



IAOIP Policy 1002	Version No: <u>1.1</u>	Effective Date: <u>10/4/2021</u>
Governance	Approved by: <u>Frank Voehl</u>	
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Policy 1001 Management System

Version No: 1.1 Supersedes: None

Approved by: IAOIP Certification Committee

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This document is available to all employees and members on the IAOIP network at:
<https://iaaip.memberclicks.net/Policies>

Governance

Authority

IAOIP is a not-for-profit business legally incorporated in Delaware and governed by its Board of Directors. The Board of Directors grants authority to the Certification Committee to independently make essential certification decisions related to the certification's standards, policies, and procedures. These decisions shall be made independently of and under no influence by any other individual or business entity within or outside the IAOIP.

Insofar as the Board of Directors is legally responsible for governing IAOIP, it maintains the right to intervene if the Certification Committee acts in such a way as to violate regulatory, statutory, or contractual requirements, certification industry standards, its stated policies or procedures, or otherwise puts the organization at risk. Such intervention shall occur in such a way that assures certification continuity, maintains the integrity of the certification process, and ensures fair and equitable treatment of all persons involved in certification.



Composition

The Certification Committee shall be composed of representatives of the certification program stakeholders, according to the following composition requirements that ensure no interest predominates:

- A minimum of six (6) up to a maximum of eight (8) certified members, including at least one (1) representative appointed from each Exam Development Task Force
- A minimum of one (1) up to a maximum of two (2) individuals representing the public interest
- A minimum of one (1) to a maximum of two (2) educators
- A minimum of one (1) to a maximum of two (2) employers of certified members

Responsibilities

The responsibilities of the Certification Committee shall include:

- Attend Certification Committee meetings and serve on committees and/or in roles as requested by the Chair and IAOIP staff
- Monitor, revise as needed, and approve the Certification Policies and Procedures and related controlled documents.
- Approve the eligibility criteria, certification scheme, examinations, examination scaled cutpoints, exam, and item performance standards, and other essential certification decisions based upon their determination or recommendations from others.
- Assure the independence of the certification from other conflicting interests such as but not limited to training, education accreditation, and functions.
- Assure financial continuity of the certification.
- Assure adequate resources for exam development and administration.
- Suspend, withdraw or change the scope of an individual's certification.
- Assure sufficient and qualified personnel to operate the certification program.



- Verify that sufficient insurance is in place to meet anticipated liabilities
- Assure notes of all Certification Committee meetings and decisions are maintained.

The population of certified individuals shall elect members of the Certification Committee for staggered 2-year terms. No member shall have combined service of more than three terms on the Certification Committee (i.e., total service of six (6) years), after which such person shall be ineligible to serve as a member again for six (6) years.

An *ad hoc* nominating committee shall assure that the nominees represent a balanced representation of interests, with no interest predominating.

Officers and Recorder

A Chair and vice-chair shall be elected by the Certification Committee at the last meeting of the year and shall serve a term of two (2) years (one as vice-chair and one as Chair) beginning on the date of appointment. This two (2) year term shall be within, not in addition to the maximum of three (3) maximum committee member terms.

The Chair shall preside at all meetings of the Certification Committee, shall see that approved actions are carried out, and shall represent the Certification Committee to the IAOIP Executive Board as needed. The vice-chair shall have the authority to perform all of the Chair's duties when the latter is unavailable or unable to perform them and shall perform other tasks delegated by the Chair.

A staff recorder shall maintain notes of all Certification Committee meetings and decisions.

Vacancy

If the Chair vacates the position, the vice-chair shall assume the position, and the Certification Committee shall elect a new vice-chair to complete the remainder of the vacated position's term. If a member of the Certification Committee leaves the position, the Chair shall appoint a new member to complete the rest of the vacated position's term, maintaining the required stakeholder balance.



Volunteer Agreements

Certification Committee members shall sign the *Volunteer Agreement* covering confidentiality, security, and conflicts of interest before accepting their positions.

Meetings

The Certification Committee shall meet at least once annually but may meet as often as necessary to accomplish its responsibilities. Certification Committee meetings shall convene in person or by electronic means. The Chair shall formulate an agenda for each session.

Notice

The Certification Committee may schedule meetings at their discretion upon the agreement of all members. All Committee members shall receive a 15-day notification of each meeting unless every member of the Committee waives such notification.

Meeting by Conference Call

Members of the Committee may participate in a meeting utilizing conference telephone or similar communications equipment through which all persons participating in the meeting can hear each other. Participation in a meeting in this manner shall constitute presence in person at the meeting.

Quorum and Voting

For voting at a meeting, the participation of a simple majority of the current voting membership shall constitute a quorum, and a simple majority of voters shall constitute an actionable decision. The voting results shall be recorded and kept on file according to IAOIP records management procedures.



Electronic Action by Consent

Any action required or permitted to be taken at any meeting of the Committee may be taken through electronic means if all members of the Committee consent to it in writing in advance of the action, and the writings are filed according to IAOIP records management procedures.

Records of Meetings

A summary of Committee meeting outcomes shall be recorded and filed according to IAOIP records management procedures.

Removal of Commission Members

After giving notice as it deems appropriate, the Certification Committee shall have the authority to remove any member who fails to perform the responsibilities assigned. Such action shall require a minimum two-thirds (2/3) vote of the full Committee.
