Michigan and American Flags for the Pledge.
- Greet the speakers when they arrive, introduce them to the Meeting Chairman.
- Provide the speaker credentials to the Meeting Chairman so they can be properly introduced prior to their presentation.
- Send the speaker a thank you letter within the first week after the program.
- Inform the speakers of the Hospitality room for when they arrive.
- Coordinate with the Spring Program Chair regarding your Annual Programs for their planning and check their program for the planning of the Summer (June) seminar.
- Plan lunch and break times and coordinate with the Chapter Secretary.
- Most educational programs do not create an expense for the Chapter.

See Program Planner duties for additional information.

3. 2nd Vice President and Guest Program Chairman

2nd Vice President

The 2nd Vice President shall attend Board Meetings and seminars of the Chapter. Communicate with the Chapter Officers and Board Members regarding Chapter business.

The 2nd Vice President will perform the duties as the Guest's Program Planner for all meetings with the exception of the Spring Educational Seminar.

Guest's Program Planner

The Guest's Program Planner shall plan the Guest's Programs for the Summer (June) and Annual (December) Educational Seminars.

Plan programs for both days of scheduled meetings. Programs may include but are not limited to:

- Breakfast
- Special Speakers
- Crafts
- Bingo
- Tours
- Shopping
- Plays
- Lunch

Plan transportation

- Buses or Vans
- Verify schedule and route
 - Provide emergency contact phone numbers for * vendor and driver
- Verify contract
- Verify vendor is insured, Drivers qualified.

Coordinate with the Program Planner for the meeting schedule and lunch times.

Coordinate schedule with Chapter Secretary

Coordinate expenses and payments and reimbursements with Treasurer and President.

Cost of programs should not exceed guest registration fee if possible.

Provide the program agenda to the Registration Chairman at least two months prior to the meeting date.

Make reports on the programs status at the Board Meetings.

Have guest program literature and room location information available at the registration desk and inform the Meeting Chairman and those working the registration of the location.

Inform the Guest's of the Hospitality room locations and hours.

Be available at the meeting registration table to answer any questions regarding the Guest's Program.

Check on the Continental Breakfast set up prior to the start of the meeting.

Be available at the Continental Breakfast location to answer any questions regarding the Guest's Program.

See Program Planner duties for additional information.

4. 3rd Vice-President and Hospitality Chairman

3rd Vice-President

The 3rd Vice President shall attend Board Meetings and seminars of the Chapter. Communicate with the Chapter Officers and Board Members regarding Chapter business. The 3rd Vice President will perform the duties as the Hospitality Chairman for all Chapter Educational Meetings.

Hospitality Chairman

General Duties:

1. Hospitality Chairman is responsible for purchasing, transporting and storing of supplies necessary for the hospitality room, at the Chapter's expense.
2. Hospitality Chairman is responsible for setup and dismantling of the hospitality room.
3. Hospitality Chairman is responsible for tending bar or arranging for someone to tend bar while the room is open.
4. Supplies include two coolers, a 4'x5' storage unit, and various bar supplies.
5. The 3rd Vice President should be available at the Hospitality Room for a reasonable period of time for the membership.

5. Chapter Treasurer

Program used for keeping financial data:

Quick Books 99 or updated version

Weekly Duties:

Pay and post bills.
Make and post deposits.

Monthly Duties:

Reconcile Accounts.

Yearly Duties:

Tax Preparation.
Send out 1099's when applicable.
Send International Office and Section secretary copies of tax return and year-end bank statements.
Prepare the audit materials for the Annual Chapter Audit.

Quarterly Meeting Duties:

Develop and distribute financial report to Board members.
Read report and answer questions when asked.
Collect at-door registrations.
Reconcile registrations with payments.
Provide treasurer's report at the Chapter Business meetings.
Review hotel charges and pay bills.
Refund overpayments and pay reimbursements to cover meeting expenses.

6. Chapter Secretary

In addition, but not limited to the duties as outlined in the IAEI Secretary's Manual the following are duties and or activities performed by the Chapter Secretary:

Stationary:

1. Maintain adequate supply of Chapter stationary supplies for all Officers.
2. Revise chapter stationary as required.
3. Order and process any required plaques or trophies for chapter activities.

Membership:

1. Forward copies of new members applications received from the International Office to the Membership Chairman, Registration Chairman and permanent file.
2. Field and coordinate membership questions from the public, members, and the International Offices.
3. Process membership awards from the International Offices to the Membership Chairman.
4. On the eleventh day of each month down load the most current chapter membership list, e-mail list to Membership Chairman, Registration Chairman, and file.
5. Maintain Board membership list and address file.

Board Meeting:

1. Pre-meeting, check with the Board Chairman and the Chapter President for any additions to meeting agenda.
2. Mail out meeting packages to board members 4 to 5 weeks prior to meeting date.

Conferences:

1. Have on site pre-conference meeting with host facility account Representative 8 weeks prior to event. Review room and equipment needs. Select tentative menus. Arrange for any Section or I.O. Officers room's reservations as needed. Review registration package information and provide it to the Registration Chairman and the Website Manager.
2. Call conference account representative 5 days prior to event with head count for meals, guests program, and registration count.
3. Be available at the registration table the first morning of the conference.
4. Provide liaison between conference facility supplier and chapter prior, during, and after conference.
5. Review master bill and forward to Chapter Treasurer.

7. Board of Directors Chairman

The Board of Directors Chairman shall be the immediate past president. If the immediate past president is unable to serve the most recent past president willing to serve shall hold that position.

The Board of Directors Chairman's primary responsibility is to chair the Board of Director's meetings. In the event of his/her absence the highest ranking Chapter Officer shall preside over the Board of Directors meeting.

The Board of Directors meeting uses Roberts Rules of Order per the Chapter By-laws, so knowledge of these rules is required.

Coordinate with the Chapter Secretary and President for the agenda for the Board meeting and assist in preparing the minutes for publication.

The Chairman shall ensure that only the Officers and the Board members vote on the Chapter business. Pro-Tem Members serve in an advisory capacity only.

The Board of Directors Chairman has the authority to call a special meeting of the Board.

The Chairman is responsible for appointing the chairs and members of the Standing Committee's for the Board.

The Standing Committees include the following:

Audit Committee, Bylaw/Policy Committee, Education Committee, Membership Committee, Meeting Location Committee, Inspector School Committee and the Website Committee.

The President or the Board of Directors Chairman may appoint special committees for a specific purpose as authorized by the Board of Directors.

8. Board of Directors and Pro-Tem Members

Board of Director Members

Attend Chapter Board Meetings.
Take an active part in the Chapter Board Meetings.
Provide ideas and thoughts at the Chapter Board Meetings.
Make and support motions of the Chapter Business.
Vote on the motions of the Chapter Business.

Attend Chapter Educational Seminars and Banquets.
Consider advancement through the chairs of office in the Chapter.
Assist with the Seminar Programs if possible.
Be an example to other Chapter Members.
Assist in bringing the membership back to order after meeting breaks.
Offer assistance to Chapter Officers and other Board Members.
Offer assistance during registration for first morning of seminar.

Pro-Tem Members

Attend Chapter Board Meetings.
Take an active part in the Chapter Board Meetings.
Provide ideas and thoughts at the Chapter Board Meetings.
Not able to make or support motions of the Chapter Board Business.
Not able to vote on the motions of the Chapter Board Business.

Attend Chapter Educational Seminars and Banquets.
Consider advancement through the chairs of office in the Chapter.
Assist with the Seminar Programs if possible.
Be an example to other Chapter Members.
Assist in bringing the membership back to order after meeting breaks.
Offer assistance to Chapter Officers and other Board Members.
Offer assistance during registration for first morning of seminar.

9. Registration Chairman

Phase I

1. Obtain the following information from program planners and Chapter Secretary twelve weeks prior to the seminar.
 - Technical program information.
 - Guest's program information.
 - Hotel reservation form.
 - Map to the hotel.
 - Provide information to the Website Chairman
2. Compile speaker (see program planner punch list) information for submission to the State of Michigan for Act 54 credits.
3. Send completed program and speaker information forms along with a check to the State of Michigan (Acrobat files are on State Web page) six weeks prior to the seminar.
4. Update "Program Registration Form" for mailing.
5. Submit copy of proposed program along with completed IAEI application form to the International Office education department for CEU credit six weeks prior to the seminar. This can be done via e-mail.
6. Obtain electronic file containing Michigan Chapter membership from the International Office for mailing labels.
7. Mailing to include- Technical Program, Guest's Program, Program Registration form, Hotel registration form and map to the hotel.
8. Generate email mailing to VIP members based on email addresses supplied.

Phase II

1. Open response letters from registrants and number the checks and Program Registration forms to match for future verification and confirmation.
2. File Program Registration forms in alphabetical order for possible reference at the seminar and record keeping after the seminar.
3. Clear "Previous Meeting" registration fields in IAEI computer.
4. Update registrant's information in computer database before printing "Tickets" for current meeting.
5. Update "ticket" information based on changes from previous meeting.
6. Print the following for the seminar:
 - Seminar tickets
 - List of attendees and guest showing amount paid or reason for not paying.
 1. Financial statement for use by Treasurer at meeting. Statement to include total of receipts, amounts due and amounts refundable.

Phase III

1. At the meeting, sort the tickets alphabetically and divide them into “tubs” for distribution by volunteer persons at the registration table. Hand write note on the top of the registrant’s ticket (on the part that gets torn off) any refund available to them from the Treasurer.
2. Give the Treasurer a copy of the list of pre-registered persons along with the tickets for unpaid or shortages noted for pre-registered persons. The Treasurer should also be given a copy of the financial statement reflecting any overpayment refundable to persons who pre-paid.
3. Place the speaker’s packet, consisting of his nametag, nametag holder along with speaker ribbon and ticket in an envelope for distribution.
4. Handle “at-door” registration having registrants fill out Program Registration form and paying at door rate to Treasurer before entering his/her registration into the computer. Print “at-door” registration person’s tickets prior to first break in meeting so the persons can pick up their tickets on the break and have their nametags for meals and attendance scanning.
5. Scan barcode information at intervals determined by the Meeting Chairman.
6. At the closing of the meeting re-print report for Treasurer showing at-door registration payments and any changes noted by the Treasurer.

Phase IV

1. Print out attendance roster of scanning results for Act 54 credits (inspectors only) to be mailed to State for Michigan BCC.
2. Export to Excel persons attending 90% attendance and eligibility for CEU certificate. E-mail to the IO for printing of certificates.
3. After receiving CEU certificates from the IO print mailing labels for current meeting out of Michigan Chapter database. Print individual attendance records.
4. Stuff 9x12 envelopes with certificates and attendance records; apply postage and labels
5. Mail to attendees.

Notes:

Maintain attendance records for at least two inspector registration cycles for any verification needed by the State of Michigan or the Inspector.

Registration personnel must be computer literate and familiar with computers, FileMaker and Microsoft Office programs as a pre-requisite to handling registration.

Registration personnel must have a reliable communication program i.e. phone and answering machine, e-mail, fax machine and mailbox suitable to receive pre-register mail.

Other items include- reliable mailing and printing sources, for supplies such as envelopes, label material and miscellaneous office supplies. Michigan Chapter will supply computer and laser printer.

10. Membership Chairman

The Membership Chairman is appointed by the Chairman of the Board of Directors to serve until a replacement has been appointed.

The Membership Chairman may appoint committee members as necessary.

The Membership Chair is responsible for the Chapter Membership Committee and for the increase of membership in the Michigan Chapter.

Check the membership report from the International Office for accuracy. Report any discrepancies to the International Office.

Provide reports at the Chapter Board Meeting and Chapter Business Meetings.

The Chapter Membership Chair should attend the Section Membership Meeting or have the Section Representative attend the meeting and provide a report to the Chapter Board.

The Membership Chair is responsible for distributing the membership awards at Chapter meetings for 5, 10, 15, and 20 years.

The Western Section Membership Chairman will provide certificates at the Section Meetings to members with 25 years or more. The Membership Chair will present the certificates to those not present at the Section meeting, at the next Chapter Meeting.

11. Education Chairman

The Education Chairman is appointed by the Chairman of the Board of Directors.

The Chairman for the committee will maintain a running record of the hours and category of training through the inspector registration cycle.

This information is needed by the program planners for selecting subject matter and speakers for seminars.

The training hours for a program will need to be given to the Website Chairman to post on the Chapter's Website.

The committee along with the 1st Vice President will solicit programs and speakers for the seminars.

The committee should include but not limited to the technical program planners, the Western Section Representative and the Registration Chairman.

The Education Chairman or the Western Section Representative should attend the Section Education Committee Meeting at the Western Section meeting and report back to the Board of Directors.

12. Western Section Representative

The Western Section Representative of the Michigan Chapter is elected at the Annual Meeting when an election is held.

The Western Section Representative shall represent the Michigan Chapter through the Western Section and the International Office.

The Western Section Representative shall attend the Western Section Meetings as the Michigan Chapter Representative.

The Representative shall serve on Western Section Committees as directed by the Section Board of Directors.

The Representative shall attend the Board of Directors Meeting at the Section meeting and provide a report to the Chapter Board of Directors at the Annual Meeting in December.

The Representative shall attend the Chapter Secretaries meeting, the Membership and Education Chairman's meeting in their absence at the Section meetings and provide a report to the Chapter Board of Directors.

Provide updates to the Board and Membership regarding information on the Section meetings and International Office information.

The Chapter Section Representative's registration fee for the section meetings will be provided by the Chapter.

The normal expenses of travel (airfare, car rental or mileage) will be reimbursed by the Chapter.

The Lodging expense and meals for the representative only will be reimbursed by the Chapter.

When a new person is elected to serve as the Michigan Section Representative the old representative shall submit a resignation to the Section so the new representative will be able to conduct Section business on behalf of the Chapter.

13. Website Chairman

The Website Chairman is appointed by the Chairman of the Board of Directors.

The Website Chairman for the committee will maintain the website for the Michigan Chapter.

The committee should provide insight as to what should and should not be on the website.

The information and subject matter for the website should be related to the electrical industry, Michigan and National Electrical Codes and the IAEI.

Items that need to be included on the website:

1. Information about the Chapter's Officers, Board of Directors, and Pro-Tem Committee.
2. Minutes from the Chapter Board of Director's Meetings.
3. Chapter information including the Chapter and International Bylaws.
4. Chapter meeting information including future sites.
5. Information about the Michigan Electrical Code and the National Electrical Code.
6. Michigan Chapter Inspector School information.
7. Membership information including certification program and Past Presidents of the Chapter.
8. Western Section information for the membership.
9. Public Acts that affect the electrical industry
10. Proposed legislation that could affect the electrical industry.
11. The Public Act 54 training hours maintained and posted on the website.
12. Industry Links to other websites.
13. Employment information.

The Website Chairman needs to make sure the website domain name is current and the site is functioning.

14. Program Planner

The Program Planner is responsible for the speakers and programs at the chapter meetings.

In order to get programs submitted to the IAEI for CEU recognition and subsequently to the Bureau of Construction Codes for approval under Public Act 54 requirements, the following information is needed at the times specified:

1. Name and address of the speaker. (Last 4 numbers of SSN if the speaker wants CEU's from the IAEI.
2. Company or organization that he or she represents.
3. Email address, Phone and Fax numbers.
4. Qualifications as a speaker on the subject. (Items 1-4 are covered with the Instructor Approval form.)
5. Length of his or her presentation. (No partial hours)
6. Submit a short synopsis or outline of the speaker's material either from the speaker or from your arrangements or contact with the speaker as to what will be presented. One page in length.
7. Submit a program rough draft indicating speakers and time schedule for them on the program.
8. Assign a training category for each speaker's material using the following guidelines:
 - a) **Administration** = Programs and courses designed to enhance the understanding of laws, rules, and the administration and enforcement of related statutes and regulations.
 - b) **Technical** = Programs and courses designed to discuss the code and various technical code provisions.
 - c) **Communication** = Programs intended to enhance communication skills with the public and may include technical writing, public speaking, working with people, and communications.
 - d) **Specialty** = Programs designed to increase knowledge of inspection and construction techniques in various registration classifications.
 - e) **Plan Review** = Programs in plan review techniques.

The above information must be received by the Registration Chairman in the following time frame:

Information for the Spring Seminar is needed at the Annual Meeting in December.

Information for the Summer Meeting is needed at the Spring Seminar in March.

Information for the Annual Meeting is needed at the August Board Meeting.

Completed Guest's Program information is needed 60 days before the meeting date.

#1 Program Planners are to contact the speakers individually and have them fill out the Instructor Approval application and paper mail it to the registration chairman. Tell them that no fees are to be paid by them for the Instructor Application.

#2 The speakers are to put together a single page outline for the Public Act 54 registration and either paper mail it to the registration chairman or e-mail it to him. An alternative would be to send a Power Point presentation via e-mail to the registration chairman. No forms are to be used for this aspect of the program planning.

#3 Inquire about any special audio or video presentation equipment requirements.

#4 Inquire about any handout materials needing duplicating. If none, inform the speaker about the projected head count so they can bring enough handout material with them.

#5 Make sure the speaker is informed about scheduling and timing of his/her presentation. Supply the speaker with directions to seminar and any room reservation information. Inform them that travel and room accommodations are not covered by the Michigan Chapter IAEI.

#6 After the seminar and within one week, the program planner should send a "Thank You" to the speakers on Michigan Chapter IAEI letterhead.

15. Spring Seminar Chairman

The Spring Educational Seminar Chairman has the following responsibilities:

1. Arrange speakers for program presentations; Coordinate with the 1st Vice President the information.
2. Arrange for the Guest's Program if a Guest's Program Chair is not filled.
3. Chair the Meeting and the Banquet. Follow the Banquet Agenda.
4. Work with the Chapter Secretary, Treasurer and Registration Chairman.
5. Follow the outline for the Program Planners.

16. Spring Meeting Banquet

The Spring Educational Seminar will have a banquet on the evening of the first day of the seminar.

The head table will consist of the officers and their guests, additional representatives from the IAEI.

The Master of Ceremonies (MC) will be the Spring Meeting Chairman, or most recent Past President in attendance.

The MC will start the program by welcoming everyone and an introduction of the Head Table and special guests and vendors in the audience.

The prayer before the dinner will consist of a silent prayer of thanksgiving.

Dinner

Guest Speaker or Entertainment (if applicable)

The MC will again welcome everyone and introduce the Chapter President for a speech.

New Presidential Year

Speech by the new President.

Presentation of a Plaque to the new Past President by the new Chapter President.

Thank you speech from the Past President.

The President will individually introduce the Chapter Officers, Board Members, and Pro-Tem.

MC Introduction of the Past Presidents in the Audience.

Remarks by an IAEI representative if available.

Thanking the speakers and vendors.

Closing remarks.

(Secretary to check with the officers for head table banquet attendance and make arrangements)

17. Inspectors School Chairman

Prior to start of program.

1. Using the existing program format, agenda, exam, registration forms, review subject matter and existing instructors.
2. Choose and reserve program location.
3. Decide who will be responsible for supervising the program. This individual will need to be someone who has teaching experience and will be able to "fill in" in the case of an instructor not showing up on time or at all.
4. Contact instructors to make sure they will be able to teach their program, and have no conflict with the time or date.
5. Adjust program agenda to fit instructors schedule.
6. Contact any new instructors and ask for questions that will be covered in their program and add those questions to the exam.
7. Contact caterer and schedule meal menus.
8. Contact the State for mailing labels or use existing labels from membership list.
9. Mail out registration forms. Include map to location in needed.
10. Collect registrations and checks or cash (currently we do not except credit card payments), keep a list of all registrants.
11. Notify caterer of head count for meals.
12. Notify instructors of head count for materials.
13. Make up new sign-in sheets for students. Include program numbers if possible and course credits.

Once program begins.

1. Program Chairman or supervisor will be responsible for providing coffee and donuts/bagels before each class, unless this is to be handled by catering.
2. Make sure all students sign-in and out each day, and include their inspector registration number if available.
3. Supervisor shall introduce speakers to students, giving them the instructors background, if available. Otherwise, the instructor may introduce themselves and give their background/qualifications.
4. Collect copies of all hand-out materials in case the State needs them for program approval.
5. Deposit registration fees into bank account. This is done at the beginning of the program so checks may be mailed back to any student that cancels prior to the beginning of the program.

After program is concluded.

1. Register program with the State of Michigan for inspector credits.
2. Mail attendance sheets to the State for inspector credits.
3. Mail thank-you letters to instructors with "token" fee where applicable.
Current "tokens" are \$100.00 for a single program, \$200.00 for a half-day program, or fee charged by the instructor for their program. Whether or not to pay a "fee" for a program must be decided prior to the inclusion of this program in the agenda.
4. Pay for caterers and meeting space if necessary.
5. If any checks were returned for NSF reasons, the student must be contacted ASAP and made to re-issue a new check or pay cash including any bank charges.
6. All exams must be scored.
7. Mail thank-you letter to students along with exam results and certificate of completion.
8. Keep a copy of all mailings, copying expenses, food and beverage expenses, material expenses or any other expenses related to the program.
9. Give an accounting of all expenses to the treasurer for reimbursement, or payment to appropriate party.
10. Pay supervisor negotiated amount for running the program. This amount may vary, but should be within reason to those responsible.

18. Nomination Committee

The President will nominate a committee consisting of five people including the Chair at the June meeting of an election year.

The Chair of the Nominating Committee will send out surveys to present officers, board members and pro-tem members to verify their interest in serving on the board for the next term.

The Chair of the Nominating Committee will organize a committee meeting to select new officers, Board of Directors, Pro-Tem Members and the Western Section Representative as designed by the Chapter By-Laws.

The Chair shall contact all candidates to verify their ability and willingness to serve in their position for two years.

The Chair shall present the slate of candidates to the Board of Directors at the August Board meeting and the Annual Board Meeting in December.

The Chapter President shall present the slate and conduct the election at the Chapter Business Session of the Annual Meeting.

19. Election and the Installation of Officers

Election of Officers

The President at the beginning of the Annual Meeting will state the members of the Nominating Committee.

The Nominating Committee shall submit its report to the membership at the end of the business session of the Annual Meeting.

The President will conduct the election asking the Chapter Secretary if there were any nominations submitted to the Secretary as referenced in the Bylaws. The most recent Past President in attendance will conduct the election if the President is not in attendance.

Only Inspector Members in good standing shall be eligible to vote for candidates for office.

Election Procedure. The names of all properly proposed candidates shall be submitted to the members for election by ballot. Any member shall be elected who shall receive a majority of the votes cast; however, when there is only one candidate for an office, election may be declared by the unanimous consent of those members in attendance that are eligible to vote.

Installation of Officers

The installation of officers will occur at the end of business session of the annual meeting prior to the adjournment of the meeting.

The Installation Officer will be the highest ranking officer present at the Annual Meeting. The order of ranking is as follows: International President; Past International President; Western Section President; A Past President of the Michigan Chapter, or the International Executive Director.

Installation

Past President introduces the new President and presents him or her a gavel.

20. Installation of Officers

Provide clear space in front of the Installing Officer as standing room for the officers-elect, with the President elect in the center, The Secretary will call forward and assemble those to be installed.

The Installing-Officer, International President, Past President of the IA EI, Western Section President, or Immediate-Past President of the Michigan Chapter, will call the name of the Secretary.

Secretary, (Name), are the Officers-elect ready to be installed in office?

Secretary: Mr. President, Yes they are.

Installing Officer: Gentlemen, you have been selected by your fellow members to lead this Michigan Chapter of the International Association of Electrical Inspectors for the ensuing term. By this act, they have expressed their faith in your integrity and ability and, because of that faith; they have placed upon you a serious responsibility.

To emphasize the trust placed in you, you will give the following pledge using your name where I use mine:

I, (Name), do hereby promise to fulfill the duties of my office, to the best of my ability, to support and obey the constitution and bylaws of the International Association of Electrical Inspectors; and to advance, by every lawful means, the welfare of the members of the International Association of Electrical Inspectors, and of the electrical industry of which it is the keystone.

I further promise that I will deliver to my successor, or others properly authorized to receive them, all moneys and properties belonging to this Association, as may be in my possession at the termination of my term of office.

Congratulations Gentlemen: You have taken this pledge of office and accepted the trust of your fellow members. Keep both unbroken and your success as Officers will be assured.

Installing Officer: The President will join me at the podium, and the other Officers may return to their seats.

When seated, the Installing Officer addresses the President.

You, Mr. President, are the leader and the chief executive officer of the Michigan Chapter. I now place in your hands the gavel, the symbol of authority of your office. Use it wisely and may God bless and guide your efforts.

Secretary, (Name), are the Officers-elect ready to be installed in office?

Secretary: **Mr. President, Yes they are.**

Gentlemen, you have been selected by your fellow members to lead this Michigan Chapter of the International Association of Electrical Inspectors for the ensuing term. By this act, they have expressed their faith in your integrity and ability and, because of that faith; they have placed upon you a serious responsibility.

To emphasize the trust placed in you, you will give the following pledge using your name where I use mine: (Raise your right hand)

I, (Name), -- do hereby promise -- to fulfill the duties of my office, -- to the best of my ability, --to support and obey the constitution and bylaws -- of the International Association of Electrical Inspectors; -- and to advance, -- by every lawful means, -- the welfare of the members -- of the International Association of Electrical Inspectors, -- and of the electrical industry -- of which it is the keystone.

I further promise -- that I will deliver to my successor, -- or others properly authorized to receive them, -- all moneys and properties -- belonging to this Association, -- as may be in my possession -- at the termination of my term of office. (You may lower your hand)

Congratulations Gentlemen: You have taken this pledge of office and accepted the trust of your fellow members. Keep both unbroken and your success as Officers will be assured.

Installing Officer: **The President will join me at the podium, and the other Officers may return to their seats.**

When seated, the Installing Officer addresses the President.

You, Mr. President, are the leader and the chief executive officer of the Michigan Chapter. I now place in your hands the gavel, the symbol of authority of your office. Use it wisely and may God bless and guide your efforts.