

Define Terms Elect and Appoint

Presented by Constitution and Administrative Committee (CAC)

**Provide definitions of the terms “elect”, “appoint”,
and related terms**

1. INTRODUCTION

1.1. WP 6.2.14 2025 provide recommendations to general provisions for administration of Standing Committees and Task Forces. In the research for that paper, it is apparent that there is potential for misunderstanding implications of “elect”, “appoint”, and related terms. This paper provides recommendations for definitions to be included in the IFATCA Administrative Manual (IAM) as applicable to administrative policy (bye-laws).

2. DISCUSSION

- 2.1. The IAM does not currently define the terms appoint, appointed, or appointment, nor elect, election, or elected.
- 2.2. The IAM contains administrative policy (bye-laws) that variously describe a position as either appointed, or elected. These terms are not intended to be interchangeable and imply specific process and authority.
- 2.3. The terms are used extensively throughout the IAM. Appoint and its various derivatives appear 93 times, whilst the references to elect and its derivatives appear 143 times.

- 2.4. The simple definitions of the words, as described in the Oxford Languages online resource include:

Appoint:

Assign a job or role to (someone)

*"They have been **appointed** to the Task Force"*

Elect:

Choose (someone) to hold office or some other position by voting

*"They were **elected** as Chair of CAC"*

- 2.5. Although alternate definitions may provide some confusion, the intent of process within the IAM is rigorously constrained to these definitions.

2.6. **Appointments:**

All positions that are **appointed** within IFATCA are specified with who is authorised to make the **appointment**, Terms of Reference, reporting responsibilities, and duration of the role (where applicable).

A vote of Directors is not required to **appoint** a person to that relevant role. Typically, this will be with authority of the Executive Board (EB), or a Committee Chair, and individuals are **appointed** based upon a specific need of the Federation, and a skill set or expertise provided by the **appointed** individual(s).

Appointed roles have no voting rights associated with the role itself. This does not prevent individuals voting where their membership of IFATCA, for example as a Director, confers those specific voting rights in a voting process.

2.7. **Elections:**

All positions that are **elected** within IFATCA require a nomination, and a vote of Directors in accordance with **election** procedures specified within the IAM to be **elected** to the role.

Note: In the event of a single nomination for an elected position, an election is not required. Ratification or reporting requirements for the unopposed election are detailed within the IAM as applicable to the role.

Elected roles are specified within the IAM with Terms of Reference for the role, duration of the role and election cycle, and reporting responsibilities

Certain roles specify conferred voting rights (for example voting within the EB). It should be noted that the appointed members of the EB do not have voting rights within the EB.

CONCLUSION

- 2.8. Although the intent of the IAM is clear with respect to **election** and **appointment**, the definitions of each term overlap in common English usage.
- 2.9. Definition of the terms, as applied to the administrative policy (bye-laws) within the IAM will assist with understanding the intent.

3. RECOMMENDATIONS

- 3.1. That the IFATCA Administrative Manual V69 Aug 2024, PART II ADMINISTRATIVE POLICY (BYE LAWS) Chapter 1 General, Section 2 Definitions (pp46 and 47) be amended to include definitions as specified below:

Insert at 2.1. **Appoint**: a process, as defined within this document, in which an individual is directly selected by an authorized individual or entity to fulfill a specified role within the Federation. Appointment does not require an election. This definition is applicable, in context, to the terms appointed or appointment.

Insert at 2.10. **Elect**: a process, as defined within this document under election or voting, in which an individual is selected by ballot of Directors to fulfill office defined as "Elected". This definition is applicable, in context, to the terms elected or election

Renumber extant paragraphs 2.1. – 2.21. sequentially to accommodate the above insertions

4. REFERENCES

- 4.1. IFATCA Administrative Manual V69 2024
- 4.2. Oxford Languages <https://languages.oup.com/>

--END--