

Bylaws of the International Association of Crime Analysts, Inc.

Voted in 8/2014

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1 **Article I: Name**

2 The name of this organization is the International Association of Crime
3 Analysts, Incorporated, abbreviated herein as IACA, Inc.

4 **Articles of the Association**

5 The International Association of Crime Analysts is organized exclusively for
6 charitable and educational purposes within the meaning of section 501(c)(3)
7 of the Internal Revenue Code.

8 Notwithstanding any provision of these articles, the organization shall not
9 carry on any other activities not permitted to be carried on (a) by an
10 organization exempt from Federal income tax under section 501(c)(3) of the
11 Internal Revenue Code of 1986 (or the corresponding provision of any future
12 United States Internal Revenue Law) or (b) by an organization, contributions
13 to which are deductible under section 170(c)(2) of the Internal Revenue
14 Code of 1986 (or corresponding provision of any future United States
15 Internal Revenue Law).

16 No part of the net earnings of the organization shall inure to the benefit of,
17 or be distributable to, its members, trustees, officers, or other private
18 persons, except that the organization shall be authorized and empowered to
19 pay reasonable compensation of services rendered and to make payments
20 and distributions in furtherance of the purposes set forth. No substantial part
21 of the activities of the organization shall be the carrying on of propaganda,
22 or otherwise attempting to influence legislation, and the organization shall
23 not participate in, or intervene in (including publishing or distribution of
24 statements) any political campaign on behalf of or in opposition to any
25 candidate for public office.

26 Upon the dissolution of this organization, assets shall be distributed for one
27 or more exempt purposes within the meaning of section 501(c)(3) of the
28 Internal Revenue Code (or corresponding section of any future tax code), or
29 shall be distributed to the federal government, or to a state or local
30 government, for a public purpose. Any such assets not so disposed of shall
31 be disposed by the Court of Common Pleas of the county in which the
32 principal office of the organization is then located, exclusively for such
33 purposes or to such organization or organizations' as said Court shall
34 determine, which are organized and operated exclusively for such purposes.

35 **Article II: Purpose**

36

37 The following are the purposes for which this association has been
38 organized:

39 To enhance the effectiveness of crime analysis and crime intelligence
40 analysis programs nationally and internationally through education and
41 training

42 To provide a forum for analysts to share information, strategy, and
43 technique

44 To promote international professional standards for analysts

45 To assist local, state, provincial, national, and international public safety
46 agencies in the development and advancement of analysis programs

47 To research and publish information regarding crime analysis and crime
48 intelligence analysis

49 To foster multi-agency collaboration and information sharing

50 To increase the value of analysis training through collaboration with other
51 organizations

52 To educate and enhance law enforcement and the public's understanding of
53 the role of crime analysts

54 **Article III: Members**

55 **Section 1: Membership Eligibility**

56 A. Membership in the IACA is restricted to those persons who have a
57 demonstrated interest in crime analysis or criminal intelligence analysis and
58 who support the doctrines and goals of the IACA.

59 B. Membership to the IACA is issued on an individual or group basis. For
60 membership purposes, a group is defined as a state or regional crime
61 analysis association that is recognized by the IACA or a law enforcement
62 agency with a minimum of twenty individuals applying for IACA membership.

63 **Section 2: Application for Membership**

64 A. Individuals will apply for membership in the IACA by submitting a written
65 or electronic application to the Vice President of Membership.

66 B. Groups will apply for membership in the IACA by submitting an electronic
67 database to the Vice President of Membership. This database will list each
68 member's full name, position, division/unit, agency, mailing address, city,
69 state, country, postal code, email address, phone number, fax number, and
70 agency's web address.

71 **Section 3: Fees and Dues**

72 A. Dues and assessments for membership shall be set by recommendation of
73 the Treasurer or his or her proxy and ratified by member vote. To
74 substantiate any recommended increase, the Treasurer must prepare a
75 document outlining the reasoning for the increase. This document must be
76 given to the Secretary who will distribute it to the members for a vote.

77 B. Only individuals, whose yearly membership dues have been received,
78 deposited, and cleared, by testimony of the Treasurer, shall be considered
79 current members.

80 C. Memberships will remain valid for up to two months after the members'
81 renewal dates.

82 D. Members of the Executive Board shall be exempt from dues during their
83 terms of office.

84 E. The per member dues assessed to groups of 19 or fewer members is set
85 at the current individual membership dues rate.

86 F. The per member dues assessed to groups of 20 to 30 members is set at
87 20% per member less than the current individual membership dues rate.
88 (Example: If the current individual rate is \$25, the per member rate for
89 groups of 20 30 members is \$20.)

90 G. The per member dues assessed to groups of 31 or more members is set
91 at 40% per member less than the current individual membership dues rate.
92 (Example: If the current individual rate is \$25, the per member rate for
93 groups of 31 or more members is \$15.)

94 H. The per member dues rate is set at the time the group submits its initial
95 membership database for each calendar year. Should the group increase or
96 decrease in size during the year, the dues rate will remain the same for the
97 remainder of that year.

98 **Section 4: Rights of Membership**

99 Members of the IACA have the following rights

- 100 1. To attend meetings, conferences, and special functions of the IACA
- 101 2. To make, debate, and vote on motions
- 102 3. To vote in elections
- 103 4. To run for a position on the Executive Board
- 104 5. To nominate members to the Executive Board
- 105 6. To access and review the minutes of general meetings, special meetings,
106 and Executive Board meetings of the IACA
- 107 7. To enjoy all products, services, and benefits of membership
- 108 8. To be eligible to chair and sit on committees of the IACA
- 109 9. Collectively, to exercise all association powers not specifically assigned to
110 the Executive Board

111 **Section 5: Resignations and Disciplinary Action**

112 A. Individuals may resign their membership in the International Association
113 of Crime Analysts by written notice to the IACA Secretary, or they may
114 simply let their membership expire through non-renewal of dues.

115 B. Members may be censured, suspended, or expelled from the IACA for
116 malicious action that damages the IACA or is contrary to the purposes of the

117 IACA, the crime analysis profession or the law enforcement agencies they
118 serve. Such action may be taken under two means, following an
119 investigation and recommendation by the Ethics Committee as provided in
120 Article VII: 1. By a 2/3 vote of the voting membership following an Annual
121 Meeting 2. By a 4/5 vote of the Executive Board, to be reviewed and ratified
122 by a majority vote of the members during the next Annual Meeting or
123 Special Meeting.

124 **Article IV: Officers**

125 **Section 1: Officer Positions**

126 A. Officers of the International Association of Crime Analysts shall be a
127 President, a Vice President of Administration, a Vice President of
128 Membership, a Secretary, and a Treasurer.

129 B. Upon taking office, Officers are required to sign the IACA's conflict of
130 interest policy.

131 **Section 2: Eligibility**

132 A. Upon Officers must be members of the International Association of Crime
133 Analyst. No member may hold more than one office at the same time.

134 **Section 3: Duties & Responsibilities**

135 A. The President has the following duties and responsibilities:

- 136 1. To preside at all IACA membership meetings and Executive Board
137 meetings;
- 138 2. To present at each Annual Meeting an Annual Report of the activities of
139 the IACA;
- 140 3. To prepare the agenda for Annual Meetings and Executive Board
141 meetings;
- 142 4. To manage the goals, projects, and priorities of the association;
- 143 5. To nominate chairmen and members of all committees, temporary and
144 permanent, under the rules established in Article VII;
- 145 6. To co-approve, with the Treasurer, expenditures of the organization,
146 consistent with the rules established in Article V;

147 7. To serve as an ex officio member of all committees, permanent and
148 temporary;

149 8. To exercise other powers and duties as may reasonably be construed as
150 belonging to the Chief Executive of an organization.

151 B. The Vice President of Administration has the following duties and
152 responsibilities:

153 1. In the event of the absence or the inability of the President to exercise his
154 or her office, to become acting President of the association, with all of the
155 rights, privileges, and powers as if he or she had been the duly elected
156 President;

157 2. To otherwise perform the duties and responsibilities of the President
158 during the temporary absence of the President;

159 3. To manage projects and perform administrative tasks as assigned by the
160 President;

161 4. To handle administrative functions of the association not specifically given
162 to other Officers or Committees.

163 C. The Vice President of Membership has the following duties and
164 responsibilities:

165 1. To maintain the association's current membership roster;

166 2. To manage all recruitment efforts;

167 3. To notify members upon expiration of their memberships;

168 4. To chair the Membership Committee, if formed under the provisions of
169 Article VII;

170 5. In the event of the absence or the inability of the President and the Vice
171 President of Administration to exercise the office of President, to become
172 acting President of the association, with all of the rights, privileges, and
173 powers as if he or she had been the duly elected President;

174 6. To otherwise perform the duties and responsibilities of the President
175 during the temporary absence of the President and the Vice President of
176 Administration.

177 D. The Secretary has the following duties and responsibilities:

178 1. To keep the minutes and records of the association;

179 2. To ensure that all documents required by law and by the IACA bylaws are
180 properly kept and filed;

181 3. To serve all official notices to members of the association;

182 4. To edit and publish all publications of the association, except where
183 otherwise provided;

184 5. To be the official custodian of all records;

185 6. To handle official correspondence of the organization.

186

187 E. The Treasurer has the following duties and responsibilities:

188 1. To ensure the care and custody of all funds belonging to the association;

189 2. To deposit funds received through membership dues and other sources;

190 3. To distribute funds authorized by the members or by the Executive Board,
191 consistent with the provisions outlined in Article V;

192 4. To provide invoices to members for payment of their membership dues;

193 5. To co-approve, with the President, expenditures of the organization,
194 consistent with the provisions outlined in Article V;

195 6. To provide to the membership, on a quarterly basis, a statement on the
196 association's current treasury balance;

197 7. To provide to the membership at the Annual Meeting a detailed list of
198 expenditures for the previous year;

199 8. To arrange for an independent audit of the accounts every three years, as
200 each newly elected Executive Board takes office.

201 F. The itemization of certain duties and responsibilities above does not
202 preclude the assumption or assignment of additional obligations consistent
203 with each officer's office, within the limits of the powers of the Executive
204 Board outlined in Article V.

205 **Article IV: Officers**

206 **Section 4: Terms and Succession of Office**

207 A. Each officer shall be elected to a term of office of three years, beginning
208 on January 1 and ending on December 31.

209 B. If the President permanently leaves his or her position through
210 resignation, removal, suspension, or other means, the Vice President of
211 Administration shall assume the powers of the President for the remainder of
212 the elected President's term. In the event that the Vice President of
213 Administration is unable to assume the office of the President, the Vice
214 President of Membership shall assume the office of the President for the
215 remainder of the elected President's term.

216 C. If an elected officer other than the President leaves his or her position
217 through resignation, removal, suspension, or other means, the President
218 shall appoint a member of the association to assume the office for the
219 remainder of the term. Such appointment will be contingent upon the
220 approval of at least two thirds of the remaining officers, including the
221 President.

222 D. No officer may serve more than two consecutive terms before being
223 rotated off the board for one full term. Following that term, they may once
224 again run for a position on the board.

225 **Article IV: Officers**

226 **Section 5: Nominations and Elections**

227 A. Elections for all elected officer positions will be held every year, rotating
228 board members on a triennial basis allowing for the retention of institutional
229 memory and continuity. The Positions of President and Treasurer will occur
230 on the same year followed by the Vice President of Membership and the
231 Secretary the following year, and the Vice President of Administration the
232 year after that.

233 B. A candidate must receive a majority of the voting members' votes to be
234 elected, with the modifications of Paragraph K below.

235 C. Elections will be managed by the Election Committee provided in Article
236 VII.

237 D. Nominations for the offices, which are up for election, must be submitted
238 in writing to the chairman of the Election Committee by **August 1**. Any
239 member in good standing may nominate a candidate. A nomination petition
240 must contain signatures of two percent of the members of the IACA as of
241 **April 31**.

242 E. The Election Committee will issue an electronic ballot to all members by
243 **October 1**. Only individuals who are members of the IACA on the date the
244 ballots are issued will receive ballots and will be allowed to vote in the
245 election.

246 F. The Election Committee will offer a forum for candidates to present their
247 positions, and for members to discuss and debate the candidates.
248 Candidates will be given the opportunity to meet the members and debate
249 each other at the Annual Meeting.

250 G. November 1 will serve as the Tallying Date.

251 H. If there is only one nominee for a single office, that individual shall be
252 considered elected by acclamation.

253 I. Should more than two individuals run for one office, members will have
254 the ability to specify their first and second preferences.

255 J. The Election Committee will tally the results on the Tallying Day. If more
256 than two individuals are running for any one position, and none of the
257 candidates receive a majority of first preferences, ballots for the candidate
258 receiving the lowest number of first preferences will be re-counted, ignoring
259 the first preferences in favor of the second preferences. If still no candidate

260 achieves a majority of votes, the ballots of the candidate receiving the
261 second lowest number of first preferences will be recounted in the same
262 manner, and so on, until at last one candidate achieves a majority of votes.

263 K. The chairman of the Election Committee will announce the results of the
264 vote on November 10.

265 **Section 6: Resignation or Removal From Office**

266 A. Elected Officers may be removed from their offices through the following
267 means:

268 1. The Officer may resign his or her position by submitting his or her
269 resignation, in writing, to the Secretary or, if the resigning officer is the
270 Secretary, to the President;

271 2. The Officer may be suspended from his or her duties by a 4/5 vote of the
272 Executive Board, under the grounds listed below; subject to review and
273 ratification by the membership, a. The Officer has acted in a manner that is
274 damaging to the IACA or contrary to the purposes for which the IACA was
275 established; b. Acting as an Officer of the IACA, the officer has committed an
276 illegal act; c. The Officer has been convicted of a felony, related or unrelated
277 to his or her position within the IACA d. The Officer has abandoned his or
278 her duties and has not responded to communication from the Executive
279 Board for a period of one month; e. The Officer refuses or is unable to
280 perform his or her duties as outlined in Section 3.

281 3. The Officer may be recalled by a 2/3 vote of the membership following
282 reasons, if recommended by the Ethics Committee as in Article VII: a. The
283 Officer has acted in a manner that is damaging to the Association or contrary
284 to its purposes; b. Acting as an Officer of the IACA, the Officer has
285 committed an illegal act; c. The Officer has been convicted of a felony,
286 related or unrelated to his or her position within the IACA d. The officer has
287 abandoned his or her duties and has not responded to communication from
288 the Executive Board for a period of one month; e. The officer refuses or is
289 unable to perform his or her duties as outlined in Section 3. B. Any Officer
290 removed from office under these provisions shall be replaced under the
291 provisions of Section 4.

292 **Article V: Executive Board**

293 **Section 1: Composition**

294 The Executive Board will consist of all Officers of the International
295 Association of Crime Analysts.

296 **Section 2: Powers**

297 A. The following powers are granted to the association's Executive Board:

298 1. Oversight and administration over the various functions, benefits, and
299 operations of the IACA;

300 2. Administrative tasks and expenditure of funds necessary to carry out the
301 projects and priorities of the IACA, as directed by the members during an
302 Annual Meeting, or by general consent to the proposals of the President;

303 3. Powers necessary to organize and run the IACA Annual Meeting and its
304 associated activities;

305 4. The authority to establish affiliations and partnerships with non-profit
306 organizations having compatible goals and doctrines, and the power to
307 dissolve such affiliations and partnerships;

308 5. The authority to pursue sources of funding for the association, where
309 consistent with goals of the association outlined in Article II;

310 6. All powers necessary for Officers to comply with their duties and
311 responsibilities as outlined in Article IV;

312 7. Powers elsewhere assigned to Officers or the Executive Board within these
313 bylaws.

314 B. All powers not assigned to the Executive Board belong to the members of
315 the association.

316 C. Any policy or decision of the Executive Board may be overridden by a 2/3
317 vote of the voting membership.

318 **Section 3: Meetings**

319 A. The Executive Board will meet as often as its members require, but no
320 less than once per quarter.

321 B. Telephone conference calls fulfill the meeting requirements under
322 Paragraph A.

323 C. Minutes of the Executive Board meetings, including items of discussion
324 and decisions made, shall be published by the Secretary and made available
325 to all IACA members within ten days following the meeting.

326 **Section 4: Quorum**

327 No business shall be conducted in an Executive Board session without the
328 presence of three elected officers.

329 **Article VI: Meetings & Business**

330 **Section 1: Annual Meetings**

331 A. IACA members shall convene once per year for an Annual Meeting as part
332 of the association’s Annual Conference. The date and time of the Annual
333 Meeting will be announced not less than three months prior to the meeting.
334 The Annual Meeting is the primary mechanism for members of the IACA to
335 introduce business, propose projects and priorities, and make motions.

336 B. An agenda of issues to be discussed at the Annual Meeting shall be
337 compiled by the President and published not less than one month prior to
338 the meeting. However, the enumeration of certain items of business shall
339 not preclude members from introducing new business at the Annual Meeting.

340 C. The President shall preside at the Annual Meeting and conduct business in
341 compliance with Robert’s Rules of Order, except where otherwise provided in
342 this article.

343 D. Participants at Annual Meetings may only vote on issues that concern the
344 administration of the meeting itself (i.e., privileged motions and incidental
345 motions, as defined by Robert’s Rules of Order), or that modify the wording
346 or parameters of various proposals (i.e., secondary motions and subsidiary
347 motions as defined by Roberts Rules of Order). Voting on main motions—
348 those that introduce, modify, or dissolve IACA business, proposals, projects,
349 priorities, and committees, including election of officers and amendment of
350 bylaws, will not occur at Annual Meetings. Such votes must be undertaken
351 by mailed or electronic ballot following the meeting at which they are
352 discussed.

353 E. The IACA Secretary will publish meeting minutes from the Annual Meeting
354 within twenty days of the Annual Meeting.

355 F. The Secretary will record all motions made at an Annual Meeting and,
356 within 20 days of the Annual Meeting, deliver to all members a ballot for
357 voting on these motions.

358 **Section 2: Other Means of Conducting Business**

359 A. Issues may be discussed between Annual Meetings through mail, e-mail,
360 Internet discussion boards, and other electronic means.

361 B. For such business to be valid, the following rules apply: The Executive
362 Board must make every reasonable effort to ensure that all members receive
363 information about the issues at hand. When it is not possible for every
364 member to receive the necessary information, at least 9/10 of the members

365 must be informed. The Executive Board must provide a forum to discuss and
366 debate issues prior to voting.

367 **Article VII: Committees**

368 **Section 1: Establishment, Appointment, Composition, and** 369 **Administration of Committees**

370 A. Committees may be established through any of the following means: As
371 provided in these bylaws; By a majority vote of the voting members; By a
372 3/5 vote of the Executive Board.

373 B. The Executive Board shall appoint all committee members, except where
374 otherwise provided.

375 C. Except where otherwise provided, the President will nominate all
376 committee chairmen, subject to the 3/5 ratification of the Executive Board.

377 D. The President shall serve as an ex officio member of all committees, but
378 shall not have voting authority except on committees on which he or she
379 serves as the chairman, unless he or she is appointed to the committee
380 through the ratification process outlined in Paragraph C.

381 E. Committees may consist of a single member, and in such case will be
382 referred to as Appointed Positions.

383 F. The chairman of each committee, or his or her designated proxy, shall
384 present the report and resolutions of the committee to the members at each
385 Annual Meeting. Such a report may be written or oral.

386 G. Committees may establish sub-committees if necessary, in which case
387 the chairman of the general committee will serve as an ex officio member of
388 each sub-committee.

389 H. Upon taking a committee position, members are required to sign the
390 IACA's conflict of interest policy. Committee chairs are responsible for
391 passing conflict of interest to their committee members.

392 **Section 2: Standing Committees & Appointed Positions**

393 A. An Election Committee will be established during each election year, at
394 least eight months prior to the Annual Meeting. The Election Committee shall
395 run the election of Officers in a manner consistent with Article IV. No
396 member running for office shall serve on the Election Committee.

397 B. A Conference Committee will be established at least one year prior to
398 each Annual Meeting of the IACA, to organize, plan, and execute the Annual
399 Conference. The Vice President of Administration will serve as an ex-officio
400 member of this committee, but not as the chairman.

401 C. A Webmaster shall serve in an Appointed Position to administer the
402 IACA's World Wide Web page.

403 D. A Parliamentarian shall be an Appointed Position to rule on parliamentary
404 matters during Annual Meetings and to provide parliamentary advice to the
405 President during the course of other IACA operations throughout the year.

406 E. An Ethics Committee of six members shall serve as a fact-finding body to
407 investigate grievances against members and Executive Board members of
408 the IACA, and to make recommendations for sanctions as authorized in
409 Article III, Section 5 and Article IV, Section 6. The following special
410 provisions apply to the appointment and operations of the Ethics Committee:

411 Executive Board members shall not serve on the Ethics Committee.

412 The Executive Board shall appoint new members to the Ethics Committee on
413 an annual basis, one month following the Annual Meeting of the IACA.

414 Any grievance against a member or an Executive Board member shall be
415 made in writing to the chair of the Ethics Committee.

416 The Ethics Committee shall investigate the allegations in the grievance and
417 present their findings in writing to the Executive Board within 60 days of
418 receiving the grievance.

419 The Executive Board shall review the report of the Ethics Committee at its
420 next scheduled business meeting or conference call, but no more than 30
421 days after receiving the Ethics Committee's report. If an Executive Board
422 member is the subject of the investigation, he or she shall be excluded from
423 the review.

424 The accused member shall be notified of the investigation 30 days prior to
425 the Executive Board's decision and shall have an opportunity to respond to
426 the allegations in writing.

427 The Executive Board shall vote whether to take action in the matter under
428 the guidelines outlined in Article 3, Section 5 or Article 4, Section 6.
429 Members can override the Executive Board's decision with a 2/3 vote.

430 Both the Ethics Committee and the member who submitted the grievance
431 shall be notified in writing of the Executive Board's decision.

432 **Section 3: Optional Committees**

433 A. An Advisory Committee may be established by the Executive Board to
434 advise the President in the course of performing his or her roles and
435 responsibilities. The committee shall be established upon request of the
436 President, or upon a 4/5 vote of the Executive Board, should the President
437 not favor the appointment of the committee. The President will chair the
438 Advisory Committee.

439 B. A Membership Committee may be established by the Executive board to
440 assist the Vice President of Membership in the performance of his or her
441 duties and responsibilities. The committee shall be established upon the
442 request of the Vice President of Membership, or upon a 4/5 vote of the
443 Executive Board, should the Vice President of Membership not favor the
444 appointment of the committee. The Vice President of Membership will chair
445 the Membership Committee.

446 C. A Publications Committee may be established by the Executive Board to
447 assist the Secretary in the performance of his or her duties and
448 responsibilities. The committee shall be established upon the request of the
449 Secretary, or upon a 4/5 vote of the Executive Board, should the Secretary
450 not favor the appointment of the committee. The Secretary will chair the
451 Publications Committee.

452 D. A Finance Committee may be established by the Executive Board to assist
453 the Treasurer in the performance of his or her duties and responsibilities.
454 The committee shall be established upon the request of the Treasurer, or
455 upon a 4/5 vote of the Executive Board, should the Secretary not favor the
456 appointment of the committee. The Treasurer will chair the Finance
457 Committee.

458 **Section 4: Special Committees**

459 A. Special committees shall be established, by either a 3/5 vote of the
460 Executive Board or by a majority vote of the voting members, to oversee
461 projects or to carry out resolutions made by the Executive Board or the IACA
462 members.

463 B. The President shall prepare, or shall designate another Officer to prepare,
464 a Charter for each special committee. The Charter will specify the goals and
465 functions of the committee, and will specify either a date or other criteria
466 upon which the committee will be dissolved.

467 C. The committee chairman will provide monthly reports to the Executive
468 Board on the special committee's progress.

469 D. The committee chairman, or his or her designated proxy, will submit a
470 report on the committee's activities and progress to the membership at the
471 Annual Meeting.

472 E. Special committees shall be dissolved upon completion of their goals or
473 upon reaching their dates of termination.

474 F. Special committees may be dissolved prior to the completion of their goals
475 or their dates of termination by a 4/5 vote of the Executive Board or by a
476 2/3 vote of the voting members.

477 **Article VIII: Parliamentary Authority**

478

479 The Parliamentary Authority of the International Association of Crime
480 Analysts is the most recent revision of Robert’s Rules of Order. Meetings and
481 other business of the association shall be conducted in a manner consistent
482 with Robert’s Rules of Order except when the provisions of these bylaws
483 provide differently.

484 **Article IX: Amendment of Bylaws**

485 **Section 1**

486 Proposed amendments to the bylaws shall be submitted in writing to the
487 Secretary. The Secretary will then submit all proposed amendments to the
488 other members of the Executive Board.

489 **Section 2**

490 Amendments require a 2/3 vote of the voting membership for ratification.
491 Voting may be conducted through means provided in Article VI.

492 **Section 3**

493 Proposed amendments must be presented to the members for review and
494 discussion at least one month prior to the vote. 4. Amendments shall be
495 submitted and approved one section at a time, except when two or more
496 sections are contingent on each other, in which case they may be submitted
497 and voted upon as a single measure.