

# OPERATING PROCEDURES

NIC EXECUTIVE DIRECTORS COMMITTEE 2019

NATIONAL-INTERSTATE COUNCIL OF  
STATE BOARDS OF COSMETOLOGY

EXECUTIVE DIRECTORS COMMITTEE OPERATING PROCEDURES

## PREAMBLE

We, the members of the Executive Directors Committee (“EDC”) of the National-Interstate Council of State Boards of Cosmetology (“NIC”), in order that the EDC may serve as the local voice for education, testing, licensing, and inspection criteria as expressed through NIC’s mission and vision statements

## I - NAME, GOALS, OBJECTIVES, AND AUTHORITIES FOR GOVERNANCE

### **Section 1. NAME**

The name of this committee shall be the Executive Director’s Committee within the National-Interstate Council of State Boards of Cosmetology, herein called the EDC.

### **Section 2. GOALS AND OBJECTIVES**

A. The goals of the EDC shall be as stated in the Preamble. The EDC shall have all power necessary and proper to take action for the attainment of these goals.

B. Nothing in these policies shall be construed to prevent the EDC from pursuing objectives which are consistent with the stated goals of the EDC. The following are specific objectives:

1. To improve the structure of the EDC to ensure the full and effective participation of all members.
2. To advance professional rights and to enhance professional responsibilities to further the consistent development and improvement of the profession and its licensees; and
3. To work for broad support of cosmetology and related fields.

### **Section 3. GOVERNANCE**

Its Operating Policies shall govern the EDC, and such other actions as the EDC and Executive Board may take consistent therewith.

**Section 4. RESPONSIBILITIES OF THE EDC**

The EDC responsibilities and bylaws are set by the NIC Executive board and voted on by the delegation as noted in the NIC Bylaws Article VI, Section 6 and the NIC Policy and Procedure document Section 3 (O) (1, 2a-n).

**II – COMMITTEE OFFICERS**

**Section 1. ELECTED OFFICERS**

The elected officers of the EDC shall consist of a Chairperson, a Vice Chairperson, a Secretary, and two (2) Executive Board Representatives.

**Section 2. ELIGIBILITY**

Any active member who is an Executive Director is qualified elected offices.

**Section 3. LIMITATIONS**

No elected officer may hold more than one EDC office during his/her term of office.

**Section 4. OFFICERS' DUTIES, TERMS AND VACANCIES**

A. Chairperson

1. Duties

The Chairperson shall:

- a. set agendas for EDC meetings;
- b. appoint all chairpersons and committee members with the confirmation of the EDC;
- c. serve as an ex-officio member without vote on all committees; and
- d. perform such other duties as assigned by the EDC or the Executive Board.

2. Term of Office

The office of Chairperson is a one-year term. A member elected to the office of Chairperson is eligible for three consecutive terms or shall serve until a successor is elected.

### 3. Vacancy

If the office of Chairperson shall become vacant, the Vice Chairperson shall become Chairperson.

## B. Vice Chairperson

### 1. Duties

The Vice Chairperson shall:

- a. act for and on behalf of the Chairperson when s/he is unable to perform the duties of that office; and
- b. perform such other duties as assigned by the EDC or Chairperson.

### 2. Term of Office

The office of Vice Chairperson is a one-year term. A member elected to the office of Vice Chairperson is eligible for three consecutive terms or shall serve until a successor is elected.

## C. Secretary

### 1. Duties

The Secretary shall:

- a. keep a record of all the proceedings of EDC meetings;
- b. maintain a file of reports and/or documents for historical purposes;
- c. conduct a roll call or signature roll when required;
- d. maintain a record of attendance.

### 2. Term of Office

The office of Secretary is a one-year term. A member elected to the office of Secretary is eligible for three consecutive terms or shall serve until a successor is elected.

## D. Executive Board Representatives

### 1. Duties

The Executive Board Representatives shall:

- a. attend all required Executive Board meetings of the NIC;
- b. report to the EDC on appropriate items discussed in the Executive Board Meetings;
- c. provide EDC documents for review to the Executive Board;
- d. the report to the president from the committee.

2. Term of Office

The office of Executive Board Representative is a one-year term. A member elected to the office of Executive Board is eligible for three consecutive terms or shall serve until a successor is elected.

**Section 5. NOMINATIONS**

Any member may be nominated for the office of Chairperson, Vice Chairperson, Secretary, or Executive Board Representative. The nominations shall occur at the designated EDC meeting. The nominees shall be nominated from the floor of the EDC meeting. Any member may nominate themselves or another member, at the annual NIC Conference and shall follow the adopted procedures of the EDC.

**Section 6. ELECTIONS**

- A. Election of officers shall occur each year during the NIC Annual Conference.
- B. Officers may be elected by secret ballot or acclimation at the discretion of the chair.
- C. Officers shall be elected by a majority of valid votes cast.
- D. In election for single positions with multiple candidates for one position in which no candidate receives a majority vote in the first ballot, the second ballot shall contain the names of the two persons who received the greatest number of votes on the first ballot.
- E. Election results of Executive Board Representatives shall be reported to the Executive Board Nominating Committee for confirmation.

## **III - COMMITTEES**

### **Section 1. AD HOC COMMITTEES**

The Ad Hoc Committees of the EDC, which are appointed by the Chairperson with the confirmation of the EDC, are created as they are needed. Other Committees of the EDC shall be created based on interest and committee approval of two (2) or more members.

### **Section 2. REPORTS**

Committees shall report to the EDC.

### **Section 3. COMMITTEE MEMBERS**

The Chairperson shall appoint all committee members with the confirmation of the EDC.