

**International Society of Arboriculture
Credentialing Program
Policy Statement**

Subject: ISA Credentialing Council

Policy Statement No: CRPP 006

Section A. Establishment and Purpose

ISA is a credentialing body and shall operate according to best management practices. The Credentialing Council serves as a policy body within ISA, responsible for the development, review, evaluation and administration of all policies and procedures to ensure the impartiality, validity, technical accuracy, and fairness of credentialing programs. These programs shall be administered in accordance with approved and accepted credentialing standards and best management practices. All revenue and income related to the ISA Certification Program fees and dedicated monies shall be used exclusively for certification activities as determined by the ISA Executive Director in alignment with the purposes and objectives of ISA.

Section B. Composition

The Credentialing Council shall be composed of seven (7) to ten (10) voting members. The Credential Council shall have at least four (4) credential holders and a minimum of two (2) non-credential holders providing needed expertise and representing the public and consumer interests. Credentialing Council Members shall not be required to be ISA Members. Appointment and duration of the council will be according to Board policy.

The Credentialing Council shall elect a chair and a vice-chair according to the following:

- Chairs and vice-chairs are elected by Council members.
- Chair and vice-chair are elected at the end of their first term (*they are then automatically renewed for a 2nd term*).
- Chair serves in the position for three years (*ending at the end of their 2nd term*).
- Vice-chair acts as chair in the absence of the chair or in case of conflict of interest and serves in this position for three years (*ending at the end of their 2nd term*).
- In the absence of a chair or a vice-chair the Council can hold an election to fill vacancies as needed.

Section C. Nominations

- A. All potential nominees must be qualified as required by Article X of the ISA Bylaws.
- B. The ISA Credentialing Council will consider the following diversity criteria when preparing the slate of candidates for open Council positions: geographic location; demographic diversity; employment experience or specialty; and other relevant and appropriate factors.

- C. The ISA Credentialing Council will make all responsible effort to identify two (2) or more eligible candidates to be nominated for each open position.
- D. Nominees will be presented to the ISA Executive Director for review and appointment.

Section D. Terms of office

- A. All appointments shall be for a term of three (3) years.
- B. Consecutive terms shall be limited to two (2) full terms.
- C. Total terms are limited to three (3) full terms.
- D. This section does not apply to non-voting, ex-officio directors.

Section E. Duties

The Credentialing Council shall maintain and create policies and procedures to ensure the impartiality, validity, technical accuracy, and fairness of credentialing programs. The activities of the Credentialing Council shall be managed by the Executive Director and monitored by the Board of Directors.

Council Member Duties and Responsibilities

- A. Review and if necessary, ask for information on every important matter requiring Council action; read all materials distributed to the Council.
- B. Stay informed of work delegated to committees and serve when assigned to committees.
- C. Publicly support positions adopted by the Council and ISA.
- D. Protect the confidentiality of the information received.
- E. Observe the ban on misuse of inside information and any perception of conflict of interest and restraint of trade. Declare any conflicts of interest, in line with ISA's corporate policies BCP304 and BCP305 (see addenda).
- F. Abstain from voting on actions where conflict of interest is involved. The member should ensure his/her abstention is recorded in the official minutes of the meeting at which such matters are discussed.
- G. Attend meetings and conference calls as scheduled.
- H. One member will be in attendance at any JTA meetings.
- I. Ensures certification schemes are reviewed on an ongoing, systematic basis.

Meetings

- A. An annual face-to-face Council meeting will be scheduled in the first quarter of the new fiscal year.
- B. All other meetings will be conducted via conference call or virtual meeting with the opportunity to schedule an additional face-to-face meeting as required and approved by the ISA Executive Director.
- C. A quorum must be present for any voting to be conducted. A quorum consists of half the voting members of the Council plus one voting member.
- D. The Council shall be reimbursed for reasonable expenses to attend these

meetings, subject to the ISA corporate reimbursement policy (OCP403; see addenda).

Oversight

- A. The Council will be responsible for monitoring all ISA credentials to ensure that they remain impartial, valid, technically accurate, and fair.
- B. Areas requiring additional monitoring or information will be identified and requested via staff who will provide the necessary follow up to the Council to properly monitor the items under review.
- C. Suggested changes to the policy resulting from the oversight and monitoring will be provided in writing to staff for presentation to the Executive Director for consideration.

Monitoring

- A. A monitoring report will be developed and provided annually to the ISA Executive Director by the beginning of the second quarter of the ISA fiscal year.
- B. Included in the monitoring report will be any necessary recommended action based on the results of the report as well as follow up to any items identified in the previous report.
- C. Items included in the report will include, but are not limited to, the areas of review as outlined in Departmental Procedure, Annual Management Review, [02-010.02](#)
- D. Staff will provide the Council with the necessary data and reports to allow the Council the ability to provide proper monitoring and oversight throughout the year.