1) At the beginning of each year that a Chair is appointed or re-appointed the ISO/COPOLCO Secretary shall send out a call for COPOLCO Vice-Chair nominations to all ISO/COPOLCO members. The nomination period shall be nine-months, terminating by the end of September.

2) All nominations shall be supported with a curriculum vitae of the nominee and any other useful documentation.

3) After the nomination period closes, the COPOLCO Secretary shall forward the candidacies to the newly-appointed (or reappointed) COPOLCO Chair. The COPOLCO Chair-elect (or reappointed Chair) shall forward the name(s) (and the accompanying details) of the Vice-Chair candidates, and his/her recommended Vice-Chair selection, to the COPOLCO Chair's Advisory Group for a 4-week consultation period. In the absence of sustained opposition during that consultation, the appointment becomes effective for 1 January of the following year.

4) In cases of potential conflict of interest, CAG members may abstain from the Vice-Chair consultation process.

5) If a simple majority of the CAG objects or raises concerns about the COPOLCO Chair's recommended Vice-Chair selection, a meeting of the CAG shall be called in an attempt to resolve said concerns.

6) Following the CAG meeting, if the majority of the CAG continue to express dissent to the COPOLCO Chair's recommended Vice-Chair selection, the COPOLCO Chair shall appoint a different candidate for the Vice-Chair role.

7) The term of the appointed COPOLCO Vice-Chair is two years and shall coincide with the term of the Chair.