

# Association Rules Amended Through the August 2003 Council Meeting

## TABLE OF CONTENTS

<i>CODE</i>	<i>SECTION TITLE</i>	<i>PAGE</i>
<b>10.</b>	<b>MEMBERSHIP</b>	<b>1</b>
10-1.	Membership Classes	1
10-2.	Membership Committee	1
10-3.	Application Procedures	1
10-4.	Interpretation of Educational Requirements	2
10-5.	Fellow Criteria	2
10-6.	Division Standards and Procedures for Nomination of Fellows	3
10-7.	Justifying a Waiver of Requirements	3
10-8.	Voiding of Membership	3
10-9.	Termination of Membership	3
10-10.	Reinstatement or Readmission	4
10-11.	Life Membership Status (Dues Exemption)	4
10-12.	International Affiliate	5
10-13.	Student Affiliate	5
10-14.	High School Teacher Affiliate	5
10-15.	2-Year College Teacher Affiliate	6
<b>20.</b>	<b>ETHICS</b>	<b>6</b>
20-1.	Ethics Committee	6
20-2.	Procedures and Rules	6
20-3.	Confidentiality of Cases	6
20-4.	Review of the Ethics Code	6
<b>30.</b>	<b>PROCEDURES OF COUNCIL</b>	<b>7</b>
30-1.	Parliamentary Procedures, Order of Business, and Executive Session	7
30-2.	Votes and Minutes	8
30-3.	Petitioned Mail Votes by Members	8
30-4.	New Business and Withdrawal	9
30-5.	Form of Motions	10
30-6.	Reports to Council	10
30-7.	Conflict of Interest and Duality Guidelines for Council	11
30-8.	Standards and Guidelines	12
<b>40.</b>	<b>ORGANIZATION OF COUNCIL</b>	<b>14</b>
40-1.	Election and Procedures for Council Representatives	14
40-2.	Liaison/Observers	15

<b>50.</b>	<b>COUNCIL'S BOARD AND COMMITTEE INFRASTRUCTURE</b>	<b>16</b>
50-1.	Board and Committee Chair's Relation to Council	16
50-2.	Equal Opportunity Representation	16
50-3.	Ad Hoc Groups	16
50-4.	Continuing Committees	16
50-5.	List of Continuing Committees	17
<b>60.</b>	<b>CONTINUING COMMITTEES OF COUNCIL</b>	<b>18</b>
60-1.	Committee on Structure and Function of Council	18
<b>70.</b>	<b>POLICY AND PLANNING BOARD</b>	<b>18</b>
<b>80.</b>	<b>BOARD OF DIRECTORS</b>	<b>19</b>
80-1.	Board of Directors' Executive Function	19
80-2.	Conflict of Interest and Duality Guidelines for the Board of Directors	19
<b>90.</b>	<b>CONTINUING COMMITTEES OF THE BOARD OF DIRECTORS</b>	<b>20</b>
90-1.	Committee on Constitutional Issues	20
90-2.	Committee for the Advancement of Professional Practice	21
90-3.	Committee on International Relations in Psychology	22
90-4.	American Psychological Association of Graduate Students Committee	23
90-5.	Commission for the Recognition of Specialties and Proficiencies in Professional Psychology	23
90-6.	Agenda Planning Group	24
90-7.	Committee on Division/APA Relations	25
<b>100.</b>	<b>DIVISIONS</b>	<b>25</b>
100-1.	Reports, Liability Insurance, Public Statements, Contracts and Political Activities	25
100-2.	Petitions for New Divisions	27
100-3.	Division Name Change	28
100-4.	Chapters and Sections	29
100-5.	Division Assets and Incorporation	29
100-6.	Life Membership Status (Dues Exemption)	29
100-7.	Division Dispute Resolution Mechanism	29
<b>110.</b>	<b>ELECTIONS AND APPOINTMENTS</b>	<b>30</b>
110-1.	Election Committee	30
110-2.	Counting Systems	30
110-3.	Ballots	31
110-4.	Use of Mailing Labels for Campaigns	31
110-5.	Due Process, Challenges, Effective Dates, Terms, Filling Vacancies	31
110-6.	Results Reported	32

110-7.	Guidelines for the Conduct of President-Elect Nominations and Elections	32
110-8.	President-Elect Election	34
110-9.	Recording Secretary and Treasurer Election	34
110-10.	Chief Staff Officer Confirmation	34
110-11.	Chief Staff Officer Evaluation	35
110-12.	Chief Staff Officer Reconfirmation	35
110-13.	Election of the Board of Directors	35
110-14.	Rules Governing Simultaneous Service on Boards and Committees	36
110-15.	Election of Standing Board and Committee Members	37
110-16.	Continuing and Ad Hoc Committee Appointments	38
110-17.	Official Panels	38
<b>120.</b>	<b>EDUCATIONAL AFFAIRS</b>	<b>39</b>
120-1.	Board of Educational Affairs	39
120-2.	Committee on Education and Training Awards	39
120-3.	Committee on Accreditation	40
120-4.	Continuing Professional Education Committee	40
120-5.	Committee of Teachers of Psychology in Secondary Schools	40
120-6.	Committee of Psychology Teachers at Community Colleges	41
<b>130.</b>	<b>PROFESSIONAL AFFAIRS</b>	<b>41</b>
130-1.	Board of Professional Affairs	41
130-2.	American Board of Professional Psychology	42
130-3.	Professional Awards	42
130-4.	Committee on Professional Practice and Standards	43
130-5.	Committee on Rural Health	44
<b>140.</b>	<b>SCIENTIFIC AFFAIRS</b>	<b>44</b>
140-1.	Board of Scientific Affairs	44
140-2.	Chief Science Advisor	44
140-3.	Committee on Scientific Awards	45
140-4.	Committee on Animal Research and Ethics	45
140-5.	Committee on Psychological Tests and Assessment	46
<b>150.</b>	<b>PUBLIC INTEREST</b>	<b>47</b>
150-1.	Board for the Advancement of Psychology in the Public Interest	47
150-2.	Committee on Women in Psychology	47
150-3.	Committee on Psychology in the Public Interest Awards	47
150-4.	Committee on Lesbian, Gay, and Bisexual Concerns	48
150-5.	Committee on Disability Issues in Psychology	48
150-6.	Committee on Children, Youth, and Families	49
150-7.	Committee on Aging	49
<b>160.</b>	<b>ETHNIC MINORITY AFFAIRS</b>	<b>50</b>
160-1.	Committee on Ethnic Minority Affairs	50

<b>170.</b>	<b>PUBLICATIONS AND COMMUNICATIONS</b>	<b>51</b>
170-1.	Publications and Communications Board	51
170-2.	Responsibilities of Publications and Communications Board	51
170-3.	Council of Editors	51
170-4.	Chief Editorial Advisor	51
170-5.	APA Journals and Nonjournal Periodicals Published	52
170-6.	Editor and Content of the <i>American Psychologist</i>	52
170-7.	Terms and Responsibilities of Journal Editors	52
170-8.	Publications-Related Responsibilities of the Chief Staff Officer	52
170-9.	Publication Costs	53
170-10.	Occasional Publications	53
170-11.	Biographical Directory/Membership Register	54
170-12.	Psychological Abstracts Information Services (PSYCINFO)	54
170-13.	Research and Development	54
170-14.	Copyright Ownership	54
<b>180.</b>	<b>CONVENTION AFFAIRS</b>	<b>54</b>
180-1.	Board of Convention Affairs	54
180-2.	Responsibilities of Board	55
180-3.	Purposes of the Convention	55
180-4.	Policy with Respect to Non-Discrimination	55
180-5.	Convention Manager	55
180-6.	Exhibits	55
180-7.	Site of Convention	55
<b>190.</b>	<b>INTERORGANIZATIONAL LINKAGES</b>	<b>56</b>
190-1.	Affiliation, Representation, and Liaison of APA with Outside Organizations	56
190-2.	Affiliation of Other Organizations with APA	59
<b>200.</b>	<b>CENTRAL OFFICE</b>	<b>59</b>
200-1.	Location, Function, and Mission	59
200-2.	Chief Staff Officer and Staff	59
200-3.	Employees	59
200-4.	Relation of Staff to Committees and Boards	60
200-5.	Placement Activities and Employment Bulletin	60
200-6.	Application and Acceptance of Outside Funds	61
200-7.	Group Insurance Plans for APA Members	61
200-8.	Public Relations	61
<b>210.</b>	<b>FINANCE</b>	<b>61</b>
210-1.	Finance Committee	61
210-2.	Budget	62
210-3.	Reserves	64
210-4.	Forecast	64
210-5.	Dues	64

210-6.	Canadian Psychological Association	65
210-7.	Fees	65
210-8.	Convention Registration Fees	65
210-9.	Reduced Dues Status	65
210-10.	Journal Subscription Prices	66
210-11.	Subscriptions Included in Dues and Household Credit	66
210-12.	Division Dues and Assessment	66
210-13.	Psychology Defense Fund	67
210-14.	Meetings of Committees and Boards and Reimbursement of Funds	67
210-15.	APA Treasurer	67
<b>220.</b>	<b>AMENDING APA BYLAWS</b>	<b>67</b>

## **APPENDICES**

Appendix A:	Certificate of Incorporation	69
Appendix B:	Criteria for Selecting Nominees for Fellow Status (Used by Endorsers and by APA Divisions)	71
Appendix C:	American Psychological Association: Procedures for the Nomination and Election of Members of Council to the Board of Directors	75

## **INDEX**

### *PREFACE*

Association Rules, adopted and amended by the APA Council of Representatives (henceforth Council), detail the operational and managerial authority needed to conduct the affairs of the Association under the bylaws of the American Psychological Association (henceforth APA Bylaws).

This document is a compilation of Association Rules and is revised annually.

The amendment or repeal of an Association Rule, or the addition of a new rule, becomes effective at the close of the meeting at which it is adopted.

## **10. MEMBERSHIP**

### **10-1. MEMBERSHIP CLASSES**

**10-1.1** The APA Bylaws provide for three classes of membership in the Association: Fellow, Member, and Associate member. Requirements for each class of membership are given in the APA Bylaws.

### **10-2. MEMBERSHIP COMMITTEE**

**10-2.1** The Membership Committee shall consist of six Fellows of the Association, two of whom shall be elected each year for a term of three years.

**10-2.2** Nomination slates for election to the Membership Committee shall be drawn in such a fashion as to reflect the diverse interests of APA members.

**10-2.3** The terms of the two senior members of the Committee may be extended for up to two years to permit their participation in the committee's meeting at which Fellowship nominations are considered.

**10-2.4** Members shall not serve on a division Fellows Committee, nor endorse initial APA Fellow candidates, during their term on the Membership Committee.

**10-2.5** The Membership Committee shall oversee Association membership retention and recruitment activities and make annual reports on these activities to the Council.

### **10-3. APPLICATION PROCEDURES**

**10-3.1** Application or nomination forms for Member, Associate member, or Fellow status shall be prescribed by the Membership Committee, after consultation with other APA committees involved in their use. Such forms are used to collect information sufficient to establish the applicant's ethical and technical qualifications for membership and to create necessary membership records and APA Directory/Register records.

All applicants for Associate member or Member status shall indicate whether or not they have previously been rejected for membership in the Association or had membership voided or have previously been convicted of a felony or sanctioned by any professional ethics body, licensing board, other regulatory body or any professional or scientific organization. All applications for Member or Associate member status shall carry the following statement, which the applicant shall sign:

"In making this application, I subscribe to and will support the objectives of the American Psychological Association as set forth in Article I of the bylaws, and the Ethical Principles of Psychologists and Code of Conduct, as adopted by the Association, and I affirm that the statements made in this application correctly represent my qualifications for membership, and understand that if they do not, my membership may be voided."

APA may seek evidence from schools and universities that the candidate has attended, state or local psychological associations, professional employers, and/or other appropriate sources of

information, when the submitted documentation leaves doubt as to the applicant's qualifications for membership in the Association.

Nominations for Fellow status shall be made by divisions to the Membership Committee. The written nomination shall show that the candidate's doctoral dissertation was on a psychological subject and that the professional experience cited as qualifying an individual for Fellow status was work which the person was properly qualified to perform and that was appropriately supervised. The recommendation shall include the endorsement of at least three, but preferably more, Fellows of the Association. In instances when the nominee is working in a highly specialized area, one of the three endorsers may be a former APA Fellow who is no longer a Member of the Association. The recommendation shall make clear what evidence the division puts forward to support the "unusual and outstanding contribution" of the candidate. The division may assemble the information by whatever means it deems appropriate but shall make reasonable verification of it before submission to the Membership Committee.

(a) With respect to the nomination of Fellows, each division shall, by such means as it shall determine, solicit nominations from its members of those who are deemed worthy of election to this honor. The division may require the nominator to indicate the evidence available in support of the nomination. It shall be the responsibility of the division to select from these nominees and to prepare the recommendations for submission as provided in the previous section.

(b) Divisions shall be informed that it is the assumption of Council that the final list of Members recommended for election to initial Fellow status contains only those Members officially nominated by the relevant divisions. Divisions are responsible for maintaining appropriate review schedules to meet this requirement. This rule does not deny the right of an individual Council member to challenge any nomination on the list.

#### **10-4. INTERPRETATION OF EDUCATIONAL REQUIREMENTS**

**10-4.1** In acting upon an application for Associate member or Member status in the Association, the Membership Committee and/or Membership Staff shall be guided by the following interpretation of the requirements stated in the APA Bylaws:

The applicant's graduate or professional school must have full regional accreditation at the time the applicant is elected to membership, although the applicant's training or degree may have been received during the five years prior to full accreditation. A regionally accredited institution is defined as an institution that is listed as fully accredited by the appropriate regional accrediting body in the Directory of Accredited Institutions of Postsecondary Education, published annually by the American Council on Education, or one of equivalent standing outside the United States.

#### **10-5. FELLOW CRITERIA**

**10-5.1** There can be no single criterion upon which to base nomination for Fellow status. Operational definitions of "unusual and outstanding contribution or performance" differ from division to division. The relative weight given to individual criteria and to combinations of criteria shall be carefully examined by divisions and by the APA Membership Committee when they assess the impact the nominee has had on the field of psychology. Criteria may include, but shall not be limited to, the following: publications, innovations, workshop activity, professional service,

demonstrated leadership, journal editorship, and awards. (see Appendix B for the criteria included on the Standard Evaluation Form (Fellow) and on certain division surveys.)

**10-5.2** A person may be nominated for initial Fellow status by only one division. If additional division Fellow nominations are submitted at the same time as the initial nomination, Fellow status may take place for these additional divisions upon initial Fellowship election by the Council of Representatives. Any individuals who are nominated by more than one division shall select the division which best represents their work and contributions to psychology. The selected division will become the "nominating division." Such nominees will inform the nominating division of any other divisions which have also expressed interest in nominating them for Fellow status.

## **10-6. DIVISION STANDARDS AND PROCEDURES FOR NOMINATION OF FELLOWS**

**10-6.1** When a division nominates a Member for Fellow status, and that person is already a Fellow in another division, the standards to be applied by the second division shall not be significantly different from those applied when a Member is nominated for Fellow status for the first time.

A division may have requirements for Fellow status in that division beyond those required by the Association. The Central Office will endeavor so far as possible to assist a division in administering these additional requirements but is not required to do so.

## **10-7. JUSTIFYING A WAIVER OF REQUIREMENTS**

**10-7.1** When asking for waivers of the doctoral or experience requirement for Member or Fellow status or a waiver based on distinction in a related field, the applicants must provide reasonably persuasive evidence to support the request. It is not sufficient that such a waiver is recommended by a division, nor is it the responsibility of the Membership Committee to develop or document the case.

## **10-8. VOIDING OF MEMBERSHIP**

**10-8.1** Membership obtained on the basis of false or fraudulent evidence may be voided at any subsequent time by the Board of Directors. Action to void may be brought either by the Ethics Committee or by the Membership Committee.

## **10-9. TERMINATION OF MEMBERSHIP**

**10-9.1** Membership in the Association may be terminated by the death of a member, resignation, dropping for nonpayment of dues, or as provided in the Ethics Committee's Rules and Procedures.

Notice of the death of a member or formal resignation should be forwarded to APA Central Office. Resignation will ordinarily be accepted forthwith, except while a member is under scrutiny by the Ethics Committee. While under such scrutiny, a member may be permitted to resign under stipulated conditions in accordance with provisions in the Ethics Committee's Rules and Procedures.

A member is dropped from membership in the Association after two calendar years during which dues to the Association have remained unpaid. "Benefit of membership" subscriptions (such as the *APA Monitor on Psychology*) will not be continued during this period of grace.

**10-9.2** A member may resign from any division by not paying the dues or assessment of that division in connection with the annual Association dues statement.

#### **10-10. REINSTATEMENT OR READMISSION**

**10-10.1** The membership of a person who has voluntarily resigned or who has been dropped for nonpayment of dues may be fully reinstated at any time by the payment of all delinquent and current dues. When fully reinstated, the person's membership dates from the original year of election. This option shall not be available to a former member who was under scrutiny by the Ethics Committee at the time membership was terminated.

**10-10.2** The membership of a person who has voluntarily resigned or who has been dropped for nonpayment of dues may also be reinstated upon payment of dues for the current year. Reinstatement is effective as of the current year. The period of nonpayment of dues shall not be counted toward the years needed to attain dues-exempt status. This option can be used only once and shall not be available to former members who were under scrutiny by the Ethics Committee at the time membership was terminated.

**10-10.3** A person whose membership has been terminated under the provisions of Article II, Section 17 of the APA Bylaws or who has resigned while under the scrutiny of the Ethics Committee may request reinstatement of membership under the conditions stated in Article II, Section 18. Accordingly, the Membership Committee will automatically inform the Ethics Committee of all such reinstatement requests and the Ethics Committee shall be responsible for furnishing the Membership Committee with a recommendation as provided in its Rules and Procedures.

**10-10.4** Ordinarily, individuals who have previously resigned or been expelled from membership must reinstate into the previously held membership status and dues category and may not reapply as a new member. Exceptions regarding the membership status and dues category of reinstating members may be made by the chief staff officer or the Membership Committee.

#### **10-11. LIFE MEMBERSHIP STATUS (DUES EXEMPTION)**

**10-11.1** Any member who has reached the age of 65 and has belonged to the APA for a total of 25 years, may choose to begin the dues-reduction process, culminating in dues exemption by so advising Central Office of his or her eligibility. Any member, who, regardless of age or length of membership, has been adjudged totally and permanently disabled, may choose to become exempt from dues by so advising Central Office of his or her eligibility. Ordinarily, the transfer in status will become effective as of the January 1 immediately following the member's request, but in appropriate circumstances the change in status may be made effective as of the previous January 1.

These members will be exempt from further payment of APA dues, as well as division dues, division assessments, or other assessments established by the Council. However, these members will have the option of paying a subscription price/service fee if they choose to receive the *American Psychologist* and the *APA Monitor on Psychology*. The subscription price/service fee will be determined by Council to allow for dues distribution to those APA divisions to which the dues-exempt member belongs and to help defray the costs of the *American Psychologist*, the *APA Monitor on Psychology*, and for administering services.

Dues-exempt members shall pay the same price for journals as dues-paying members. However, subscriptions to the *American Psychologist* and the *APA Monitor on Psychology* are included in the subscription price/servicing fee set by Council to cover such subscriptions and to help defray the cost of administering services to dues-exempt members. (see also Association Rule 100-6 LIFE MEMBERSHIP STATUS (DUES-EXEMPTION)). The journal credit applies only to dues-paying members.

## **10-12. INTERNATIONAL AFFILIATE**

**10-12.1** Applications from persons who wish the status of International Affiliate may be accepted at any time by the chief staff officer, who shall have discretion in determining what form of evidence is sufficient to meet the requirements for this application.

International Affiliates may subscribe to any of the journals published by the Association or purchase other APA publications at the same reduced rates charged to members. They may attend meetings of the Association as members of the Association.

## **10-13. STUDENT AFFILIATE**

**10-13.1** Applications from students desiring to become Student Affiliates may be accepted at any time by the chief staff officer, who shall have discretion in determining what form of evidence is sufficient to meet the requirements for this application.

A Student Affiliate who interrupts studies for a limited and defined period of military or other form of national service shall be considered as a student throughout such service for purposes of determining eligibility for Student Affiliate status.

Student Affiliates may subscribe to any of the journals published by APA or purchase other APA publications at the same reduced rates charged to members.

## **10-14. HIGH SCHOOL TEACHER AFFILIATE**

**10-14.1** Applications for High School Teacher affiliate status may be accepted at any time by the chief staff officer, who shall have discretion in determining what form of evidence is sufficient to meet the requirements for this application.

High School Teacher Affiliates may subscribe to any of the journals published by the Association or purchase other APA publications at the same reduced rates charged to members.

### *Cross-Reference*

- o Regarding "Dues Exemption," see "Fees" and "Reduced Dues Status" in FINANCE.
- o Regarding "Voiding of Election," "Termination," and "Reinstatement," see ETHICS.

## **10-15. 2-YEAR COLLEGE TEACHER AFFILIATE**

**10-15.1** Applications for 2-Year College Teacher Affiliate status may be accepted at any time by the chief staff officer, who shall have discretion in determining what form of evidence is sufficient to meet the requirements for this application.

2-Year College Teacher Affiliates may subscribe to any of the journals published by the Association or purchase other APA publications at the same reduced rates charged to members.

## **20. ETHICS**

### **20-1. ETHICS COMMITTEE**

**20-1.1** The Ethics Committee shall consist of seven APA members and one public member, each elected for a term of three years.

### **20-2. PROCEDURES AND RULES**

**20-2.1** The Ethics Committee shall conduct as much of its business as is practical through correspondence. In addition to regular meetings, the Chair is empowered to call a physical meeting of the Committee on not less than two weeks' notice if circumstances require.

**20-2.2** The Ethics Committee shall maintain a central file of material concerning ethical complaints and cases. The director of the Ethics Office shall have custody of the records of the Ethics Committee.

**20-2.3** The Ethics Committee shall establish rules that govern its own procedures, subject to the approval of the Board of Directors acting for Council, and information about these rules may be communicated to any person inquiring about them.

The Ethics Committee is empowered to (a) investigate on its own behalf; (b) make use of other trusted persons to conduct investigations for it; (c) with the approval of the chief staff officer, employ counsel; and (d) expend funds in other ways that are germane to its purpose, subject only to the approval of the chief staff officer.

### **20-3. CONFIDENTIALITY OF CASES**

**20-3.1** Dissemination of any information concerning cases processed by the Ethics Committee shall be governed by the provisions of the APA Bylaws, notably Article XI, Section 5.

### **20-4. REVIEW OF THE ETHICS CODE**

**20-4.1** The Ethics Committee shall have the responsibility from time to time of initiating a review of the latest formally adopted version of the ethics code or of any part of the code and proposing necessary changes or additions. In carrying out such a review, the Ethics Committee may set up such ad hoc committees as it finds necessary.

## *Cross Reference*

o See also "Voiding of Membership," "Termination of Membership," and "Reinstatement or Readmission" in MEMBERSHIP.

### **30. PROCEDURES OF COUNCIL**

#### **30-1. PARLIAMENTARY PROCEDURES, ORDER OF BUSINESS, AND EXECUTIVE SESSION**

**30-1.1** The rules contained in *Keeseey's Modern Parliamentary Procedure* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the APA Bylaws, the Certificate of Incorporation, and any special rules of order Council shall adopt. The Association Rules is the body of rules of which this rule forms a part. Association Rules shall continue in force until they are amended, repealed, or suspended. A simple majority vote at any regular meeting of Council shall be sufficient to amend or repeal these rules. Amendment and repeal shall take effect at the close of the meeting at which the vote is taken. To suspend the order of business rule requires a two-thirds vote of all Council members present unless the item to be undertaken requires new financial expenditures, in which case suspension of the order of business rule shall require a three-quarters vote of all Council members present. Suspension shall take effect for no longer than needed during the Council meeting to permit a particular action to be undertaken.

**30-1.2** The APA President shall appoint a Parliamentarian who may continue to serve at the pleasure of succeeding Presidents. A Parliamentarian who is a member of Council shall be replaced during his or her term as Parliamentarian by an alternate designated by the constituency from which the Parliamentarian comes.

**30-1.3** The order of business for meetings of Council shall be determined by the Board of Directors in accordance with these rules, except that Council may, by a majority vote, take up any matter that is properly before it. Once the order of business is adopted, a two-thirds vote is required to change the order.

**30-1.4** No matter may be properly placed before the Council for its votes that has not been disseminated to the members of Council, in its final form and with a response from the Board of Directors, at least 30 days prior to the meeting at which the matter is to be deliberated.

"Final form" shall mean that all sections of the agenda item are complete. Agenda item sections that must be complete include (1) a description of the issue, (2) a description of the implementation plan, (3) the fiscal implications of passing the main motion or any amended or substitute motion, (4) the exact wording of the main motion and any amended or substitute motion, and (5) the recommendations of the Board of Directors and any other board or committee that has reviewed the issue. Agenda items that do not meet the definition of "final form" will not be accepted for the Council agenda. The Board of Directors's recommendation is not required in advance of the meeting on any items requesting Council discretionary funds at Council's February meeting. The Board of Directors shall make its recommendation regarding such requests at the Council meeting.

This rule shall not be interpreted to apply to supplemental materials such as exhibits, comments, and minutes that are not available at the time the agenda is printed and mailed.

**30-1.5** The Council may, by a majority vote, go into executive session, participation in which is limited to the members of Council and such other persons that are requested by the APA President to attend. The proceedings of such sessions are considered confidential.

## **30-2. VOTES AND MINUTES**

**30-2.1** An affirmative vote of 25% of the members attending a Council meeting is required to order a roll call vote on any issue and to require the publication in the *APA Monitor on Psychology* of the votes on any motion before Council.

**30-2.2** The APA Recording Secretary shall be charged with preparing the minutes of each Council meeting for Council's review and subsequent adoption. Except when otherwise specified by a majority vote of Council, such minutes shall consist solely of a recording of (a) the exact wording of each motion to which Council has responded at a given meeting; (b) majority and minority sentiments, when directed by a 25% vote of Council; (c) an account of Council's actions in response to each motion; (d) the tally of votes when tallies have been requested and the response of individual members of Council to any roll calls; and (e) all reports and items of information that have been received by Council.

**30-2.3** The chief staff officer shall be charged with the responsibility of insuring the maintenance of an accurate set of Council minutes. When Council amends unapproved draft minutes at a subsequent meeting, it shall be the responsibility of the chief staff officer to ensure that a corrected text is incorporated into the original draft minutes. The archive of Council's approved minutes for the preceding five years shall be brought to each meeting of Council.

## **30-3. PETITIONED MAIL VOTES BY MEMBERS**

**30-3.1** The following procedure shall be followed if a petition for a mail vote of members is submitted in accordance with Article IV, Section 5 of the APA Bylaws:

The APA Recording Secretary, upon receipt of a petition, shall acknowledge its receipt and shall determine if the signatures on the petition meet the requirements of the APA Bylaws. When this condition is met, the Recording Secretary shall transmit the petition to the Board of Directors, whereupon the presiding officer of the Board shall determine if the petition represents a proper motion under the APA Bylaws and Association Rules. If it is determined that the motion is proper, the Board shall proceed to fix the time and manner in which the vote is to be conducted and shall notify the Election Committee of its responsibility. The Board shall determine when and in what form the ballot is to be mailed; any material that is to accompany the ballot such as information and pro and con statements; and the closing date of the vote. In setting a time for mailing the ballot, the Board may consider other mailings that are planned. Action on a petition is not complete until the next annual meeting. Following closing of the poll, the Election Committee shall count the vote and prepare a report on the vote for Council. Council, in receiving the report of the Election Committee, shall make a minute of the action taken regarding the petitioned motion or of its defeat.

A petition, once submitted, is not subject to amendment. Minor editorial changes may be made by the Board of Directors with agreement of the sponsor of the petition, but such changes must not

alter the sense of the petition. If substantial changes appear to be indicated, a reformulated petition should be submitted in proper form with new signatures.

### **30-4. NEW BUSINESS AND WITHDRAWAL**

**30-4.1** General procedures: New business shall ordinarily be referred to the appropriate boards or committees to make recommendations at the next session of Council. At the discretion of Council, the presiding officer shall have final authority to decide whether a newly introduced resolution involves new business or can be considered in relation to old business.

New business shall be reviewed by the lead board or committee in a timely way that allows other referral groups to review it prior to the next Council meeting. New business that has not been brought back to Council for action within 18 months of its submission shall be included in the Council agenda at the third Council meeting subsequent to its submission under a section titled, "Business Pending." Council will be provided the opportunity to discuss the matter and act on the item if it so chooses by voting to suspend Association Rule 30-1.4. Action may include approval, rejection, referral, postponement or withdrawal.

At the discretion of Council, the presiding officer shall have final authority to decide whether a newly introduced resolution involves new business or can be considered in relation to old business.

**30-4.2** New business shall be in order only if there is sufficient time for adequate debate and consideration during the session. New business so handled shall be given priority in the following order: (a) First priority. Resolutions supported by petition from 1/2 of 1% of members of the Association, submitted to the chief staff officer two weeks prior to a Council session; (b) Second priority. Resolutions that have been initiated by Council representatives and that have been recommended by the Board of Directors for Council consideration; (c) Third priority. Resolutions initiated by Council representatives and that have been recommended for Council consideration at a meeting of Council board and committee caucuses; (d) Last priority. Other resolutions initiated by Council representatives, in order received, as time permits. All resolutions not considered in connection with the meeting at which they were introduced shall be referred to appropriate boards or committees.

**30-4.3** (1) New business addressed to documents revised on a periodic basis shall be referred to the revising body and shall not be carried as new business; (2) Except for those items identified by the Agenda Planning Group as having potential technical difficulty, new business shall neither be amended nor language substituted by the mover or cosponsors after the close of the Council session at which it was introduced. New business that has been identified by the Agenda Planning Group as having potential difficulty may be amended or withdrawn by the mover or cosponsors within three days of the close of the Council session at which it was introduced; (3) New business submitted following the close of the February Council meeting shall be distributed to Council at their August meeting; new business submitted following the close of the August Council meeting shall be distributed to Council at their February meeting; (4) Referral of new business shall initially be only within APA; referees may, as appropriate, consult with outside groups; (5) The Committee on Structure and Function of Council shall annually track new business that is on the books for two or more Council legislative years and shall report to Council its attempts to facilitate disposition; and (6) Any member or previous member of Council who originated a new business item may request withdrawal of that item at any time before it is voted on with concurrence of designated sponsors, if any. Cosponsors whose concurrence is required for withdrawal shall be designated on

the new business form. Withdrawal of cosponsors no longer members of Council is not required. Withdrawal will be presented to Council in a consent agenda.

### **30-5. FORM OF MOTIONS**

**30-5.1** Motions calling for action by Council will ordinarily come from a board or committee, but they may come from a division, a state association, or any Council representative acting individually. The following information should accompany the motion: (a) if it creates or reconstitutes a committee, present the mission, including the purpose for which the committee is established; whether it is to be a continuing committee or an ad hoc committee (in the latter case for what specific term); through what board or committee it shall report; and the number of members and the term of their service; (b) if it proposes an amendment of the APA Bylaws, modifies these rules or an APA document adopted originally by Council, specify the purpose or nature of the change and provide a manuscript of the revised text in which old text that is to be deleted is bracketed and new text that is to be added is underlined; (c) if it directs a limited or single action, specify the person, agency, board, or committee that shall carry out the action and the action to be taken; (d) if it calls for the expenditure of funds, specify the purpose of the expenditure and the funding level to be included in the budget for the next year, unless covered by other rules on finances; and (e) if it expresses an opinion or a hope, or states a general policy or position, separate additional motions specifying implementation from the resolution.

So as to ensure orderly procedures, a distinction is made between transitory legislation, such as (c) and (d) above, and continuing legislation, such as (a), (b), and (e).

### **30-6. REPORTS TO COUNCIL**

**30-6.1** Reports from boards and committees that propose Council action ordinarily shall be in writing and shall be furnished to members of Council in advance of the meeting at which the proposed actions are to be considered. A report should distinguish clearly between the account of activities of the board or committee and problems discussed, on the one hand, and specific proposals for action on the other hand.

**30-6.2** A specific motion shall be transmitted in the following manner: (a) a motion introduced by a Council representative shall first be reviewed by APA staff and the Agenda Planning Group with oversight by CSFC; (b) a motion forwarded by a committee shall be transmitted either to the board listed in Association Rule 50-5 or directly to the Board of Directors, if no other board is specified; (c) a motion forwarded by a board other than the Board of Directors shall be transmitted directly to the Board of Directors; and (d) the Board of Directors shall develop an agenda for Council. In so doing, the Board of Directors shall transmit all motions from boards, committees, and Council representatives to Council, unless otherwise provided in the APA Bylaws or in the Association Rules.

The Board of Directors will provide a rationale whenever its recommendation to the Council of Representatives is to alter or oppose the main motion.

**30-6.3** All motions that are germane to the work of a committee or board, and are presented to the Board of Directors in writing and in time, shall be placed on Council's agenda. Any matter may be returned once (a) by a board to a committee originating or transmitting it and/or by the Board of Directors to a standing board or committee with a request that the matter be reconsidered, but if it

is again sent forth, it must be placed by the Board of Directors on Council's agenda for action and/or information within two years.

**30-6.4** Motions presented by the Board of Directors and standing boards and committees to Council shall be in one of the following forms (note that substitute motions are treated as amendments where relevant):

(1) If the board or committee recommends adoption or rejection of the original motion, or makes no recommendation, the question should be on adopting the motion. That is, the question is on adopting the original motion, the recommendation of the board or committee notwithstanding.

(2) If the board or committee recommends that the original motion be amended, the question should first be on this amendment. If the amendment passes, action is then taken on the amended motion. If the amendment fails, amendments by Council are in order. Following any further amendment action, the original motion with any amendments is in order.

**30-6.5** Informational reports of boards or committees shall be accepted by the board to which they are originally submitted, or they may be returned to the board or committee if not acceptable. In addition, reports may be made available to the Board of Directors and to the members of Council, but action is required only from the board to which the report is originally submitted.

**30-6.6** At each meeting of the Council of Representatives, legal counsel will report on the nature, status and financial implications of legal actions involving the Association.

### **30-7. CONFLICT OF INTEREST AND DUALITY GUIDELINES FOR COUNCIL**

**30-7.1** WHEREAS, The proper governance of the American Psychological Association depends on the APA Council of Representatives (hereafter "Council"); and

WHEREAS, The giving of this service, because of the varied interests and backgrounds of Council members, may result in situations involving a dual interest which might be interpreted as conflict of interest; and

WHEREAS, This service should not be rendered impossible solely by reason of duality of interest or possible conflict of interest; and

WHEREAS, This service nevertheless carries with it a requirement of loyalty and fidelity to the institution served, it being the responsibility of Council members to govern the institution's affairs honestly and economically, exercising their best care, skill, and judgment for the benefit of the institution; and

WHEREAS, The matter of duality of interest or possible conflict of interest can best be handled through full disclosure of any such interest, together with noninvolvement in any vote wherein the interest is involved;

NOW THEREFORE BE IT RESOLVED: That the following policy of duality and conflict of interest is hereby adopted:

1. All members of Council and all officers shall exercise the utmost good faith in all transactions touching upon their duties to the institution and its property. In their dealings with and on behalf of the institution, they shall be held to a strict rule of honest and fair dealing between themselves and the institution. They shall not use their position, or knowledge gained therefrom, so that a conflict might arise between the interests of the institution and that of the individual.
2. All acts of such persons shall be for the best interest of the institution.
3. Any duality of interest or possible conflict of interest on the part of any Council members should be disclosed to the APA Recording Secretary and made a matter of record when the interest becomes a matter of action by Council, by a committee of Council, or by an operating board of the association to which the Council member serves as liaison. Where, in the sole judgment of the individual Council member, the situation involves sensitive or confidential information, disclosure to the APA Recording Secretary should indicate that the information disclosed is confidential.
4. Any Council member having a duality of interest or possible conflict of interest on any matter should not vote or use his or her personal influence on the matter, and he/she should not be counted in determining the quorum for the Council, board, or committee meeting, even where permitted by law. The minutes of that meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.
5. The foregoing requirements should not be construed as preventing the Council member from briefly stating his or her position in the matter, nor from answering pertinent questions of other Council, board, or committee members since his/her knowledge may be of great assistance.

BE IT FURTHER RESOLVED: That this policy be reviewed annually for the information and guidance of Council members, and that all new members be advised of the policy upon entering on the duties of their office.

### **30-8. STANDARDS AND GUIDELINES**

**30-8.1** This rule applies to all standards and guidelines, as well as resolutions, endorsements or other statements that have the effect of a standard or guideline, that are proposed by any board, committee, division or subunit of a division, task force, work group, or other APA entity. As these terms are used in APA policy, “standards” include any criteria, protocols, or specifications for conduct, performance, services, or products in psychology or related areas, including recommended standards. Standards are considered to be mandatory and may be accompanied by an enforcement mechanism. “Guidelines” include pronouncements, statements, or declarations that suggest or recommend specific professional behavior, endeavor, or conduct for psychologists or for individuals or organizations that work with psychologists. In contrast to standards, guidelines are aspirational in intent.

The review procedures in this rule, which are established to protect APA, its governance groups and its members, apply to statements or actions that have the effect of a standard or guideline regardless of the title used. This rule also applies to standards or guidelines developed outside of APA that are proposed for adoption, endorsement, or approval by APA. This rule does not apply to those APA standards or guidelines for which Council has adopted specific procedures for review and approval, such as accreditation. If there is uncertainty about whether a proposed statement or

action would constitute a standard or guideline that is covered by this rule, the sponsoring APA entity should consult with the APA Office of General Counsel to determine if the provisions of this rule apply.

**30-8.2** When APA or any board, committee, division or subunit of a division, task force, working group or other APA entity works jointly with another organization on developing standards, guidelines or other statements that have the effect of standards or guidelines, the provisions of this rule will apply. If the APA entity working with another organization believes that it is not required to follow these review procedures it should confer with APA Office of General Counsel as soon as possible to determine whether the rule applies or an alternative approach such as a disclaimer or written clarification of APA's role should be used to address any risks.

**30-8.3** Proposed standards or guidelines or other documents that have the effect of a standard or guideline should be sent to the APA Office of General Counsel for initial legal review regarding risk to the association or its members. The proposing entity shall suggest a period, not to exceed 10 years, for which the standard or guideline will be effective if it is approved along with a rationale for the proposed timeframe. The maximum period of effectiveness is appropriate for areas in which the knowledge base, practice patterns, and relevant legal and regulatory climate are stable. In most areas, an earlier expiration date (e.g., 5 years, 7 years) will be more appropriate.

Following initial legal review, a proposed new standard or guideline or an amendment to an existing standard or guideline shall be introduced as a new business item at Council and circulated to APA boards and committees for comment. At the same time, the proposing entity shall invite expert commentary and consultation from other appropriate groups or individuals and from all divisions and state and provincial psychological associations. The proposing entity shall respond to all commentary, seek additional legal review if appropriate and forward a revised document to all divisions and state and provincial psychological associations and groups that provided commentary. The revised draft version of standards and guidelines shall be forwarded to the Office of General Counsel in order to disseminate to the membership notice of a 90-day comment period and instructions for the receipt of comments. At the conclusion of the comment period, the proposing entity shall make any appropriate changes and respond to all comments received. The proposing entity shall provide the draft standards and guidelines along with copies of the comments and responses to comments to the Office of General Counsel for a second legal review and determination of whether further public comment is required.

After this legal review, the draft standard or guideline shall be forwarded to the Board of Directors with accompanying documentation regarding the comments received and response made to such comments. The Board of Directors shall review such documentation to determine if the standard or guideline is appropriate for the Association and if it poses risk to the Association or its members. If the Board of Directors determines that the proposed standard or guideline is not appropriate or that it poses undue risk to the Association or its members, it shall return the draft standard or guideline with commentary or with a request for additional revision and further expert or public comment.

When the Board of Directors determines that a standard or guideline is appropriate and does not present undue risk to the Association or its members, the Board shall recommend that the Council of Representatives approve the standard or guideline as APA policy.

In adopting an APA standard or guideline, Council shall establish the period during which the

guideline will be in place as APA policy, which shall not exceed 10 years from the time of its approval.

**30-8.4** Relevant boards, committees, divisions, affiliated SPPA's, Council members and any other relevant groups shall be provided notice no less than two years before a guideline will expire. Appropriate mechanisms for review, revision and action by Council to extend, amend or nullify guidelines before the expiration date shall accompany this notification.

**30-8.5** When Council approves standards or guidelines, they will be adopted on behalf of the whole association. When an entity associated with APA wishes to sponsor and/or disseminate a published document that it does not intend to serve as standards or guidelines but which the public may reasonably construe as a set of standards or guidelines, the entity shall consult with APA legal counsel and any other interested boards, committees, divisions or groups to ensure that the language of the document does not imply a standard or guideline and to develop an appropriate statement to include in the document that will make it clear that the contents of the publication are not intended to set a standard or guideline for training, professional practice conduct or any other specialized form of the application of psychological knowledge and that the entity is not speaking on behalf of any other APA board, committee, division or group or on behalf of the APA.

## **40. ORGANIZATION OF COUNCIL**

### **40-1. ELECTION AND PROCEDURES FOR COUNCIL REPRESENTATIVES**

**40-1.1** Council shall be the final judge of its own membership. It shall determine, in accordance with the APA Bylaws, the number of representatives to which each voting unit is entitled. It shall be the final judge of any dispute relative to the election of its members or the seating of alternate representatives.

**40-1.2** The chief staff officer is a member of Council ex officio and shall be without vote.

**40-1.3** Any question relative to the election of a representative to Council, or to a position as officer of the APA, must be raised not later than the time of the report by the Board of Directors to Council of the results of that election. Any question, once raised, may be deferred for subsequent determination by Council, and the person whose election has been challenged shall not take office until final approval has been voted by Council.

**40-1.4** As soon after January 1 of each year as information is available, the chief staff officer shall report to the Election Committee the results of the apportionment ballot for Council seats. This information, together with the current membership of Council, shall be the basis of nominating and election ballots that are sent to members of Council's voting units.

**40-1.5** The Council apportionment ballot shall be mailed November 1 or the next business day. The ballot period closes at the end of forty-five days.

**40-1.6** In the event of the death or resignation of any Council representative or if a representative is for any reason no longer a Member of APA, the voting unit may designate another eligible member as its representative for the remainder of the term. Notice of election or appointment shall be presented to the APA Recording Secretary.

**40-1.7** At the opening of an annual or special meeting of Council, the APA Recording Secretary shall call the roll of Council. Such alternates as are present and are duly qualified by appointment and by the absence of the regular representatives shall be recognized and seated. If a Council representative fails to attend a meeting of Council and does not arrange an alternate, the Recording Secretary will inform the voting unit of the failure of its representative to attend the Council meeting.

**40-1.8** The appointment of an alternate representative for a voting unit shall be certified in writing to the Recording Secretary in advance of the alternate representative being seated. The certification shall be from an officer or director of the voting unit so represented or from a person authorized in writing by the voting unit to make such appointments. Consistent with the APA Bylaws, an alternate representative shall be a member of the voting unit who is also a member of APA and shall not be a member who has served as a Council representative for the six consecutive years prior to the year in which they serve as an alternate.

**40-1.9** Newly elected representatives to Council shall assume office on January 1 of the year following their election to office.

**40-1.10** Since Article V, Section 3 of the APA Bylaws states that no person shall be eligible to represent more than one organization in Council at any one time, no person may be listed on an election ballot as a candidate to represent more than one voting unit in Council.

**40-1.11** Unless it is an ex officio appointment, there shall be at least two nominees on the final election ballot for each office of Council representative.

**40-1.12** Names of candidates running for Council seats must be submitted to the APA Election Committee before March 15 of the year in which the election is held.

## **40-2. LIAISON/OBSERVERS**

**40-2.1** Any unit designated in Article V, Section 1 of the APA Bylaws that fails to secure a seat in the Council of Representatives may appoint a single Liaison/Observer to the Council. Liaison/Observers must be members of the APA. Said units shall make provision for representation from the diversity of American society.

**40-2.2** Liaison/Observers shall be entitled to: (a) receive all except confidential materials provided to the Council of Representatives; (b) attend all Council sessions, workshops and caucuses with the exception of the Executive Sessions of Council; (c) be seated in a portion of the Council chamber designated for their use; (d) speak to agenda items of direct concern to their constituents, if specifically invited to do so by the Presiding Officer.

**40-2.3** Liaison/Observers shall not be entitled to vote on matters before the Council.

## **50. COUNCIL'S BOARD AND COMMITTEE INFRASTRUCTURE**

### **50-1. BOARD AND COMMITTEE CHAIR'S RELATION TO COUNCIL**

**50-1.1** The chair, or another duly appointed representative, of each standing APA board or committee, of each committee of Council, and of the American Psychological Association of Graduate Students, may, if he or she is not a member of Council, have the right to speak on the floor of Council relative to the work of his or her board or committee and to make any motion relative to that work, but he or she shall not have the right to vote. The chief staff officer shall inform each chair, or his or her representative, through the assigned staff about the agenda for the meeting of Council and of that board's or committee's agenda item(s).

### **50-2. EQUAL OPPORTUNITY REPRESENTATION**

**50-2.1** The APA is enhanced by the full and effective involvement of its members regardless of race, color, sex, age, religion, national origin, disability (visible or nonvisible), or sexual/affectional orientation. The APA shall promote diversity on all boards, committees, task forces, and other governance bodies at all levels of responsibility.

### **50-3. AD HOC GROUPS**

**50-3.1** The standing boards and committees and continuing committees may, in exceptional circumstances, appoint, for designated time periods, such ad hoc groups (e.g., task forces, work groups, ad hoc committees, subcommittees) as may be necessary.

If funding is already available for an ad hoc group, the Board of Directors shall be informed at its next meeting of the establishment of the group and provided with a description of the following: purpose; progress to date; membership roster (if available); duration of the group's appointment; funding amount and source of funding. If new funding is needed for the ad hoc group, prior approval must be obtained from the Council of Representative or Board of Directors as appropriate. The request for approval shall include a description of the following: purpose; membership roster (if available); duration of the group's appointment; funding amount required and the source from which funding is requested. Requests for Council discretionary funds or for funds to be added to the budget require Council approval.

If the appointing body determines that an ad hoc group should continue beyond its initially designated term, the Board of Directors shall be informed at its next meeting and shall be advised of the group's progress; the new designated time period; and the amount and source of funds. If funding is needed for the group's continuance, prior approval must be obtained from the Council of Representatives or Board of Directors as appropriate.

The Council of Representatives shall receive a listing annually of all ad hoc groups as an integral part of the budget document.

### **50-4. CONTINUING COMMITTEES**

**50-4.1** In addition to the standing boards and committees authorized in the APA Bylaws, there shall be continuing committees of the Association which are selected by and report to Council through the board under which they are listed in the following rule. Unless otherwise stated in

these rules, continuing committees that report directly to Council or through the Board of Directors are elected by Council.

## **50-5. LIST OF CONTINUING COMMITTEES**

**50-5.1** The list below presents APA continuing committees and their reporting lines.

### *Reporting directly to Council*

Structure and Function of Council

### *Reporting through the Board of Directors*

Constitutional Issues

International Relations in Psychology

Advancement of Professional Practice

American Psychological Association of Graduate Students

Commission for the Recognition of Specialties and Proficiencies in Professional Psychology

Agenda Planning Group

Division/APA Relations

### *Reporting through the Publications and Communications Board*

Council of Editors

### *Reporting through the Board of Educational Affairs*

Accreditation

Continuing Professional Education

Education and Training Awards

Committee of Teachers of Psychology in Secondary Schools

Committee of Psychology Teachers at Community Colleges

### *Reporting through the Board of Professional Affairs*

Professional Practice and Standards

### *Reporting through the Board of Scientific Affairs*

Animal Research and Ethics

Psychological Tests and Assessment

Scientific Awards

### *Reporting through the Board for the Advancement of Psychology in the Public Interest*

Women in Psychology

Psychology in the Public Interest Award

Lesbian, Gay and Bisexual Concerns

Disability Issues in Psychology

Children, Youth, and Families

Ethnic Minority Affairs  
Aging

*Reporting through the Committee for the Advancement of Professional Practice*

Committee on Rural Health

## **60. CONTINUING COMMITTEES OF COUNCIL**

### **60-1. COMMITTEE ON STRUCTURE AND FUNCTION OF COUNCIL**

**60-1.1** There shall be a Committee on Structure and Function of Council that shall (a) receive, review, and initiate recommendations, suggestions, and complaints about Council functions and operations, (b) maintain rules adopted by Council, and (c) give continuing attention to the development of procedures through which Council can be kept informed about the history and nature of problems and issues currently facing the APA. In addition to the foregoing, the Committee may be assigned duties by Council as special needs or problems arise.

The Committee shall consist of six members, all of whom shall be current or former members of Council. Their term of service shall be for three years. Each year two new members shall be elected from members of Council serving in the first or second year of their terms to replace the two senior members.

**60-1.2** The Committee on Structure and Function of Council shall conduct a review of the structure and function of Council for Council every five years.

#### *Cross-Reference*

- See also "Conflict of Interest and Duality Guidelines for Council."

## **70. POLICY AND PLANNING BOARD**

**70-1.1** The Policy and Planning Board shall consist of not fewer than nine Members of the Association. One of its members shall be a representative to Council serving in their first or second term on Council.

**70-1.2** Proposed amendments to the APA Bylaws shall be reviewed by the Policy and Planning Board for consistency with existing bylaws before being submitted to the membership for a vote.

**70-1.3** In carrying out its mandated five-year review of the structure and functions of the Association, the Policy and Planning Board shall make an assessment of the continuing importance and relevance of the Association's governance bodies and programs and shall make recommendations regarding those that should be considered for sunseting.

#### *Cross-Reference*

- o See also AMENDING THE APA BYLAWS.

## **80. BOARD OF DIRECTORS**

### **80-1. BOARD OF DIRECTORS' EXECUTIVE FUNCTION**

**80-1.1** As the executive committee of Council, the Board of Directors may act for Council on policy decisions or make statements on public issues as long as those decisions or statements are in accordance with the purposes of the Association in Article I of the APA Bylaws. Because Council is the primary determiner of policy decisions for the Association, the Board should consult Council whenever possible either through assembly or by mail. When it is not possible to consult the Council when acting on its behalf, the Board of Directors shall declare an emergency as directed in Article VII, Section 4 of the APA Bylaws. To declare an emergency requires the affirmative vote of a majority of the voting members of the Board (six directors). Moreover, in the event that the Board makes a statement on a public issue, it is essential that the statement reflect the sentiment of the majority of the voting members of the Board (six directors). The guidelines developed by the ad hoc Committee on Public Affairs\* urge caution and restraint in taking positions on public policy issues that are removed from psychology's main concerns. Both the Board of Directors and Council should consult these guidelines before issuing public policy statements.

\*Tyler, L. "An Approach to Public Affairs: Report of the Ad hoc Committee on Public Affairs," *American Psychologist*, 24, (1), 1969, pp. 1-4. Amended by the Board of Directors at its February 1973 meeting as reported in the *American Psychologist*, 29, (6), 1974, p. 406.

**80-1.2** Advisory mail ballots of Council may be taken at the request of the Board of Directors, but the results of such a ballot shall not be binding on the Board nor upon any subsequent action of Council. Actions of the Board taken subsequent to such an advisory ballot are subject to the same review under Article IV, Section 1 of the APA Bylaws as are all other actions of the Board.

### **80-2. CONFLICT OF INTEREST AND DUALITY GUIDELINES FOR THE BOARD OF DIRECTORS**

**80-2.1** WHEREAS, The proper governance of the American Psychological Association depends on officers, including President, chief staff officer, Recording Secretary, Treasurer, and nominees thereto (hereafter "officers") and on members of the Board of Directors; and

WHEREAS, The giving of this service, because of the varied interests and backgrounds of the officers and board members, may result in situations involving a dual interest which might be interpreted as conflict of interest; and,

WHEREAS, This service should not be rendered impossible solely by reason of duality of interest or possible conflict of interest; and

WHEREAS, This service nevertheless carries with it a requirement of loyalty and fidelity to the institution served, it being the responsibility of the officers and members of the board to govern the institution's affairs honestly and economically, exercising their best care, skill, and judgment for the benefit of the institution; and,

WHEREAS, The matter of any duality of interest or possible conflict of interest can best be handled through full disclosure of any such interest, together with noninvolvement in any vote wherein the interest is involved;

NOW THEREFORE BE IT RESOLVED: That the following policy of duality and conflict of interest is hereby adopted:

1. All members of the Board of Directors and all officers shall exercise the utmost good faith in all transactions touching upon their duties to the institution and its property. In their dealings with and on behalf of the institution, they shall be held to a strict rule of honest and fair dealing between themselves and the institution. They shall not use their position, or knowledge gained therefrom, so that a conflict might arise between the interest of the institution and that of the individual.

2. All acts of such persons shall be for the best interest of the institution.

3. Any duality of interest or possible conflict of interest on the part of any officer or governing board member should be disclosed to the other members of the board and made a matter of record when the interest becomes a matter of action by the board, by a committee of the board, or by an operating board of the association to which that director serves as liaison. Where, in the sole judgment of the individual director or officer, the situation involves sensitive or confidential information, disclosure may be limited initially to the President or chairperson of the operating board involved, who will then decide whether further disclosure is required.

4. Any governing board member having a duality of interest or possible conflict of interest on any matter should not vote or use his or her personal influence on the matter, and he/she should not be counted in determining the quorum for the board or committee meeting, even where permitted by law. The minutes of that meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.

5. The foregoing requirements should not be construed as preventing the governing board member from briefly stating his or her position in the matter, nor from answering pertinent questions of other board members since his/her knowledge may be of great assistance.

BE IT FURTHER RESOLVED: That this policy be reviewed annually for the information and guidance of officers and governing board members, and that all new members or officers be advised of the policy upon entering on the duties of their office.

## **90. CONTINUING COMMITTEES OF THE BOARD OF DIRECTORS**

### **90-1. COMMITTEE ON CONSTITUTIONAL ISSUES**

**90-1.1** There shall be a three-member ad hoc Committee on Constitutional Issues (CCI) whose responsibility it shall be to adjudicate any question raised by a member or members about his, her, or their rights or privileges as a member of the Association as set forth in the APA Bylaws or Association Rules where recourse to an established grievance mechanism is not otherwise available and, where appropriate, to make recommendations about such rights and privileges to the Council of Representatives. Members of the Committee shall be selected by the APA President from

individuals experienced in governance matters (such as former members and officers of APA boards and committees, Council of Representatives, or the Board of Directors). In selecting candidates for service on the Committee, the APA President shall take into consideration the potential for conflicts of interest and the degree to which a potential candidate's recommendations will be respected by all parties to a given controversy. Complainants may challenge for cause any candidates selected by the President. The APA President will continue to select alternates to serve as members of the CCI until three members are appointed. The Committee shall, where appropriate, report to the Council through the Board of Directors.

**90-1.2** An aggrieved complainant or complainants wishing to activate the CCI mechanism must prepare a petition for redress addressed to the APA President, setting the grounds for the complaint and containing any supporting documentation.

**90-1.3** Disputes or issues brought before the CCI shall be conducted in an expeditious manner by conference call or by meeting if complainant(s) so request, consisting of the complainant(s) (and/or his/her/their representative), the three-member CCI, and an attorney for the Association who will serve as a consultant on legal and procedural issues to insure that due process procedures are fairly and faithfully adhered to.

**90-1.4** The Committee shall, where appropriate, issue its decision, in the form of a recommendation to Council, within ten working days following the conference call or meeting. The decision will be distributed to the complainants. Complainants will have five working days following receipt of the decision to file a written response. The Committee's recommendation, with any response(s), will be forwarded to Council through the Board of Directors. Council's decision on CCI's recommendation will be final.

**90-1.5** The Committee shall establish such rules and procedures as may be necessary and proper for its deliberations.

## **90-2. COMMITTEE FOR THE ADVANCEMENT OF PROFESSIONAL PRACTICE**

**90-2.1** There shall be a Committee for the Advancement of Professional Practice whose responsibility it shall be to (a) be the administrative agent of the Board of Directors exercising general governance supervision over the relevant affairs of the Practice Directorate, (b) recommend to Council through the Board of Directors procedures for the enhancement of human welfare through the professional practice of psychology, (c) identify projects important to the enhancement of human welfare through professional practice of psychology, and (d) recommend to the Board of Directors the needed funding for such projects.

The Committee for the Advancement of Professional Practice shall consist of nine regular members and up to two special members. The APA Treasurer shall be an ex officio, nonvoting member of the Committee. The Board of Directors may also appoint such liaisons to the Committee for Advancement of Professional Practice as it deems necessary. Regular members shall be psychologists who provide health care services, who are licensed to practice psychology in at least one state, district, or province, and who pay the annual assessment. In addition to these general qualifications, the regular members of the Committee shall possess experience in service delivery and in the governance of state and/or national psychological organizations, and will have demonstrated expertise in one or more of the following additional areas of experience: (a) advocacy (legislative or legal), (b) marketing, (c) the training of practicing psychologists, and (d)

public information and education. Of the nine regular members, three shall be elected each year to serve a term of three years.

Each year, a call for nominations for the three positions that will become vacant in the following year shall be broadly disseminated. Following the call, the Committee shall forward a list, organized into three slates of five candidates each, of fifteen persons deemed qualified to the APA Board of Directors, who shall select therefrom three candidates from each slate to stand for election to the three vacancies on the Committee for the Advancement of Professional Practice. In accordance with established procedure, the Board of Directors' slates of candidates shall then be forwarded to APA Council for inclusion in Council's election of members to APA boards and committees.

In addition to regular members, the Committee for the Advancement of Professional Practice may appoint up to two special members to serve a term not to exceed two years. These special members need not be psychologists and shall be chosen for their expertise in such matters as marketing, advocacy (legislative and legal), public information and education, or such other areas of competency as shall be relevant to the mission of the Committee. Special members may be reappointed for as many terms as the Committee deems their services to be required.

The Committee for the Advancement of Professional Practice shall report to Council through the APA Board of Directors.

### **90-3. COMMITTEE ON INTERNATIONAL RELATIONS IN PSYCHOLOGY**

**90-3.1** There shall be a Committee on International Relations in Psychology whose responsibility shall be, generally, to increase contacts of all kinds between psychologists in the United States and their colleagues abroad and, specifically, to (a) encourage and support the free circulation of psychologists and of psychological ideas and information; (b) promote and assist attendance at international meetings and conferences; (c) promote exposure to world psychological literature; (d) support programs of international exchange of psychologists at all levels of academic and professional training; (e) promote inclusion of an international perspective in the teaching of psychology at all educational levels; (f) increase sensitivity to cultural and linguistic variance at all levels of academic and professional training; (g) encourage the advancement of psychological knowledge that is relevant to international affairs and to encourage the application of that knowledge to the formulation of policy in international affairs; (h) monitor within the international context and take action in cases involving infringements of the rights of psychologists or abuse of psychological knowledge and techniques wherever these may occur, consistent with APA's Ethical Principles of Psychologists and with the Resolution Concerning Professional Ethics in Psychology (1976) of the International Union of Psychological Science, and apply psychological knowledge to the alleviation of psychological suffering attendant upon abuses of human rights; (i) initiate and maintain communication with international and regional organizations of psychologists, and with other national societies of psychology; and (j) assess and report on the potential effects of APA's plans, programs, and operations on psychologists in other countries and on other national and international associations of psychologists.

While issues of urgency may occasionally arise that require ad hoc actions and decisions of international importance, under normal circumstances APA boards, committees, divisions, and Council should be encouraged to communicate and consult with the Committee on International Relations in Psychology before final action is taken. Such a procedure helps to ensure that an

analysis of the potential short- and long-term international consequences of proposed actions and positions occurs before final decisions are made.

The Committee shall consist of eleven members, nine to be elected, each for a term of three years, and two to serve ex officio. Ex officio members shall include the APA chief staff officer, and one designee of the United States National Committee/International Union of Psychological Science (USNC/IUPsyS), provided this individual is an APA member.

The Committee shall report to Council through the Board of Directors.

#### **90-4. AMERICAN PSYCHOLOGICAL ASSOCIATION OF GRADUATE STUDENTS COMMITTEE**

There shall be an American Psychological Association of Graduate Students (APAGS) Committee whose mission shall be to (a) promote the highest standards in the research, teaching, and practice of psychology in order to further the education and development of all students involved in the study of psychology; (b) represent all graduate study specialties of psychology, and facilitate exchange of information between these groups; (c) promote graduate student leadership development in order to communicate and advocate the concerns of graduate students; and (d) establish and maintain channels of communication between APAGS and schools, universities, training centers, institutions, and other members of the psychological community.

The APAGS Committee shall consist of nine members, three of whom serve three-year terms (the chair-elect, chair, and past chair), six of whom serve two-year terms. All shall be graduate student affiliates of the Association.

Each year, a call for nominations for the four open positions that will become vacant in the following year shall be broadly disseminated. Following the call, the committee shall prepare a slate of candidates for each position and hold an election in which all APAGS affiliates are eligible to vote. Following the election, names of the winners of the election shall be forwarded to the Board of Directors as information.

The APAGS Committee shall report to Council through the APA Board of Directors.

#### **90-5. COMMISSION FOR THE RECOGNITION OF SPECIALTIES AND PROFICIENCIES IN PROFESSIONAL PSYCHOLOGY**

There shall be a Commission for the Recognition of Specialties and Proficiencies in Professional Psychology. The Commission (a) shall review petitions from petitioning organizations requesting the Association's recognition of a professional specialty or proficiency, and (b) shall establish mechanisms for the periodic evaluation and renewal of such recognition. The Commission shall select from among recognition petitions it reviews those deemed appropriate to recommend to the Council of Representatives as meriting formal confirmation. Council shall confirm the recognition of a specialty or proficiency in professional psychology only when such recommendation for recognition shall have been placed before it by the Commission following the completion of an evaluation conducted according to the Commission's procedures.

Subject to review by the Board of Directors, the Commission shall have the authority for adopting procedures for reviewing specialty and proficiency petitions. The Commission may also make proposals to the Council of Representatives for amendments: (a) to the principles that define

specialties and proficiencies and to the criteria for their recognition, and (b) to the processes by which the Association confers and maintains its recognition of specialties and proficiencies.

The Commission shall consist of nine Commissioners serving staggered terms of three years each. Commissioners shall be limited to two successive full terms of service and may not further succeed themselves without a break in such service. With the exception of a Public Commissioner, all Commissioners must be licensed psychologists and members of the Association. Commissioners shall be nominated also in such a fashion that insures representation among them of (a) the broad scope of the practice of professional psychology, its scientific bases, and the Association's commitment to diversity and the public interest, and (b) an array of expertise in such matters as professional education, practitioner credentialing, program accreditation, continuing professional development, the identification of emerging patterns of practice, and legal and regulatory affairs.

Eight of the Commissioners shall be elected by the Council of Representatives from slates prepared by the following: BSA and BAPPI shall prepare nominations for one Commissioner seat each; BEA shall prepare nominations for three Commissioner seats; BPA and CAPP shall jointly prepare nominations for three Commissioner seats. In preparing slates for a vacancy in its reserved seat or seats and following solicitation from the general membership of the Association, each nominating board or committee shall forward to the Commission for transmission to the Board of Directors the names of five qualified and appropriate candidates per vacancy. The Board of Directors shall then compose a final slate of three of the five nominees for that vacancy from each nominating unit to be submitted to the Council of Representatives for election.

The ninth Commission seat shall be reserved for a Public Member who shall not be a psychologist. The Public Member shall be appointed by the Board of Directors.

The Commission shall report to the Council of Representatives through the Board of Directors.

#### **90-6. AGENDA PLANNING GROUP**

The Agenda Planning Group shall be composed of the APA President, who shall serve as chair, and the chairs of the Policy and Planning Board, the Board of Professional Affairs, the Board of Scientific Affairs, the Board for the Advancement of Psychology in the Public Interest, the Board of Educational Affairs, the Committee for the Advancement of Professional Practice, the Committee on Division/APA Relations, the Committee on Legal Issues, and the Committee on Structure and Function of Council. It shall meet at least twice a year at the close of the Council of Representatives meeting.

The Agenda Planning Group shall have general oversight for the consolidated board and committee meetings. It shall be the responsibility of the Agenda Planning Group to designate items to be included on the cross cutting agendas for the fall and spring consolidated meetings of the boards and committees. The Agenda Planning Group shall encourage boards and committees to consider items that impact on their constituency directly, that require expertise represented within the board or committee, that may establish a new policy or change a policy of the Association, or that require a special perspective represented by the board or committee. With the oversight of the Committee on Structure and Function of Council, it shall review new business items introduced in Council and make recommendations to the Committee on Structure and Function of Council regarding the referral of items to ensure that issues are considered by the appropriate boards and committees and identify items that have potential technical difficulty.

The Agenda Planning Group shall report to the Council of Representatives through the Board of Directors.

#### **90-7. COMMITTEE ON DIVISION/APA RELATIONS**

There shall be a Committee on Division/APA Relations (CODAPAR) which shall be generally concerned with the mutual involvement of divisions and APA in fostering psychology as a science, as a profession, and as a means of promoting human welfare and shall: (1) serve an advisory function to the Division Services Office and Chief Executive Officer on the mutual implication and impact of activities of APA and divisions; (2) provide leadership to facilitate coordination and communication among divisions and between divisions and APA; (3) make proposals to enhance structural, functional, and policy relations between APA and divisions; (4) plan and host the Division Leadership Conference; (5) provide leadership in developing training programs for division officers at the Division Leadership Conference, the APA annual meeting, or other such forums, to enhance the functioning and benefits offered by divisions and the diversity of the Association's members; and (6) act as a facilitator in resolution of disputes among divisions.

CODAPAR shall consist of six members, each serving a three year term, and shall report to Council through the Board of Directors. Two new members of CODAPAR will be appointed annually. Nominations will be solicited from divisions, with each division invited to submit a nominee for CODAPAR. Eligible nominees are APA members who are the division's president or another officer or board member for that division. Upon receipt of division nominations, CODAPAR will submit to the Board of Directors a listing of nominees along with its recommendation for achieving balance in representation of the broad interests of divisions as designated in defined slates. An additional goal shall be to achieve diversity among CODAPAR members by striving to obtain gender balance and at least one member from underrepresented groups. The Board of Directors will appoint two new members annually from the slates submitted by CODAPAR.

### **100. DIVISIONS**

#### **100-1. REPORTS, LIABILITY INSURANCE, PUBLIC STATEMENTS, CONTRACTS, AND POLITICAL ACTIVITIES**

**100-1.1** On or about February 1 of each year, Divisions shall submit to the Board of Directors a report that covers the activities of the Division during the preceding year. The report shall be in a format requested by the Recording Secretary.

**100-1.2** The annual report of the Division shall cover financial activities (including a copy of the division's annual tax return), membership, elections, special projects undertaken during the year, new committees, new chapters and sections, political advocacy, interorganizational linkages, and such other matters as may be required to present an accurate accounting of the Division's activities during the reporting period.

**100-1.3** The Board of Directors shall inform Divisions of activities that appear to be out of compliance with the Bylaws, Association Rules or policies of the Association. Continued failure or refusal to comply with these requirements may constitute good and sufficient reason for the imposition of sanctions, including the dissolution of a Division by the Council of Representatives.

The Board shall seek to resolve issues of concern with Divisions on an informal basis before placing the issue on Council's action agenda.

**100-1.4** Every five years, the Board of Directors shall evaluate the reports of each Division, including its chapters and sections, for overall compliance with the Bylaws, Association Rules, and APA policies and report the results of these evaluations to the Council of Representatives.

**100-1.5** A division of the Association or a subunit of a division may release a position or policy statement on public policy matters in its field in its own name so long as the statement “complies with all relevant association bylaws, rules and current association policies” (APA Bylaws, Article VI.5) and does “not establish or enforce standards for ethics, accreditation, certification, or credentialing of specialty recognition” (APA Bylaws, Article VI .5). If the position or policy statement is intended to establish or could be construed by APA members or the public as establishing a standard or guideline for psychologists or for individuals or organizations that work with psychologists, the provisions of Association Rule 30-8 apply. Unless a division or division subunit obtains approval for a proposed statement on public policy issues from Council, such statements shall contain a disclaimer clause making it clear that the division or subunit is not speaking for the APA or for any other division or unit of the APA. Position or policy statements issued in the name of the APA require prior approval by Council.

When issuing statements on public policy matters in its field, a division or its subunit should contact the Division Services office, which will consult with APA legal counsel and executive directors, to determine if the proposed position or policy statement is in conflict with APA Bylaws, rules or policies and to determine if Rule 30-8 applies. Provided there is no such conflict, the Division Services office, in consultation with APA legal counsel, will determine appropriate disclaimer language to accompany the position or policy statement.

For positions or policy statements to be presented by a division or its subunit in amicus curiae briefs, affidavits or other statements in legal proceedings, the provisions of Rule 100-1.9 apply.

**100-1.6** As stated in Article VI, Section 9 of the APA Bylaws, divisions shall publish journals only with the approval of Council. Proposals for division journal publication go to Council via the Publications and Communications Board. Such journals shall be operated in a manner consistent with APA and Publications and Communications Board policies on division journals.

**100-1.7** APA shall obtain liability insurance for publications of APA and its divisions.

**100-1.8** A Division may execute contracts or negotiate grants with outside entities. Such contracts or grants (with the exception of those for routine, annually recurring events or expenses, e.g., meetings) which provide for payment or receipt by a Division or the Association of funds, goods, services or other value in excess of \$10,000 must be submitted to the APA Executive Office for prior legal and financial review. The legal and financial reviews will be conducted in a timely manner.

**100-1.9** A division or other unit of the Association may participate in amicus briefs according to the procedures approved by the Board of Directors. In the event that the Board decides that APA will file an amicus curiae brief in a case, a division or other APA-related entity may not file a separate brief in the same case.

**100-1.10** A division or other unit of the Association may not support, either directly or indirectly, any candidate for federal, state, or local office including contributions or other support to any political action committees.

## **100-2. PETITIONS FOR NEW DIVISIONS**

**100-2.1** Members interested in forming a new division shall be invited to attend the Division Leadership Conference (DLC) by means of an announcement published annually in the *APA Monitor on Psychology*. A steering committee of a proposed new division may send representatives to the DLC. The steering committee shall also advise APA Central Office, by means of a letter of intent, of (1) its interest in forming a new division; (2) progress toward the formation of the division; (3) evidence of financial and organizational viability; and (4) evidence and materials supporting the need for a new division.

A petition for the formation of a new division, submitted in accordance with Article VI, Section 3 of the APA Bylaws, shall include in its prefatory statement the following: (a) a statement of the proposed name and purpose of the division; (b) relevant evidence that the petitioners "represent an active and functionally unitary interest of a group of Members"; (c) the names of the Members sponsoring the petition or speaking for the petitioners; and (d) a statement that the individual petitioners ask for and will accept membership in the division if it is established. The names of the petitioners should be followed by their APA mailing address to assist in the unambiguous identification of the signers.

Petitioners' signatures must be written on a form stating that (a) the signatory will have a continuing interest in the division, that (b) consistent with Association Rule 100-2.1, the signatory ". . . asks for and will accept membership in the division if it is established," and (c) the signatory will automatically be billed for membership in the division upon its establishment (if dues are required).

**100-2.2** The petition shall be transmitted to the APA Recording Secretary along with designation of an individual who will speak for the petitioners in further communications. The Board of Directors shall determine at its next regular meeting whether or not the petition conforms to the technical requirements of the APA Bylaws and of these rules. If the petition is in order, it shall request from the petitioners added information (Association Rule 100-2.3) and shall circulate the petition with the added information to all divisions and to members of Council. The divisions and representatives to Council shall be invited to comment in writing to the Board.

At a subsequent meeting, the Board shall consider the petition on its merits, together with supplementary materials and comments, and shall transmit the petition with the Board's recommendation to Council for its action. If the Board's recommendation is unfavorable, the petitioners may be allowed an additional period of one year to perfect the petition, providing there is reasonable evidence that no violence is done to the intent of the original petitioners.

**100-2.3** In the event that the petitioners represent an established group of APA members, the additional material to be supplied shall include minutes of the meeting at which action was taken to seek affiliation, a full list of members, lists of officers for current and recent years, and bylaws of the group.

In the event that the group has been newly assembled, the petitioners shall supply (a) minutes of any organizational meeting of the group sponsoring the petitioners and a list of persons attending, (b) provisional bylaws of the proposed division that conform to requirements of the APA Bylaws,

(c) a list of provisional members by class (e.g., Associate member, Member) if such is proposed, (d) a list of members who are not petitioners, and (e) a list of provisional officers.

If the petitioners feel it would be useful to Council, they may submit a statement amplifying the preface to the petition to make clear why they seek divisional status.

**100-2.4** Following favorable action by a two-thirds vote of Council at the mid-winter meeting of Council, a new division is constituted when it holds its first business meeting within a year of its official approval. At this time, the division shall adopt bylaws and elect its initial membership and permanent officers. The secretary of the division shall be responsible for communicating the substance of these actions to Central Office. The division will hold candidate status for a period of two years, during which time the division will enjoy all privileges of a fully established division. The division shall submit an annual report to the Council of Representatives, in accordance with Association Rule 100-1.1, describing its activities during the time of its candidacy. Council shall grant final approval. That approval may only be delayed or rescinded if the division does not meet the criteria in the Association Rules and the Bylaws for divisional status. A two-thirds vote is required for final approval.

**100-2.5** A petition for the establishment of a new division shall not be voted upon by Council until all existing divisions have had an opportunity to consider the petition officially.

### **100-3 DIVISION NAME CHANGE**

**100-3.1** A division may change its name as long as the change: a) does not extend the scope of the scientific and/or professional field for which the division was recognized at the time it was established by the Council of Representatives; and b) is not inimical to the welfare of any other division. In order to avoid conflict, no division name change shall become effective until there has been compliance with the following procedures.

**100-3.2** A division desiring to change its name shall give written notice of the proposed name change to the APA Recording Secretary. The division shall provide with the notice whatever information it deems appropriate to explain or support the proposed name change. The Recording Secretary shall notify all divisions and members of Council of the proposed name change and provide them with a copy of the notice of proposed name change. The Secretary shall advise the divisions and members of Council that any objections to the name change must be received by the Recording Secretary within 60 days of the date of the Secretary's notice. All objections by divisions or members of the Council must be in writing and shall fully state the basis for the objection. The objections shall be submitted to the proposing division for consideration and resolution. Dispute resolution may be invoked through CODAPAR if helpful. If objections are not resolved, the proposed name change will be submitted to the Council of Representatives for decision.

**100-3.3** If no objections are received or if objections received during the comment period are resolved, the proposed name change may become effective after the 60-day notice has expired. If the proposed name change is submitted to Council, it may become effective only after Council's approval. No name change, however, whether approved by lack of objection or by vote of Council, may become effective until approved by the proposing division in the manner required by the division's applicable bylaws, rules or procedures.

## **100-4 CHAPTERS AND SECTIONS**

**100-4.1** If allowed by its Bylaws, a Division may elect to form local chapters. Chapters of Divisions must comply with APA Bylaws, Association Rules and current APA policies and shall be accountable to the Division's governing board. Chapters shall file tax information with the parent Division. This information shall be included in the Division's annual report to APA as specified in 100-1.2.

**100-4.2** If allowed by its Bylaws, a Division may elect to form sections within their unit. Any section so formed must comply with APA Bylaws, Association Rules and current APA policies and shall be accountable to the Division's governing board. Sections shall file tax information with the parent Division. This information shall be included in the Division's annual report to APA as specified in 100-1.2.

## **100-5. DIVISION ASSETS AND INCORPORATION**

**100-5.1** A Division may have discretion over the disposal of its assets in the case of dissolution of the division provided that such disposal is consistent with APA's tax exempt status.

**100-5.2** A Division may separately incorporate with prior legal review coordinated through the APA Executive Office.

**100-5.3** Separately incorporated divisions must have purposes and operations that are determined by APA's Executive Office to be consistent with APA's tax exempt status.

## **100-6. LIFE MEMBERSHIP STATUS (DUES EXEMPTION)**

**100-6.1** Any APA member who is exempt from paying dues shall also be exempt from further payment of division dues and assessments. However, divisions may, at their discretion, assess and collect from these members a mandatory subscription price/service fee to cover the costs of providing such division publications as may be requested by these members. (see also Association Rule 10-11-LIFE MEMBERSHIP STATUS (DUES- EXEMPTION)).

## **100-7. DIVISION DISPUTE RESOLUTION MECHANISM**

**100-7.1** In the event of a conflict or a dispute between two or more divisions, the Committee on Division/APA Relations (CODAPAR) endorses and encourages informal dispute resolution through direct negotiation and conciliation between the conflicted divisions. Within its mission of facilitating interdivisional communication, when asked to do so CODAPAR will provide assistance to divisions in resolving their differences.

**100-7.2** It is within the power of the Council of Representatives to address any conflict between or among divisions. Council may decide, either on its own initiative or at the request of one or more of the disputing parties or any other interested persons or bodies, whether to address a conflict and, if so, the mechanism by which the conflict will be addressed. For example, depending on the nature of the conflict, Council may choose to take direct action to resolve the matter; appoint a subcommittee or other body such as the Board of Directors to evaluate the conflict and make recommendations to Council; or recommend other mechanisms to resolve the conflict consonant with fiscal responsibility.

## **110. ELECTIONS AND APPOINTMENTS**

### **110-1. ELECTION COMMITTEE**

**110-1.1** The Election Committee shall consist of three members, including the immediate Past President, who serves as Chair, and the two other most recently retired APA Presidents.

It shall be the responsibility of the Chair of the Election Committee (or his/her designee) to contact the nominees for President-elect to determine their willingness to appear on the final ballot. It shall also be the Chair's responsibility to notify the candidates for President-elect, Treasurer, Recording Secretary and Board of Directors of the election results.

### **110-2. COUNTING SYSTEMS**

**110-2.1** Preferential nomination ballot. With the exception of nominations for President-elect, in any nomination specifying a preferential nominating ballot--that is, one in which there is a choice among an unlimited set of alternatives--the count shall be made by a weighted score. A number is assigned to the voter's first choice that is equal to the number of nominees to be selected, a number one less than this is assigned to the voter's second choice, and so on until the number of zero is reached or the voter's choices are exhausted. The candidate or candidates receiving the higher total weighted score are nominated.

**110-2.2** Preferential election ballot. In any election specifying a preferential election ballot--a ballot on which the voter is given a limited set of alternatives and chooses among them by placing them in rank order--the Ware System of the single transferable ballot shall be used in determining the result of the election. Ballots are distributed to the first unique choice on each ballot. If no candidate is elected, the one receiving the fewest choices is defeated and the ballots assigned to him or her are redistributed to the highest remaining unique choice, if any. As soon as any candidate receives a majority of the votes cast, he or she is elected. The procedure continues until one candidate has a majority or until all candidates but one are defeated. The remaining candidate is elected whether he or she has a majority or not.

When the Hare System is used in an election for more than one vacancy, a quota is first established. A number equal to the total valid votes cast plus one is divided by one more than the number of offices to be filled. This number constitutes the quota. Counting then commences and continues as described in the preceding paragraph except that as soon as any candidate has been given a number of votes equal to the quota, he or she is declared elected. Any further ballots that would accrue to the elected candidate are distributed to the next subsequent unique choice, if any.

**110-2.3** President-elect nominations. In the nomination of candidates for the office of President-elect, each APA voting member may nominate up to five candidates. The selection of the five persons who receive the largest number of nominating votes and who are willing to serve if elected shall be determined by the use of the single transferable ballot (English System). Ballots shall be counted in the following manner: (a) ballots are sorted for first choice on each ballot; (b) the candidate(s) receiving the lowest number(s) of first place votes is declared defeated, and his or her ballots are transferred to the voter's second choice. This procedure does not use a quota. The process of declaring defeated the candidate having the lowest number of votes after each count, and of transferring their ballots to the voter's next choice of those candidates not yet defeated, continues.

If there is no next choice, the ballot is declared exhausted and set aside. As each potential nominee achieves sufficient votes to be nominated, that person will be approached to ascertain willingness to serve. If a candidate is unwilling, the candidate's votes will be reallocated to the remaining nominees. (c) This process of counting continues until there are five candidates having the highest number of votes and who are willing to serve if elected.

### **110-3. BALLOTS**

**110-3.1** Election ballot: Biographical sketch. Whenever Council members receive a ballot listing candidates for offices or committees, a relevant biographical sketch of each nominee shall be included with the ballot.

**110-3.2** Election ballot: Statement of reasons. Whenever Council members are to vote for a nominee on an "approve" or "disapprove" basis, the ballot shall include a statement by the nominating board giving reasons for the nomination.

**110-3.3** Signature validation. Return envelopes for all ballots mailed to the membership or Council shall have a space for the voter to validate the ballot by signing his or her name. Ballots returned without a validating signature will not be processed.

### **110-4. USE OF MAILING LABELS FOR CAMPAIGNS**

**110-4.1** The use of APA mailing labels to reach the electorate in support of any candidate(s) for office in any APA or divisional election is prohibited. APA will not supply labels for campaign activities for use in intra-organizational elections.

### **110-5. DUE PROCESS, CHALLENGES, EFFECTIVE DATES, TERMS, FILLING VACANCIES**

**110-5.1** Due process. No officer, director, or Council representative shall be prevented from participating in the activities of the body to which he or she was elected without due process, as provided by our parliamentary rules.

**110-5.2** Challenges of elections. Any questions relative to elections must be raised not later than the time of the election report by the Board of Directors to Council. Any question, once raised, may be deferred for subsequent determination by Council, and the person whose election has been questioned shall not take office until final approval has been voted by Council.

**110-5.3** Effective date. Unless otherwise specified, results of all elections are effective when Council accepts the report of election results.

**110-5.4** Terms of office. Unless otherwise specified, terms of office for all officers and board and committee members shall begin on January 1 of the year that follows their election to office.

**110-5.5** Filling vacancies (general). If any candidate for any APA office withdraws or becomes ineligible before the election results are tabulated, the result of the election shall be counted as if his or her name had not been on the ballot. If an electee withdraws or becomes ineligible before the start of his or her term of office or prior to the first meeting of the board or committee once his or her term has begun, the result of the election shall be counted as if his or her name had not been on the ballot. If any member of a board or committee resigns or becomes ineligible when there is only

one meeting of the board or committee left to complete his or her term, the board or committee may make an appointment to fill the vacancy. Otherwise, a substitute shall be elected for the unexpired term by Council with all deliberate speed. A board or committee may make an interim appointment to fill a vacancy until the election is completed.

**110-5.6** Filling vacancies (Board of Directors). Seats vacated by members of the Board of Directors not serving ex officio shall be filled for the unexpired term in accordance with the preferential voting procedure in Association Rule 110-2.2. The winner shall be determined by a new count of the most recent Directors' election that redistributes to the candidates remaining on the ballot the votes of candidates not seated. Thus the determining ballots of any candidate who is seated on the Board of Directors are excluded from the recount. This procedure shall be followed in turn if any winner is ineligible or unwilling to serve.

**110-5.7** Board and committee chairs. Unless otherwise specified, the chairs of each standing board and committee shall be elected by the group itself. Unless otherwise specified, chairs of all other boards or committees shall be chosen by the board or committee through which these committees report.

## **110-6. RESULTS REPORTED**

**110-6.1** A tabular breakdown for both nominations and elections for Board of Directors, APA President-elect, and other contests, where possible, shall be sent on request to any member eligible to vote in the particular election. The report shall include: (a) the total number of votes cast, (b) the total number of candidates, and (c) the winning candidates and the votes each received. In addition to receiving this information, all other candidates shall also be informed of the number of votes they received.

## **110-7. GUIDELINES FOR THE CONDUCT OF PRESIDENT-ELECT NOMINATIONS AND ELECTIONS**

**110-7.1** It is the intent of these guidelines to keep the amount of campaigning and electioneering for the office of President-elect within reasonable limits and to assist in the maintenance of a spirit of collegiality and essential fairness in such elections. These guidelines shall apply to the nomination and election process for the office of APA President-elect.

### **A. Eligibility, Published Statements, Campaign Restrictions**

1. Eligibility and appropriateness of members of the Board of Directors to stand for the APA Presidency. The Board of Directors represents all segments of APA and, since the Board is a representative body, it is only reasonable to expect that one or more members of the Board may be nominated at any particular time. Members of the Board of Directors are eligible to stand for and accept nominations for the APA Presidency.

2. Eligibility and appropriateness of standing for the APA Presidency while standing for another APA office. Individuals serving in the APA Presidency cycle shall not hold offices within the Association other than the ex officio positions that accompany that office. A person elected to the APA Presidency shall, during the term of President-elect, President, and Past President, be restricted from holding any other APA office, including divisional offices, that is, not an ex officio extension of the Presidential office.

3. Call to membership of potential presidential nominees. An announcement will be made in the December *APA Monitor on Psychology* informing potential presidential nominees of the opportunity to speak at the February Council meeting and to submit a brief statement (50 words or less) that would accompany the President-Elect Nomination ballot. The deadline for submission of the statement will be January 15.

4. Statement on the issues facing psychology. The candidates' statement accompanying the ballot should be confined to discussion of issues facing psychology and the APA and should not exceed 1,000 words. The *APA Monitor on Psychology* will provide coverage of the candidates in a question and answer format. At the Fall Consolidated meeting, each board and committee reporting to Council or the Board of Directors will be asked to develop questions, which will be reviewed by the Election Committee. Six (6) final questions reflecting important issues to APA's various constituencies will be selected and presented to each candidate. Their written responses will be edited for APA style by Monitor editors and returned to the candidates for approval and will appear, in a table format, over three subsequent issues of the *APA Monitor on Psychology*. The answers will be limited to 100 words each. Each candidate will also be given the opportunity to write a short statement, not to exceed 300 words, as a lead into their questions and answers. The Past President, as chair of the Election Committee, is responsible for enforcing these limitations.

5. Appropriateness of a member of the Board of Directors endorsing a particular candidate. Since the Board of Directors is the executive committee of the Association as a whole, it should be viewed as being nonpartisan, and, as a matter of protocol, Board members should not publicly endorse candidates for the office of President-elect.

6. Appropriateness of campaign methods and expenditures. Expenditure of the candidate's own funds or those of other individuals or organizations for mass communication has traditionally been regarded as undesirable and inappropriate. However, it is acceptable for APA divisions, state associations, and established continuing coalitions to give their support to particular candidates in their newsletters or via electronic communications (electronic mail, electronic bulletins or faxing) to an established network. Recipients of campaign material that goes beyond such endorsements should understand that campaigning by expensive mass communication strains the political fabric of APA and be wary of it. The membership is put on notice that "caveat emptor" applies in regard to political communications.

7. Use of APA mailing labels. The use of APA mailing labels on behalf of candidates for office in APA, divisions, or state associations is not approved. Additionally, APA will not sell or provide mailing labels for campaign purposes.

8. Use of list servers (electronic lists). APA Central Office will not establish, provide, or sell list servers for campaign purposes.

## **B. Statement of Compliance with Guidelines**

After the Election Committee announces the candidates, each one is mailed a copy of these guidelines. Each candidate is asked to sign a statement acknowledging that he or she has received the guidelines and that he or she will report to the Election Committee immediately any deviations from the guidelines of which he or she becomes aware.

## **C. Promulgation of These Guidelines**

The guidelines in their entirety shall appear in the December or January and the May issues of the *APA Monitor on Psychology*. Each January the Election Committee will send the guidelines to divisions, state associations, coalitions, and newsletter editors.

### **110-8. PRESIDENT-ELECT ELECTION**

**110-8.1** The election of APA President-elect is conducted by the Election Committee.

**110-8.2** Candidates are nominated by Fellows, Members, and Associate members with voting privileges. Nominations are made by preferential ballots, and up to five names may be listed in rank order. Nomination ballots are mailed on or about February 1. The balloting period closes within 45 days. Only APA members are eligible for nomination.

**110-8.3** The APA President-elect shall be elected by Fellows, Members, and those Associate members who have been granted voting privileges. The election ballot shall be preferential and shall list five candidates. Final election ballots shall be mailed on or about October 15. The balloting period shall close 45 days after the mailing.

Each candidate is invited to submit a statement, to be mailed with the election ballot, of no more than 1,000 words, stating his or her opinion of issues facing psychology and of the role APA should play regarding these issues.

**110-8.4** Results are reported to the Board of Directors. Talled results are reported to Council no more than 30 days after the ballot closes. Election results are published in the *APA Monitor on Psychology* in the earliest issue possible.

### **110-9. RECORDING SECRETARY AND TREASURER ELECTION**

**110-9.1** The elections for APA Recording Secretary and Treasurer are conducted by a public audit firm; see Appendix C for a detailed statement of procedures.

**110-9.2** Candidates are nominated by the Board of Directors. Nominations must be made before July 1. Only APA members are eligible for nomination.

**110-9.3** Members of the immediately previous Council elect the Recording Secretary and the Treasurer. Preferential ballots are used. The election occurs on or about July 1; election closes within 30 days.

**110-9.4** Results, with the final tally of votes cast, are reported to Council within 30 days.

### **110-10. CHIEF STAFF OFFICER CONFIRMATION**

**110-10.1** The Board of Directors shall appoint a search committee to identify candidates for the position of chief staff officer. After the search committee has identified a list of preferred candidates for the position, the committee shall forward the list of candidates to the Board of Directors. After the Board of Directors has completed its deliberations on the candidates and has selected the nominee for the position, the Board shall forward the nomination to the Council of Representatives for a confirmation vote.

**110-10.2** Confirmation requires a two-thirds affirmative vote of those voting. Those eligible to vote will be members of the current Council of Representatives.

**110-10.3** The confirmation vote will be by secret ballot sent by the Recording Secretary of the Association. Voters shall indicate on the ballot whether they approve or disapprove of the nominee. Ballots will be returned in a sealed envelope to the Recording Secretary, who will supervise the tabulation of the vote.

**110-10.4** There is a 30-day balloting period for the confirmation vote. Results of the vote, with a tally of votes cast, shall be reported to Council by the Recording Secretary within 30 days following the close of balloting.

#### **110-11. CHIEF STAFF OFFICER EVALUATION**

**110-11.1** The performance of the chief staff officer shall be subject to an annual review. The Board of Directors is charged with the development of procedures and instruments designed for that purpose. The review shall solicit evaluation from current Council members, from such other elements of the governance structure as are deemed relevant by the Board, and from appropriate Central Office staff. Upon completing its evaluation of the chief staff officer's performance, the Board will communicate the results to Council in confidence.

#### **110-12. CHIEF STAFF OFFICER RECONFIRMATION**

**110-12.1** At such time as the chief staff officer is subject to reconfirmation, the evaluation form used for the evaluation described in Association Rule 110-11 shall address the chief staff officer's performance specifically in terms of his/her reconfirmation.

**110-12.2** Reconfirmation requires a two-thirds affirmative vote of those voting. Those eligible to vote for reconfirmation shall be the current Council.

**110-12.3** The reconfirmation vote shall be by secret ballot sent by the Recording Secretary of the Association. Voters shall indicate on the ballot whether they approve or disapprove the reconfirmation. Ballots will be returned in a sealed envelope to the Recording Secretary, who will supervise the tabulation of the vote and will announce the results to Council.

**110-12.4** There is a 30-day balloting for the confirmation vote. Results of the vote, with a tally of votes cast, shall be reported to Council within 30 days following the close of balloting.

#### **110-13. ELECTION OF THE BOARD OF DIRECTORS**

**110-13.1** The election of the Board of Directors is conducted by a public audit firm; see Appendix C for a detailed statement of procedures.

**110-13.2** Members are elected by and from the previous Council. Members of the Board of Directors shall not serve simultaneously on APA governance groups, other than as ex-officio or liaison; or on governing bodies of advocacy or political action organizations for psychologists or psychology that are national in scope. Nominations for the Board of Directors shall be by ballot distributed to members of the previous Council. Each Council member will be allowed to nominate twice as many candidates as there are vacancies.

**110-13.3** Nomination ballots are mailed April 15 or the next business day; nominations close within 30 days and may list up to two persons for each vacancy.

**110-13.4** The election ballot is a preferential ballot; three persons shall be nominated for each vacancy chosen in order of total nominations received. Final election ballots are mailed July 1 or the next business day; election closes within 30 days.

Candidates are invited to submit a statement of no more than 500 words with their opinions of issues facing psychology and the role APA should play regarding these issues. Copies of these statements are mailed with each ballot.

**110-13.5** Results, with the final tally of votes cast, are reported to Council within 30 days.

## **110-14. RULES GOVERNING SIMULTANEOUS SERVICE ON BOARDS AND COMMITTEES**

**110-14.1** Members shall not serve simultaneously on any of the following governance groups, except as ex-officio (non-voting) members or if other exceptions are provided below.

### **Boards**

Advancement of Psychology in the Public Interest  
Convention Affairs  
Educational Affairs  
Policy and Planning  
Publications and Communications  
Professional Affairs (except that one member is also a member  
of the Committee on Professional Practice and Standards)  
Scientific Affairs

### **Committees**

Accreditation  
Advancement of Professional Practice  
Aging  
Animal Research and Ethics  
Children, Youth and Families  
Continuing Professional Education  
Disability Issues in Psychology  
Division/APA Relations  
Ethics  
Ethnic Minority Affairs  
Finance  
International Relations in Psychology  
Legal Issues (ad hoc)  
Lesbian, Gay and Bisexual Concerns  
Membership  
Professional Practice and Standards (except that one member is  
also a member of the Board of Professional Affairs)  
Psychology and AIDS (ad hoc)  
Rural Health

Structure and Function of Council  
Psychological Tests and Assessment  
Psychology Teachers at Community Colleges  
Teachers of Psychology in Secondary Schools  
Women in Psychology

### **Other**

Commission for the Recognition of Specialties and Proficiencies in Professional Psychology

**110-14.2** Members shall not simultaneously run for election (e.g., appear on the board and committee election ballot) for more than one of the following governance groups. In addition, members shall not run for election for one of the following governance groups if the term of service will begin prior to the end of a term the member is currently serving on one of the governance groups listed in Association Rule 110-14.1.

### **Boards**

Advancement of Psychology in the Public Interest  
Convention Affairs  
Educational Affairs  
Policy and Planning  
Publications and Communications  
Professional Affairs  
Scientific Affairs

### **Committees**

Advancement of Professional Practice  
Ethics  
Finance  
International Relations in Psychology  
Membership  
Rural Health  
Structure and Function of Council

### **Other**

Commission for the Recognition of Specialties and Proficiencies in Professional Psychology

## **110-15. ELECTION OF STANDING BOARD AND COMMITTEE MEMBERS**

**110-15.1** Elections of standing board and committee members are conducted by Central Office; nominating candidates for various offices to be filled by election of Council shall be the responsibility of the Board of Directors. However, the nominations for members of committees reporting through any other board shall be in the first instance the responsibility of that board. The chief staff officer shall request suggestions of persons to serve on boards or committees from officers of divisions and state associations, chairs of boards and committees, and the general membership. The list of persons shall be available to the various boards and committees when they are preparing nominations.

**110-15.2** Candidates are nominated by the Board of Directors according to APA Bylaws, Article XI, Section 1. Divisions, state associations, Council members, relevant boards or committees, and the membership may suggest nominees. Nominations are timed to be completed by June. Only APA members may be nominated, unless otherwise specified in the APA Bylaws.

**110-15.3** The Council elects members of standing boards and committees by a preferential election ballot; those voting assign a rank order to as many candidates as desired. Ballots are mailed on the last working day in October. The balloting period closes within 30 days.

**110-15.4** Results are reported to Council and the membership in a manner determined by the Board of Directors.

## **110-16. CONTINUING AND AD HOC COMMITTEE APPOINTMENTS**

**110-16.1** Continuing committees. Generally, members of continuing committees that report directly to the Board of Directors or Council are elected by Council in accordance with the same nomination and election procedures used for standing boards and committees (see Association Rule 110-15 for details). Association Rules 60 and 90 should be consulted for details covering special provisions and exceptions to the general procedures for individual continuing committees. Selection of members for all other continuing committees is the responsibility of the standing board or committee through which they report, as listed in Association Rule 50-5, with the approval of the Board of Directors.

**110-16.2** Ad hoc groups. Selections for members of ad hoc groups are the responsibility of the board or committee through which they report (see Association Rule 50-3 for details).

## **110-17. OFFICIAL PANELS**

**110-17.1** When an agency of the government, or of a philanthropic or educational group requests APA to supply names of notable psychologists for an official purpose, the APA President may name such a panel with advice of the chief staff officer. Before taking action, the chief staff officer shall, if possible, seek suggestions from officers of divisions most closely concerned with the purpose of the panel and from other knowledgeable members of the Association.

### *Cross-Reference*

- o Regarding "Election Committee," see also AMENDING APA BYLAWS.
- o See also COUNCIL'S BOARD AND COMMITTEE INFRASTRUCTURE.
- o Regarding "Official Panels," see DIVISIONS.

## **120. EDUCATIONAL AFFAIRS**

### **120-1. BOARD OF EDUCATIONAL AFFAIRS**

**120-1.1** The Board of Educational Affairs shall consist of not fewer than twelve members, four to be elected each year for a term of three years. Each of three seats on BEA shall be filled by nominees from among the constituencies of Science, Practice, and Public Interest, respectively, in a manner that is consistent with APA procedures for the election of standing board members. Nominations for slates will be solicited from appropriate APA governance groups (BSA, CAPP/BPA, BAPPI). These positions shall be for staggered three-year terms, with one of these three positions being filled each year. Each year the constituency group whose seat would be vacated shall be requested to provide a pool of at least five nominees for a three-year term. All other seats shall be filled according to Association Rule 110.15 in a manner to represent the Board of Educational Affairs' commitment to each level of education and training in psychology, from pre-college and undergraduate through postdoctoral. All twelve members are fully participating, voting members of the Board of Educational Affairs.

### **120-2. COMMITTEE ON EDUCATION AND TRAINING AWARDS**

**120-2.1** There shall be a Committee on Education and Training Awards consisting of six members, two to be elected annually for terms of three years.

The committee shall announce the recipients of the awards at the annual convention, and it shall report other matters to Council through the Board of Educational Affairs.

**120-2.2** The APA shall award annually (up to) two awards, one for \$1,000 for short or long term Distinguished Contributions to Education and Training in psychology and a second award of up to \$1,000 for Distinguished Contributions for Applications of Psychology in Education. The intent of the Distinguished Contributions to Education and Training Award is to recognize psychologists who make traditional contributions, who provide innovations, or who are involved in developmental phases of programs that influence education and training in psychology. The intent of the Distinguished Contribution for Applications of Psychology to Education and Training is to recognize psychologists who contribute to new teaching methods or the solution of learning problems through the use of research findings or evidence-based practices. Particular emphasis will be placed on the use of psychological knowledge to improve learning in educational settings, including pre-kindergarten to 12, or communities.

**120-2.3** Ineligible for the awards are members serving currently on the committee, former recipients of the awards, and the current APA President and President-elect.

**120-2.4** Nominations for these awards shall be solicited in the broadest possible manner, including through announcements in appropriate publications. The committee may also nominate candidates as well as specify which nominees will be carried over to the following year. Additionally, the Committee shall systematically review promising nominations from previous years. Deadlines for receipt of nominations shall be established by the committee each year.

**120-2.5** Award recipients shall be invited to the annual convention to receive the awards and to address annual convention attendees in the year following the receipt of the award.

### **120-3. COMMITTEE ON ACCREDITATION**

**120-3.1** There shall be a Committee on Accreditation that shall evaluate doctoral, internship, and postdoctoral residency programs in professional psychology in accordance with approved accreditation guidelines and procedures. The committee shall consist of not less than twenty-one members, appointed by the Board of Educational Affairs. The structure of the committee, appointment and terms of its members, its functions, authority, and reporting relationship shall conform to the "Policies for Accreditation Governance" adopted by the Council of Representatives.

### **120-4. CONTINUING PROFESSIONAL EDUCATION COMMITTEE**

**120-4.1** There shall be a Continuing Professional Education Committee consisting of no more than fourteen members appointed by the Board of Educational Affairs for staggered terms of three years. The Committee shall report to Council through the Board of Educational Affairs.

**120-4.2** The Continuing Professional Education Committee shall have responsibility for developing policy and program recommendations for the Association's continuing professional education program and for working collaboratively with the APA Office of Continuing Professional Education to implement these policy and program recommendations. The Committee's tasks shall include, but not be limited to (a) developing and delivering continuing professional education programs and products; (b) providing educational and technical assistance to APA Directorates, Divisions, State Associations, and other sponsors; (c) collaborating with organizations that seek to become approved sponsors of continuing professional education; (d) providing review of all APA approved sponsors and organizations seeking APA sponsor approval; (e) periodically reviewing the Association's sponsor approval guidelines, and (f) identifying, promoting, implementing and evaluating research, development and innovations in continuing professional education.

**120-4.3** The Chair of the Board of Educational Affairs (BEA) shall each year forward to APA's divisions and affiliated state and provincial associations a general call for nominees to serve on the Committee and shall also direct a formal request for nominee recommendations to the Board of Scientific Affairs, Board for the Advancement of Psychology in the Public Interest, Board of Professional Affairs, and the Committee for the Advancement of Professional Practice. In making its appointments, BEA shall attempt to insure that the membership of the Committee shall represent APA's commitment to honor diversity and as well to ensure the representation of the needs of various groups served by continuing professional education.

### **120-5. COMMITTEE OF TEACHERS OF PSYCHOLOGY IN SECONDARY SCHOOLS**

**120-5.1** There shall be an American Psychological Association of Teachers of Psychology in Secondary Schools (TOPSS) Committee whose mission shall be to (a) promote the highest standards in the teaching of Psychology both as a science and discipline; (b) promote professional development and other means for lifelong learning for high school teachers of psychology; (c) increase professional identity and promote leadership for high school teachers of psychology; (d) facilitate networking, including the formation of both horizontal and vertical linkages, among teachers from all teaching levels of psychology; (e) encourage recruitment and retention of students, particularly minorities, in the field of psychology; (f) enhance the visibility and legitimacy of high school psychology within the American Psychological Association; (g) enhance the visibility and legitimacy of high school psychology with other members of the psychological community, (h) recommend the appropriate response advocacy, education policy, and certification issues that impact on the quality or viability of teaching of high school psychology.

The voting members of the TOPSS Committee shall consist of seven members, three of whom serve three-year terms (the chair-elect, chair, and past chair), and four of whom serve two-year terms. The other members of the TOPSS Committee, who shall serve *ex-officio* without a vote, shall be composed of two college faculty advisors whom serve three-year terms and one liaison from the BEA. All voting members of the Committee must be high school teacher affiliates of the association.

Each year, a call for nominations for the three open positions that will become vacant in the following year shall be broadly disseminated. Following the call, the committee shall prepare a slate of candidates for each position and hold an election in which all TOPSS affiliates are eligible to vote. Following the election, the results of the election shall be forwarded to the Board of Educational Affairs and the Board of Directors for final approval.

The TOPSS Committee shall report to Council through the APA Board of Educational Affairs.

## **120-6 COMMITTEE OF PSYCHOLOGY TEACHERS AT COMMUNITY COLLEGES**

**120-6.1** There shall be an American Psychological Association Committee of Psychology Teachers at Community Colleges whose mission shall be to (a) represent community college psychology teachers; (b) promote, within the 2-year college community, the highest professional standards for teaching of psychology as a scientific discipline with applications to a wide range of human concerns; (c) cultivate a professional identity with the discipline of psychology among psychology teachers at 2-year colleges; (d) develop leadership qualities among psychology teachers at 2-year colleges and increase their participation and representation in professional psychology activities and organizations; (e) establish and maintain communication with all groups involved in the teaching of psychology and with the greater psychological community; (f) encourage psychological research on teaching and learning at 2-year colleges for the purpose of giving students the best possible educational opportunities.

The voting members of the Committee shall consist of 6 members, who serve three-year terms. All voting members of the Committee must be 2-Year College Teachers Affiliates or members of the Association.

Each year, a call for nominations for the three open positions that will become vacant in the following year shall be broadly disseminated. Following the call, the Committee shall prepare a slate of candidates for the vacancies and hold an election in which all 2-Year College Teachers who are Members, Associate members or Affiliates of the Association are eligible to vote. Following the election, the results of the election shall be forwarded to the Board of Educational Affairs and the Board of Directors for final approval.

The Committee shall report to Council through the APA Board of Educational Affairs.

## **130. PROFESSIONAL AFFAIRS**

### **130-1. BOARD OF PROFESSIONAL AFFAIRS**

**130-1.1** The Board of Professional Affairs shall consist of nine members, three to be elected each year for staggered terms of three years.

## **130-2. AMERICAN BOARD OF PROFESSIONAL PSYCHOLOGY**

**130-2.1** The APA recognizes the significant service to the profession and to the public that is rendered by the American Board of Professional Psychology (ABPP). The Board of Professional Affairs and the Board of Trustees of ABPP are encouraged to maintain constant communication on matters of importance and mutual concern. The Board of Professional Affairs and the Board of Trustees of ABPP are encouraged to exchange the minutes of their meetings with each other. The Board of Trustees of ABPP is encouraged to submit to the Board of Directors of APA for its information and comments the slate of individuals nominated by ABPP to fill vacancies on its Board of Trustees.

## **130-3. PROFESSIONAL AWARDS**

**130-3.1** The Board of Professional Affairs shall announce its professional awards in a timely fashion in advance of the annual convention.

**130-3.2** The APA may award annually up to three prizes of up to \$2,000 each for outstanding contributions to psychology as a profession. The Board of Professional Affairs shall select as recipients for the awards those who have made outstanding contributions to the knowledge base of professional psychology, in technical applications in the applied practice of psychological knowledge, or in the use of the knowledge base or the practice base in psychology for the betterment of the general public. These contributions should be seminal or innovative in ways that are judged to have improved or changed significantly the conceptual understanding of behavior or the applied practice of such conceptual understanding of behavior, or to have accrued significant benefit to the public.

1. The APA Award for Distinguished Professional Contributions to Applied Research. This award is given to a psychologist whose research has led to important discoveries or developments in the field of applied psychology. To be eligible, this research should have led to innovative applications in an area of psychological practice, including but not limited to assessment, consultation, instruction, or intervention (either direct or indirect). Research involving the original development of procedures, methodologies, or technical skills that significantly improve the application of psychological knowledge and provide direct and immediate solutions to practical problem areas will be considered, as will research that has informed psychologists on how better to observe, define, predict, or control behavior. Original integration of existing theories or knowledge is also eligible for consideration.

2. The APA Award for Distinguished Professional Contributions to Independent or Institutional Practice in the Private Sector. This award recognizes outstanding service delivery by a licensed psychologist who is primarily engaged in the practice of psychology in a private sector setting. The award is intended to recognize outstanding practitioners in psychology. Nominations will be considered for psychologists working in any area of clinical specialization, health services provision, or consulting, and services provided to any patient population or professional clientele in an independent or institutional practice setting. Services provided to diverse client groups or patient populations, including but not limited to children/adolescents/adults/older adults; urban/rural/frontier populations; minority populations; and persons with serious mental illness, will be considered. Contributions can be judged distinguished by virtue of peer recognition, advancement of the public's recognition of psychology as a profession, relevant professional

association honors, or other meritorious accomplishments denoting excellence as a practitioner including advancement of the profession.

3. The APA Award for Distinguished Professional Contributions to Practice in the Public Sector. This award recognizes outstanding service delivery by a psychologist who is primarily engaged in the practice of psychology in a public sector setting (e.g., state hospital, military, veteran's administration, etc.). The award is intended to recognize outstanding practitioners in psychology. Nominations will be considered for psychologists working in a wide variety of public sector settings. Services provided to diverse client groups or patient populations, including but not limited to children/adolescents/adults/older adults; urban/rural/frontier populations; minority populations; and persons with serious mental illness, will be considered. Contributions can be judged distinguished by virtue of peer recognition, advancement of the public's recognition of psychology as a profession, relevant professional association honors, or other meritorious accomplishments denoting excellence as a practitioner including improvement of public service delivery systems or development of psychologically informed public policy.

**130-3.3** The Board of Professional Affairs shall seek diversity in selecting recipients, avoiding as far as possible the consecutive selection of more than one person representing a specialized topic, a specific material, a given method, a particular application, or a specific specialized service.

**130-3.4** Ineligible for the awards are members serving currently on the Board of Professional Affairs and the current APA President and President-elect. The following rules also apply: No person can receive a professional award in any two consecutive years; recipients are permitted to receive only one award in their lifetime per category of the professional awards; current members of the Board of Professional Affairs cannot vote for members of their own family; and those with a history of ethical violations at a state or national level or who have received disciplinary action from a state board of examiners in psychology are not eligible.

**130-3.5** Nominations for these awards shall be solicited in the broadest possible manner, including announcements in appropriate publications. The category of the three awards in which the nomination is placed shall be based, insofar as possible, on a determination of the candidate's primary area of work. Deadlines for receipt of nominations shall be established by the Board of Professional Affairs each year. Nominators are responsible for providing the Board of Professional Affairs with an up-to-date resume and bibliography and a narrative statement detailing the nature of the contributions and focus of the nomination. Endorsements from other individuals and groups are also considered part of the record. All nominations are good for two years, after which nominators must reapply for another review. Nominators of the award recipients are also responsible for the wording of the awards' citation.

**130-3.6** Award recipients shall be invited to be present at the annual convention to receive the awards and to address convention attendees in the year following the receipt of the awards.

#### **130-4. COMMITTEE ON PROFESSIONAL PRACTICE AND STANDARDS**

There shall be a Committee on Professional Practice and Standards that shall perform the following function: (a) develop and recommend to BPA standards and guidelines for providers of psychological services: (b) along with the Board of Professional Affairs, provide assistance to other APA bodies developing practice guidelines: (c) monitor, evaluate, and develop information regarding the scientific and professional aspects of psychological services: (d) recommend to BPA

actions to implement these policies: and (e) monitor federal and state laws and regulations affecting delivery of psychological services to ensure the use of psychology in the public interest.

The Committee shall consist of seven members, including a member from the Board of Professional Affairs, six of whom shall be elected for staggered terms of three years, and one member (from the Board) shall be appointed for a term of up to two years. The Committee shall report to Council through the Board of Professional Affairs.

All policies and actions that the Committee believes the Association should take are governed by policies of APA and are channeled through the Board of Professional Affairs.

### **130-5. COMMITTEE ON RURAL HEALTH**

There shall be a Committee on Rural Health whose mission shall be to address the full breadth of issues affecting the health of persons living in rural and frontier America. The APA Rural Health Committee shall consist of eight (8) members each of whom shall serve a staggered term of three (3) years. All members of the committee shall be APA members and reflect rural, gender, ethnic minority, sexual orientation and age diversity. The members shall be chosen by the APA Council of Representatives through the nomination process described in Association Rule 110-15. Committee members shall be limited to two successive terms of service and may not further succeed themselves without a break in service. The committee shall meet twice a year. The activity of the Committee will encompass the interests of all APA Directorates and communication will be maintained with all Boards, Committees, and Divisions with an interest in these issues. The Committee will identify, study, and attempt to ameliorate health and mental health problems that may yield to the special knowledge and competence of psychologists. The Committee will identify and develop programs to meet the needs of residents in these areas. Linkages of psychologists with other health providers in these areas will be promoted to enhance the assessment and treatment of health problems with a behavioral component. The Committee on Rural Health shall report to the Council of Representatives and the Board of Directors through the Committee for the Advancement of Professional Practice.

## **140. SCIENTIFIC AFFAIRS**

### **140-1. BOARD OF SCIENTIFIC AFFAIRS**

**140-1.1** The Board of Scientific Affairs shall consist of nine members, three to be elected each year for a term of three years.

### **140-2. CHIEF SCIENCE ADVISOR**

**140-2.1.** The chief science advisor of APA shall be a member of the Association and shall be appointed by the chief staff officer with the approval of the Board of Scientific Affairs. The chief science advisor shall serve for a three-year term and may be reappointed for not more than one additional term. This person shall serve as an advisor to the chief staff officer and Central Office staff on all matters related to scientific issues. Duties include exploring new initiatives to promote research in psychology; consulting with regard to science policy, including research support and management issues; serving as liaison to scientific organizations; participating in public hearings; and formulating recommendations to the Board of Scientific Affairs and the chief staff officer for

policy or procedural changes as may be appropriate. Compensation for the chief science advisor shall be determined by the chief staff officer, subject to the approval of the Board of Directors.

### **140-3. COMMITTEE ON SCIENTIFIC AWARDS**

**140-3.1** There shall be a Committee on Scientific Awards consisting of six members, two of whom shall be elected each year for terms of three years. The Committee shall announce the recipients of the awards at the annual convention, and it shall report other matters to Council through the Board of Scientific Affairs.

**140-3.2** The APA may award annually up to four prizes of up to \$2,000 each for outstanding contributions to the science of psychology. Three of these awards are to be known as the "APA Award for Distinguished Scientific Contributions." The Committee shall select recipients for the awards who, in its opinion, have made distinguished theoretical or empirical contributions to basic research in psychology. The fourth award in the amount of up to \$2,000 shall be known as the "APA Distinguished Scientific Award for the Applications of Psychology." The award is for distinguished theoretical or empirical advances leading to the understanding or amelioration of important practical problems. The Committee shall seek diversity in selecting recipients, avoiding so far as possible the selection of more than one person representing a specialized topic, a specific material, a given method, or a particular application.

There shall be an increase in the number of these senior scientific awards from four to seven per year for calendar years 1987, 1988, and 1989.

**140-3.3** The APA may award three annual prizes of up to \$1,000 for important contributions to the science of psychology made by younger people early in their career. The award is known as the "APA Distinguished Scientific Awards for an Early Career Contribution to Psychology." It is expected that award will focus more on specific contributions rather than on continuing contributions.

**140-3.4** Ineligible for the awards are members serving currently on the Committee, former recipients of the award in question, and the current APA President and President-elect.

**140-3.5** Nominations for these awards shall be solicited in the broadest possible manner, including announcements in appropriate publications. Deadlines for receipt of nominations shall be established by the Committee each year. Additionally, the Committee shall systematically review promising nominations from previous years.

**140-3.6** Award recipients are invited to the APA annual convention to receive the award and to address convention attendees in the year following the receipt of the award.

### **140-4. COMMITTEE ON ANIMAL RESEARCH AND ETHICS**

**140-4.1** There shall be a Committee on Animal Research and Ethics whose responsibility it shall be to (a) safeguard responsible research with animals, other than humans, and establish and maintain cooperative relations with organizations sharing common interests, (b) disseminate in cooperation with other organizations accurate information about such research, (c) review the ethics of such research and recommend guidelines for its ethical conduct, and (d) disseminate, in cooperation with other organizations, guidelines for protecting the welfare of animals, other than humans, that

are used in research, teaching, and practical applications, and to consult on the implementation of these guidelines.

The Committee shall consist of six members, two of whom shall be elected each year for a term of three years. The Committee shall report to Council through the Board of Scientific Affairs.

#### **140-5. COMMITTEE ON PSYCHOLOGICAL TESTS AND ASSESSMENT**

**140-5.1** There shall be a Committee on Psychological Tests and Assessment whose responsibility it shall be to: (a) address problems regarding sound psychological testing and assessment practices, and initiate discussions with specific agencies and institutions outside APA concerning sound testing and assessment practices; (b) review regularly the Standards for Educational and Psychological Testing and recommend revision, when necessary; (c) serve as technical advisors to other APA boards and committees on all issues affecting testing and assessment as it involves policy, practice, and science; (d) monitor actions of government and other organizations concerning regulation and control of assessment and testing practices and make appropriate recommendations; (e) maintain a knowledge of and concern regarding current policy issues on the use of tests and assessment in clinical, counseling, educational, and employment settings, and (f) promote the appropriate use of tests and sound assessment practices. Insofar as possible, the Committee shall have expertise in the theory, evaluation, and use of tests in clinical, counseling, school, and industrial/organizational psychology and shall represent the concerns of diverse groups that may be affected by testing. This may include but not be limited to persons with disabilities, women, and ethnic minorities. In order for the Committee to maintain liaison and cooperation with other groups concerned with tests and assessment, it is desirable for some members of the Committee to hold joint membership in APA, the American Educational Research Association, and the National Council on Measurement in Education. The Committee shall consist of nine members appointed by the Board of Scientific Affairs in consultation with the Committee. Three members shall be appointed annually for a term of three years. Members shall be selected by the following process:

1. In a three-year rotation, the Board of Professional Affairs, Board of Educational Affairs, and Board for the Advancement of Psychology in the Public Interest shall submit slates of at least three persons who reflect the orientation of their respective boards and who have expertise in some area of testing and assessment. One person shall be appointed from each slate of three nominees, and thus three of the nine committee members shall be appointed in this way.
2. The Board of Scientific Affairs shall select annually a member from a slate of persons with expertise in the scientific aspects of testing.
3. A member shall be appointed annually from a slate of candidates who combine a technical knowledge of testing with the respective orientations of the Board of Professional Affairs, Board of Educational Affairs, or Board for the Advancement of Psychology in the Public Interest (in a three-year rotation). Each slate shall be reviewed by the board whose views are to be represented.
4. The Board of Scientific Affairs will be responsible for ensuring that at least two of the nine Committee members shall be ethnic minorities with expertise in one or more content areas of relevance to testing and assessment.

The Committee shall report to Council through the Board of Scientific Affairs. Committee actions will be communicated to all represented boards.

## **150. PUBLIC INTEREST**

### **150-1. BOARD FOR THE ADVANCEMENT OF PSYCHOLOGY IN THE PUBLIC INTEREST**

**150-1.** The Board for the Advancement of Psychology in the Public Interest shall consist of ten members, not more than three of whom shall be nonmembers of APA to be elected by Council for staggered terms of three years each.

### **150-2. COMMITTEE ON WOMEN IN PSYCHOLOGY**

**150-2.1** There shall be a Committee on Women in Psychology that shall concern itself with furthering the major purpose of the APA--"to advance psychology as a science and a profession and as a means of promoting health, education and human welfare"--by ensuring that women achieve equality as members of the psychological community in order that all human resources be fully actualized. Its mission shall be that of functioning as a catalyst, by means of interacting with and making recommendations to the various parts of the APA's governing structure, to the APA's membership, and particularly to the Society for the Psychology of Women, as well as to other relevant groups, such as the Association of Women in Psychology, the Federation of Organizations for Professional Women, and the National Council of Graduate Departments of Psychology. Specifically, the Committee will undertake the following priority tasks: (a) collection of information and documentation concerning the status of women; (b) continued development of recommendations and implementation of guidelines; (c) development of mechanisms to increase the participation of women in roles and functions of the profession; and (d) ongoing communications with other agencies and institutions regarding the status of women.

The Committee shall consist of six members who are elected for staggered terms of three years. It shall report to Council through the Board for the Advancement of Psychology in the Public Interest.

### **150-3. COMMITTEE ON PSYCHOLOGY IN THE PUBLIC INTEREST AWARDS**

**150-3.1** There shall be a Committee on Psychology in the Public Interest Awards consisting of the current Chair of the Board for the Advancement of Psychology in the Public Interest, the two past Chairs, and two psychologists appointed by Board for the Advancement of Psychology in the Public Interest who are members of the Association but not members of the Board for the Advancement of Psychology in the Public Interest and who will reflect the diversity of public interest constituencies. The Committee shall announce the recipients of the awards at the annual convention, and it shall report other matters to Council through the Board for the Advancement of Psychology in the Public Interest.

**150-3.2** The APA may award annually up to three prizes of up to \$2,000 each for outstanding contributions to psychology in the public interest and for outstanding contributions to research in public policy. Two of these awards are to be known as the "APA Award for Distinguished Contributions to Psychology in the Public Interest." The Committee shall select recipients whose single extraordinary achievement or a lifetime of outstanding contributions have met one or more of the following criteria: (a) courageous and distinctive contribution in the science or profession of psychology that makes a material contribution to the solution of one of the world's intransigent

social problems; (b) distinctive and innovative contribution that makes the science and/or profession of psychology more accessible in a positive manner to a greater number of persons; and (c) an integration of the science and/or profession of psychology with social action in a manner beneficial to all.

**150-3.3** The third award in the amount of up to \$2,000 shall be known as the "APA Award for Distinguished Contributions to Research in Public Policy." The award is for a distinguished empirical or theoretical contribution to research in public policy. This contribution may consist of: (a) sound research that leads others to view specific national policies differently; (b) research that provides evidence directly relevant to public policy alternatives; (c) research that demonstrates the importance of the application of psychological methods and theory to public policy; and (d) research that clarifies the ways in which scientific knowledge regarding human behavior informs public policy.

**150-3.4** Ineligible for the awards are members serving on the Committee and on the Board for the Advancement of Psychology in the Public Interest, former recipients of the award, and the current APA President and President-elect.

**150-3.5** Nominations for these awards shall be solicited in the broadest possible manner, including placement of announcements in appropriate publications. The Committee may also nominate candidates. Additionally, the Committee shall systematically review promising nominations from previous years. Deadlines for receipt of nominations shall be established by the Committee each year.

**150-3.6** Award recipients shall be invited to the APA annual convention to receive the awards and to address convention attendees in the year following the receipt of the awards.

#### **150-4. COMMITTEE ON LESBIAN, GAY, AND BISEXUAL CONCERNS**

**150-4.1** There shall be a Committee on Lesbian, Gay, and Bisexual Concerns whose mission shall be to: (a) study and evaluate on an ongoing basis how the issues and concerns of lesbian, gay male, and bisexual psychologists can best be dealt with; (b) encourage objective and unbiased research in areas relevant to lesbian, gay male, and bisexual adults and youths, and the social impact of such research; (c) examine the consequences of inaccurate information stereotypes about lesbian, gay male, and bisexual adults and youths in clinical practice; (d) develop educational materials for distribution to psychologists and others; and (e) make recommendations regarding the integration of these issues into APA's activities to further the cause of civil and legal rights of lesbian, gay male, and bisexual psychologists within the profession.

The Committee shall consist of six members, three women and three men, to be appointed for staggered terms of three years. It shall report to Council through the Board for the Advancement of Psychology in the Public Interest.

#### **150-5. COMMITTEE ON DISABILITY ISSUES IN PSYCHOLOGY**

**150-5.1** There shall be a Committee on Disability Issues in Psychology that shall address all areas of disability issues in psychology. The mission of the Committee shall be to: I. Promote the psychological welfare of people with disabilities; II. Promote the development and implementation of psychological service delivery models responsive to the needs of people with disabilities; III.

Promote the awareness of disability issues in psychological research as well as specific research activity in disability areas; IV. Promote inclusion of knowledge about disabilities and disability issues in education, training programs, and professional development of psychologists.

The Committee shall consist of six APA members to be appointed for staggered terms of three years. Members should have expertise in one or more of the missions listed above. The Committee shall report to Council through the Board for the Advancement of Psychology in the Public Interest.

#### **150-6. COMMITTEE ON CHILDREN, YOUTH, AND FAMILIES**

**150-6.1** There shall be a Committee on Children, Youth, and Families which shall concern itself with furthering the major purpose of the APA--"to advance psychology as a science and a profession and as a means of promoting health, education and human welfare"--by ensuring that children, youth, and families receive the full attention of the Association in order that all human resources are actualized. It should function as a catalyst, interacting with and making recommendations to the various parts of the APA's governing structure, to the APA's membership, and to relevant divisions and other groups. Specifically, the Committee will pursue the following goals: (a) identify and disseminate information concerning the psychological status of children, youth, and families for psychologists, other professionals, policy makers, and the public; (b) offer consultation to relevant APA boards and committees that are responsible for the educational standards for psychologists who conduct research and provide services for children, youth, and families; (c) encourage psychological research on the factors that promote or inhibit the development of individual and family competence; (d) contribute to the formulation and support of policies that facilitate the optimal development of children and youth within families; (e) designate priorities for APA involvement in the issues affecting children, youth, and families, including issues related to gender, ethnicity, sexual orientation, and disability.

The Committee shall consist of six members who are elected for staggered terms of three years. It shall report to Council through the Board for the Advancement of Psychology in the Public Interest.

#### **150-7. COMMITTEE ON AGING**

**150-7.1** There shall be a Committee on Aging that shall concern itself with furthering the major purpose of APA to advance psychology as a science and profession and as a means of promoting health, education and human welfare by ensuring that older adults, especially the growing numbers of older women and minorities, receive the attention of the Association. Specifically, the Committee will pursue the following goals:

Science: Provide strong and visible advocacy for a scientific agenda on aging to policy makers and private and public funding agencies.

Practice: Promote the practice of psychology by advocating policies that enhance the availability and reimbursement of health and mental health services to older adults and their families.

Policy: Contribute to the formulation and support of public policies and associated regulations that promote optimal development of older adults, facilitate psychological practice with older persons, and expand scientific understanding of adult development and aging.

Education: Promote inclusion of knowledge about adult development and aging in all levels of education, including continuing education, training programs, and professional development of psychologists.

Public Interest: Promote the application of psychological knowledge to the well-being of older people, with special attention to the influences of gender, ethnicity, culture, sexual orientation, and family in science, practice and policy relating to older adults.

Public Affairs: Develop and disseminate information concerning the scientific findings and practice issues about older adults to psychologists, other professionals, policymakers, and the public.

APA: Serve as a visible focus for the coordination of information among groups within APA that address aging issues and offer consultation to relevant APA boards, committees, divisions, state associations, and directorates; also ensure that older members of APA receive the appropriate attention of the association.

The Committee shall consist of six members, to be appointed for staggered terms of 3 years. All of the above areas of expertise should be represented on the Committee. The Committee on Aging shall report to Council through the Board for the Advancement of Psychology in the Public Interest.

## **160. ETHNIC MINORITY AFFAIRS**

### **160-1. COMMITTEE ON ETHNIC MINORITY AFFAIRS**

**160-1.1** The Committee on Ethnic Minority Affairs shall consist of six members of the Association who shall serve for terms of not less than three years each. It shall have general concern for those aspects of psychology which concern ethnic minorities (American Indian/Alaska Native, Asian/Pacific American, Black and Hispanic). The Committee shall serve as the primary resource to the Board for the Advancement of Psychology in the Public Interest on ethnic minority concerns.

The Committee shall: (a) promote scientific understanding of the roles of culture and ethnicity in psychology; (b) foster the development of culturally sensitive models for the delivery of psychological services; (c) foster cultural diversity in the preparation of psychologists who teach, provide services, and conduct research with ethnic minority populations; (d) promote development of more educational and training opportunities for ethnic minorities in psychology; (e) advocate the perspectives and values of ethnic minority psychologists to the Board for the Advancement of Psychology in the Public Interest for formulation of the policies of the Association; (f) maintain mutually supportive and beneficial relationships with other groups of ethnic minority psychologists; (g) assist the Board for the Advancement of Psychology in the Public Interest in maintaining communications of ethnic minority affairs with the Association's membership as well as the community at large; (h) encourage collection and dissemination of information of importance to ethnic minority psychologists and students.

Members of this Committee shall be selected to represent adequately ethnic minority communities in psychology as well as the range of interests characteristic of psychology in all its aspects. The

Committee on Ethnic Minority affairs shall report to Council through the Board for the Advancement of Psychology in the Public Interest.

## **170. PUBLICATIONS AND COMMUNICATIONS**

### **170-1. PUBLICATIONS AND COMMUNICATIONS BOARD**

**170-1.1** The Publications and Communications Board shall consist of nine APA members, who are elected for staggered terms of six years each. The APA Treasurer and chief staff officer shall serve as ex officio members.

### **170-2. RESPONSIBILITIES OF PUBLICATIONS AND COMMUNICATIONS BOARD**

**170-2.1** The Publications and Communications Board shall establish publication policies and appoint editors to the APA journals (except the editor of the *American Psychologist*, official organ of the Association, and the executive editor of *Psychological Abstracts*). The Board shall annually make recommendations for the following budget year to the Council of Representatives, through the chief staff officer, Finance Committee, and Board of Directors, in regard to: (a) number of editorial pages allocated to each journal; (b) editorial office expenses of editors; (c) honoraria for editors; (d) journal subscription prices; (e) prices for authors' reprints; (f) funds for support of research and development projects; (g) anticipated non-periodical publications; and (h) other programmatic requirements as may be needed to support the publishing program.

### **170-3. COUNCIL OF EDITORS**

**170-3.1** The Council of Editors shall be a committee that reports to the Council of Representatives through the Publications and Communications Board. It shall consist of the editors of all journals published by the Association and the chief editorial advisor as an ex officio member. The Council of Editors shall annually elect one of its members as chair. The Council of Editors shall meet, as necessary, to discuss common editorial problems and to make recommendations, particularly with regard to range of coverage, limits of editorial responsibility, common problems of style and the like.

### **170-4. CHIEF EDITORIAL ADVISOR**

**170-4.1** The chief editorial advisor of APA publications shall be an APA member and shall be appointed as an advisor by the chief staff officer with the concurrence and approval of the Publications and Communications Board. The chief editorial advisor shall serve for a two-year term and may be reappointed for not more than two additional terms. This person shall serve as an advisor to Central Office staff in all matters relating to APA publications and shall make such recommendations to the Publications and Communications Board, the Council of Editors, and the chief staff officer for policy or procedural changes as may be appropriate. Compensation for the chief editorial advisor shall be determined by the chief staff officer, subject to approval by the Board of Directors.

## **170-5. APA JOURNALS AND NONJOURNAL PERIODICALS PUBLISHED**

**170-5.1** As authorized by vote of Council, the APA shall publish journal and nonjournal periodicals.

## **170-6. EDITOR AND CONTENT OF THE *AMERICAN PSYCHOLOGIST***

**170-6.1** The *American Psychologist* shall be the official organ of the APA. The Board of Directors shall designate the editor and determine his or her term of office. Minutes of the annual business meeting; reports of the APA Treasurer, chief staff officer, and Policy and Planning Board; lists of officers, boards, committees, and representatives of the APA; lists of new members and associates; and such other reports as the Council may direct shall have preferential treatment in the *American Psychologist*. In selecting other material for publication from such sources as the addresses of officers of the APA and its parts, reports of boards and committees, and original contributions, the editor shall strive best to represent the APA as a whole.

## **170-7. TERMS AND RESPONSIBILITIES OF JOURNAL EDITORS**

**170-7.1** Journal editors (except for editors of the *American Psychologist* and *Psychological Abstracts*) shall be appointed for a term of six years by the Publications and Communications Board. Before such appointment, the Board shall consult the president and secretary-treasurer of each division with interests related to the field of the journal and shall canvass the Council for suggested nominees. Editors shall not serve for more than twelve years.

In the event of disability or resignation of an editor, the Publications and Communications Board may designate a temporary editor of the journal until a successor has been chosen. The term of the successor shall be set by the Board in advance of this appointment in a manner that provides a sufficient term in office and reasonable staggering in the appointment of editors.

**170-7.2** Editors are solely responsible for the content of their journals, except for matters of style and format, the type of article and area of content, and dates of publications. Editors shall submit annual reports on the operations of their journals to the Publications and Communications Board through the Council of Editors.

**170-7.3** The APA acknowledges its great indebtedness to the editors of its journals and their assistants. The payment of an honorarium to editors is not to be regarded as compensation for their services but rather as a means of permitting them greater freedom in their professional activities. Actual expenses of editors are subject to direct reimbursement. Arrangements for payments should be agreed upon and made a matter of record by the Board.

## **170-8. PUBLICATIONS-RELATED RESPONSIBILITIES OF THE CHIEF STAFF OFFICER**

**170-8.1** The chief staff officer shall make appropriate annual reports to the Publications and Communications Board, Board of Directors, and Council of Representatives concerning the general management of the APA's publications. Such reports shall include circulation, revenues and expenses, and, as appropriate, recommendations for changes in editorial arrangements or management.

**170-8.2** It shall be the responsibility of the chief staff officer, in cooperation with the Publications and Communications Board, to anticipate changes in the schedule of subscription rates as they become necessary and make appropriate recommendations to the Board of Directors.

**170-8.3** In the business management of the APA publications, the chief staff officer is empowered to set club or bulk rates, to offer discounts for new subscriptions, to accept advertising, and to adopt such other measures as will reduce the net cost of publication. In carrying out such measures, care should be taken to maintain the essentially scholarly and scientific character of the journals and the goodwill of the APA. The Association reserves the right to reject any proffered advertising and to withdraw any special offer if the interests of the APA require it.

**170-8.4** The chief staff officer shall be responsible for establishing and distributing back stocks of journals for a period of at least five years.

**170-8.5** The chief staff officer shall periodically secure competitive bids for the printing of journals.

## **170-9. PUBLICATION COSTS**

**170-9.1** It is the policy of the APA to bear the expense of its publications and to recover their costs through subscriptions, sales, and other related sources of income, such as advertising and royalties. It is the intent of this policy to preclude charging authors for publishing, except that authors may be charged for their alterations in proof copy. It is the policy of the APA that the profit or loss on a given journal shall not be compelling in the determination of policy relative to that journal and that segregated reserves shall not be kept for individual journals, except for reserves that are legally required.

## **170-10. OCCASIONAL PUBLICATIONS**

**170-10.1** The APA shall publish and disseminate those books, pamphlets, and other materials that are necessary to inform the psychological community or the public about psychological standards, scientific and professional advances, education and training opportunities, and other such information that: (a) is consistent with the objectives of the Association and furthers the purposes of APA as a non-profit organization; (b) has excellence of content as attested to by independent editorial reviewers; and (c) is generated within APA, its boards or its committees, or is submitted, commissioned, or selected for publication or dissemination and, when relevant, is approved by the appropriate board of APA.

This program shall be planned and managed in such a manner as to contribute to the overall operation of the Association. There shall be a subcommittee composed of members of the Publications and Communications Board to be concerned with advising the chief staff officer on overall goals and guidelines for the program.

Final determination of what is acceptable, including the alternative of rejection in whole or in part, in any pamphlet, book, or report offered publicly by the Association shall be made by the chief staff officer, except that the Council of Representatives may vote, on recommendation of the Board of Directors, to set up some alternative means of editorial control for a particular product. In this latter case, it shall be the responsibility of the special editor to consult with the chief staff officer before giving his or her final approval to the document in question (see also Association Rule 200-6).

## **170-11. BIOGRAPHICAL DIRECTORY/MEMBERSHIP REGISTER**

**170-11.1** The APA shall publish either a Membership Register or a Biographical Directory of members at appropriate intervals as determined by the Board of Directors. Price and contents of specific edition shall be determined by the Board of Directors.

**170-11.2** The listing of a member in the Directory as engaged in private practice shall be in accordance with the standards contained in "Psychology as a Profession," approved by the Council of Representatives, September 5, 1967, or such later documents replacing it.

## **170-12. PSYCHOLOGICAL ABSTRACTS INFORMATION SERVICES (PSYCINFO)**

**170-12.1** *Psychological Abstracts* shall be published under the direction of an executive editor who shall be a regular staff member of Central Office. The executive editor shall be appointed by the chief staff officer in consultation with the Publications and Communications Board.

**170-12.2** Other derivative products and services may be authorized by the Board of Directors in consultation with the Publications and Communications Board. These products and services shall normally be self-supporting and, where possible, shall make a net contribution toward defraying the total cost of producing the PsycINFO database.

## **170-13. RESEARCH AND DEVELOPMENT**

**170-13.1** Funds shall be included in the annual budget of the publications and communications program to ensure (a) an appropriate level of research and development in the area of technological advances; (b) adaptation to changes in user needs and characteristics; and (c) development of innovations that would improve the means by which scientific information is disseminated.

## **170-14. COPYRIGHT OWNERSHIP**

**170-14.1** The copyright for all APA publications shall be owned by the Association. Authors shall be free to make any nonprofit use of the materials of their own authorship without obtaining permission from the APA as long as they show on each copy of the publication incorporating APA-copyrighted material the copyright notice that appeared on the Association's original publication. Authors, organizations, or other persons who desire to reproduce, in whole or in part, APA-copyrighted materials in commercial or for-profit publications must obtain prior written permission from the APA.

# **180. CONVENTION AFFAIRS**

## **180-1. BOARD OF CONVENTION AFFAIRS**

**180-1.1** The Board of Convention Affairs shall consist of six elected members, three to be elected every other year for a term of four years, plus such other members that may be appointed by the APA President at his or her discretion for terms from one to four years.

## **180-2. RESPONSIBILITIES OF BOARD**

**180-2.1** The Board of Convention Affairs shall be responsible for the overall program of the convention and for the coordination of programs arranged by divisions of the APA, by boards and committees, and by affiliated and nonaffiliated organizations. The Board shall have the responsibility to recommend policies governing the following matters: (a) allocations of space and time for scheduled events during the convention; (b) the Call for Programs, Convention Program, and other publications relevant to convention activities; (c) registration procedures, including recommendations for convention fee changes, directed to the Board of Directors; (d) the presentation of contributed papers, symposia, and other programs of a substantive nature; (e) the listing and scheduling of non-substantive meetings; (f) the deadlines for the various steps in arranging a program; (g) the acceptability of commercial exhibits; and (h) the provision of ancillary services.

## **180-3. PURPOSES OF THE CONVENTION**

**180-3.1** The purposes of the annual convention are to (a) provide a forum in which members may present their scientific and scholarly work, (b) present a general program that will be informative and of interest to all APA members, (c) facilitate the exchange of experience relating to the applications of psychology, and (d) provide a place where the business of the Association can be carried on efficiently. Not one of these purposes shall be systematically favored at the expense of another, nor shall external considerations, such as costs and administrative convenience, become a dominant factor in planning the program.

## **180-4. POLICY WITH RESPECT TO NON-DISCRIMINATION**

**180-4.1** The Board of Convention Affairs shall be guided in its selection of cities as convention sites and of facilities, as well as in the conduct of the convention itself, by non-discriminatory practices.

## **180-5. CONVENTION MANAGER**

**180-5.1** There shall be a convention manager employed by Central Office. He or she shall be responsible for preliminary negotiations relative to convention sites and arrangements. Subject to the approval of the chief staff officer, he or she shall conclude and administer arrangements with hotels and other agencies in the host city. The convention manager shall have charge of all arrangements for the annual convention within the limits of policies set forth by the Board of Convention Affairs, the applicable sections of these rules, and Article XVIII of the APA Bylaws.

## **180-6. EXHIBITS**

**180-6.1** The Board of Convention Affairs shall approve rules governing the nature of acceptable exhibits. The APA reserves the right to require the immediate withdrawal of an exhibit if the chief staff officer believes it may be injurious to purposes of the Association. Space for commercial exhibits may be provided on uniform terms determined in advance by the Convention Manager.

## **180-7. SITE OF CONVENTION**

**180-7.1** The Board of Convention Affairs shall recommend to the Board of Directors the site and time of future conventions after having reviewed carefully the evidence on possible host cities assembled by the Convention Manager.

## 190. INTERORGANIZATIONAL LINKAGES

### 190-1. AFFILIATION, REPRESENTATION, AND LIAISON OF APA WITH OUTSIDE ORGANIZATIONS

**190-1.1 General principles.** There shall be three categories of interorganizational linkages involving the APA: affiliations, representations, and liaisons. All interorganizational linkages shall be guided by the following principles.

1. Interorganizational linkages shall be consistent with other portions of the APA Bylaws and Association Rules as to relevance and appropriateness to the objectives of the APA. Absence of an annual report will be given significant negative weight during deliberations on the continuation of a particular interorganizational linkage.
2. Interorganizational linkages should promise to contribute demonstrably to the APA's goals and purposes, and the Association should not form an interorganizational linkage with an organization whose purposes are not congruent with those of APA.
3. All applicable policies and procedures regarding the use of the name of the APA and the presentation of public statements on behalf of the Association shall be observed in all aspects of interorganizational linkages.
4. Proposals to establish any interorganizational linkage must speak to each element of Association Rule 190-1.1 and must also include information on (a) membership dues and fees; (b) projected annual expenses; (c) constituency of psychology whose needs will be met; (d) evaluation of the outside group in terms of other outside groups with related interests and objectives (whether or not the APA has linkages with them); (e) the expected role for the APA, if any, in shaping the policy of the group.
5. Annual reports on interorganizational linkages shall address factors cited in paragraph (4) above plus an evaluation of the impact and cost-effectiveness of the organizational linkages. Absence of an annual report will be given serious negative consideration as to the continuation of a particular organizational linkage. Each report shall include a statement recommending whether the linkage should (a) continue unchanged, (b) continue with specific modifications or (c) be terminated. The report should set forth the reasons for the recommendation.
6. At least every three years, a subcommittee of the Board of Directors, with the chief staff officer as an ex officio member, shall review all interorganizational linkages and proceed to (a) change, terminate, continue liaisons and representatives, as desired, and inform Council through the Board of Directors of the actions taken and (b) recommend any changes or terminations in affiliations for consideration by Council.
7. Council shall be informed whenever representation or liaison linkages are formed.

**190-1.2 Affiliation.** Council may act on affiliation or termination progress at any time, according to the following guidelines:

1. Affiliation shall promise benefits that may not be achieved with representations or liaisons (see following sections). The APA should consider cautiously any affiliation suggested.
2. Affiliation shall generally be reserved for those situations in which there is some constitutional or other specific provision in the structure of the organization for the APA's affiliation. This requirement excludes organizations limited to individual or uncertain classes of membership, and instances such as conferences, advisory groups, observers, honorific occasions and the like, which are served better by representation.
3. Those representatives to affiliated organizations who are required to report directly to the Board of Directors and Council shall be nominated by the Board of Directors. Council will elect the number of representatives required to maintain affiliation.
4. Those representatives to affiliated organizations who are not required to report directly to the Board of Directors and Council shall be appointed by the Board of Directors from nominations submitted by the board or committee through which the representative reports. Representatives to affiliated organizations shall report annually to the respective board or committee, and the responsible board or committee shall receive such reports, recommend necessary action to Council, and suggest nominations to the Board of Directors. The organizations with which APA boards and committees maintain affiliations are listed in Association Rule 190-1.5.
5. A person shall not ordinarily serve more than five years continuously as such a representative, except that the five representatives to the U.S. National Committee for the International Union of Psychological Science, in the interest of continuity of representation, shall be eligible for reappointment to a second four-year term at the discretion of the President of the National Academy of Sciences following nomination by the APA Board of Directors. The terms of these five representatives will be staggered.
6. Whenever affiliation with an agency fully meets the requirements of Association Rule 190-1.1, paragraphs (1) through (4) and Association Rule 190-1.2, paragraphs (1) through (4) above, except for the fact that the agency has been created for a limited term of years, Council may vote to approve such an affiliation on an ad hoc basis and shall designate the board or committees through which such representatives shall report. The continuation of such ad hoc affiliative representation shall be recommended each year, together with the name of a person or persons suitable for the post, by the relevant board or committee and shall be approved by the Board of Directors. The organizations with which APA boards or committees maintain ad hoc affiliation are included in Association Rule 190-1.5.

**190-1.3 Representation.** Representation shall be appropriate in organizations limited to individual conferences, advisory groups, observers, honorific occasions and the like which the APA President and chief staff officer shall propose as they see fit. Representations shall be voted upon by the Board of Directors at a regular meeting; interim appointments may be made by the APA President in consultation with the chief staff officer. Representation activity shall be reported annually to the Board of Directors. The APA should be eager for representations with any related organization.

**190-1.4 Liaison.** A liaison shall consist of informal, continual participation by governance or staff members to outside groups with an interest in a specified, relevant operating area. The APA liaison representative shall monitor activities, participate in occasional meetings, and provide informal

consultation. Liaisons are to be approved by the APA President and chief staff officer, who shall annually provide a report and list of the related organizations to the Board of Directors. The APA should be eager for liaisons with any related organization.

**190-1.5** The APA shall maintain affiliation as voted by Council with the following organizations, and the representatives shall report through the boards or continuing committees that report through the Board of Directors under which each is listed:

***Board of Directors***

U.S. National Committee for the International Union of Psychological Science  
Commission on Professionals in Science and Technology  
Council of Scientific Society Presidents  
American Council of Learned Societies

***Publications and Communications Board***

National Federation of Abstracting and Indexing Services

***Board of Educational Affairs***

Council on Recognition of Post-Secondary Accreditation (CORPA)

***Board of Professional Affairs***

Accreditation Council for Services for Mentally Retarded and Other  
Developmentally Disabled Persons (The Accreditation Council)  
National Commission on Correctional Health Care (NCCHC)  
Commission on Accreditation of Rehabilitation Facilities (CARF)

***Board of Scientific Affairs***

American Association for the Advancement of Science (AAAS)  
Social Science Research Council  
Society for Neuroscience  
College on Problems of Drug Dependence  
International Test Commission  
National Association for Biomedical Research  
American Association for Accreditation of Laboratory Animal Care

***Committee on International Relations in Psychology***

World Federation for Mental Health  
U.S. National Committee for the International Union of Psychological Science (USNC/IUPSYS)

***Committee for the Advancement of Professional Practice***

Joint Commission on the Accreditation of Healthcare Organizations, Behavioral Healthcare  
Professional and Technical Advisory Committee (JCAH-O-BHC PTAC)

## **190-2. AFFILIATION OF OTHER ORGANIZATIONS WITH APA**

**190-2.1** In implementing Article XIV of the APA Bylaws, it is the intent of Council that the only two organizations currently eligible for such affiliation are Psi Chi and Psi Beta, and they are now affiliated.

## **200. CENTRAL OFFICE**

### **200-1. LOCATION, FUNCTION, AND MISSION**

**200-1.1** The APA Central Office shall be maintained in Washington, D.C.

**200-1.2** The functions of the Central Office shall be the administration and the business management of the affairs of the Association except where these are specifically delegated to officers or to parts of the APA such as the divisions or state associations.

**200-1.3** The mission of the APA Central Office shall be to provide high quality, timely, cost-efficient products and services to the membership and relevant others and to provide support and guidance to the APA governance in the conduct of Association activities so that the objectives of the Association, as specified in the APA Bylaws, are fulfilled. This mission is accomplished by: (a) effectively managing the resources of the APA and ensuring its fiscal integrity; (b) supporting Council and its Board of Directors and the board and committee infrastructure in developing and implementing sound policies and programs; (c) facilitating information exchange among and between psychologists, psychological organizations, media, consumers, and the general public; (d) providing legislative, executive branch, and legal advocacy; (e) striving for a suitable balance of services to APA members, consumers, and other users of its expertise and services.

### **200-2. CHIEF STAFF OFFICER AND STAFF**

**200-2.1** The chief staff officer shall direct and define the duties of Central Office staff, including the assignment of staff to support boards and committees, establish the titles of staff, and delegate management responsibility to Central Office staff as shall be in the best interest of the Association, except insofar as law or APA Bylaws, or Association Rules shall make some explicit provision for a different line of responsibility.

### **200-3. EMPLOYEES**

**200-3.1** All regular APA employees shall be hired on the authority of the chief staff officer, and they shall continue to serve at his or her pleasure, except that the appointment of senior staff personnel shall be subject to confirmation by the Board of Directors.

**200-3.2** Conditions of employment, such as hours of work, paid holidays, sick leave, leaves of absence, vacation schedules, notice of termination, overtime, travel allowances, and the like, shall be determined by the chief staff officer and stated on a timely basis in writing. Any complaint under these Association Rules may be appealed to the APA Treasurer and may be arbitrated by him or her or by a person appointed by him or her on behalf of the Association. Such arbitration shall include, but not be limited to, an opportunity for the individual submitting the complaint to present evidence to the arbitrator directly and in person.

**200-3.3** The APA shall maintain a suitable plan including the following benefits for its employees: (a) F.I.C.A.; (b) Workers Compensation under the appropriate jurisdiction; (c) group life insurance; (d) supplementary retirement income for Central Office employees; and (e) hospital and other health insurance.

In addition, the APA will cover with insurance special risks of bonding, travel, and professional liability for those members of the staff requiring it. The form and extent of the coverage shall be contained in a schedule supporting, and approved as part of, the annual budget.

#### **200-4. RELATION OF STAFF TO COMMITTEES AND BOARDS**

**200-4.1** The chief staff officer shall assign staff to serve as liaisons to boards and committees. These staff shall inform themselves about the work of the board or committee and shall support the board or committee in the conduct of its business. The committee shall keep Central Office informed of its activities through staff assigned to serve as liaisons unless, in the opinion of the committee's chair, the matter is privileged.

**200-4.2** Central Office staff shall not serve as a member of or chair APA boards and committees while employed by APA. Ex officio membership may be designated only in the APA Bylaws.

#### **200-5. PLACEMENT ACTIVITIES AND EMPLOYMENT BULLETIN**

**200-5.1** The Central Office shall maintain a register of available psychologists and opportunities for employment in such form as the chief staff officer finds best. It shall provide facilities at the annual convention for the exchange of information about employment. Fees may be charged for listing positions and listing availability of individuals, but these may be waived by the chief staff officer for groups and individuals when it is in the interest of the profession to do so. The APA reserves the right to refuse any listing where the nature or conditions of employment are contrary to the policies of the Association. It shall also provide facilities for the exchange of information about employment at regional or state meetings on a cost-reimbursable basis. The sponsoring regional or state association will retain fees charged applicants and employers. The regional or state association will continue to pay the costs they now pay, such as convention-site operational costs. Costs are allocated in accordance with standard functional cost accounting procedures used by the APA.

**200-5.2** The Central Office shall publish an employment bulletin under the direction of the chief staff officer. It shall have a regular subscription list. Generally, only APA members may list themselves, and only positions requiring qualifications equal to APA membership requirements will be listed.

**200-5.3** The APA reserves the right to refuse any listing where the nature or conditions of employment are contrary to policies of the Association.

The employment bulletin shall accept listings for position openings at institutions censured by the American Association of University Professors (AAUP), but these listings shall be suitably identified to advise the job seekers that the institution has been censured and that further information may be obtained from relevant AAUP Bulletins.

## **200-6. APPLICATION AND ACCEPTANCE OF OUTSIDE FUNDS**

**200-6.1** The chief executive officer may apply for or accept government contracts, grants, and donations of funds for special or additional activities of the Association within the following limits: (a) the project shall fall clearly within the area of APA's special competence; (b) the project shall not be one that can be more competently conducted by some existing group (e.g., university department or laboratory, public or private research and consulting organization); (c) the project shall not interfere with APA activities already under way nor overtax APA's facilities; and (d) the project shall be evaluated, in advance of its submission, by the respective executive director in conjunction with the APA board or committee most directly concerned with the substantive matters involved as deemed appropriate, by the chief executive officer (or his/her designee), legal counsel, and the grants/contracts office. (See also Association Rule 170-10.)

APA, in consultation with the Office of Communications, maintains the right of first refusal on publications resulting from APA conferences and other APA-supported activities.

## **200-7. GROUP INSURANCE PLANS FOR APA MEMBERS**

**200-7.1** The chief staff officer is empowered to enter into contracts with insurance companies offering group insurance plans for APA members, with the understanding that (a) such plans have been approved by the Board of Directors upon recommendation of the Board of Professional Affairs, (b) participation in such plans is entirely voluntary on the part of individual members, (c) costs of the plan are borne by the participants and the insurance companies, and (d) any profits or dividends are returnable in the final accounting to the participants.

## **200-8. PUBLIC RELATIONS**

**200-8.1** The chief staff officer may designate a member of the Central Office staff to assist in preparing and disseminating information about the activities of psychologists of interest to the public. When it is practical, the APA shall assist regional or state associations in the area of public information.

### *Cross-Reference*

o Regarding "chief staff officer," see also PUBLICATIONS AND COMMUNICATIONS and FINANCE.

## **210. FINANCE**

### **210-1. FINANCE COMMITTEE**

**210-1.1** The Finance Committee shall be composed of seven voting members and up to four non-voting members. Of the voting members, two shall be elected each year for terms of three years; one slate shall be limited to first-year and/or second-year members of Council and the second slate shall be limited to first-year and/or second-year Council members or former or outgoing members of the Finance Committee. No member may serve more than two consecutive terms. The seventh

voting member of the Committee is the APA Treasurer, who shall serve as its Chair. The non-voting members shall be representatives from the investment community and are not usually psychologists. The non-voting members will be recommended by the Finance Committee and appointed by the Board of Directors for terms of three years not to exceed three consecutive terms.

Consistent with the mission of the Finance Committee set forth in Article XI, Section 3 of the APA Bylaws, the Finance Committee shall review and make recommendations on all new business and any old business coming before Council having financial implications that have not already been provided for in the budget. In addition, it is the responsibility of the Committee to (a) recommend overall investment strategy, including, but not limited to, amounts to be invested in equities, bonds, short-term holdings and real estate; (b) monitor the performance of the investment managers, if any; (c) research and develop alternative investments; (d) and advise the Treasurer and appropriate staff on investing funds not entrusted to an investment manager.

## **210-2. BUDGET**

**210-2.1** In the financial policy of the APA, a distinction shall be made between general programs, direct service programs, and support functions.

General programs (e.g. scientific affairs, public affairs) shall be supported by the dues of the membership and by any surplus of income over expenses generated from the direct service programs. General programs do not render a direct service but rather are activities that are intended to benefit psychology as a whole.

A direct service program provides to individuals or organizations a product, benefit, or service for a fee. The goals for each current direct service program are as follows:

Convention goal: to produce a 12% profit (over allocations) annually over a 5-year period of time.  
Sponsor Approval Goal: to produce a 10% profit (over allocations) annually over a 5-year period of time.

CE Credit Programs Goal: to produce a 5% profit (over allocations) annually over a 5-year period of time and that the least profitable activities are considered for eliminations if it is deemed necessary to meet the established goal.

Communications Goal: shall be set annually by the Chief Executive Officer during the budget process.

These overall financial goals should be considered with APA's commitment to providing programs and services that meet the changing priorities of the association.

Support functions comprise administrative or other services potentially used by all programs/offices of the Association, excluding common-use space and benefits which are direct charged. Support functions (e.g., human resources, administrative services) shall be conducted so that the total costs (including allocated costs) do not exceed 15% of the total gross expenses of the Association. The support functions shall have their net costs reallocated to program areas as indirect expense.

Financial plans shall be made with the aim of insuring that only necessary expenses shall be incurred in carrying out policies and programs approved by Council and that those expenses are consistent with the need to maintain a reasonable standard of performance. With respect to income, financial plans shall maximize income from all sources other than dues and shall support programs consistent with the basic objectives and professional standards of the APA. Membership dues shall be used essentially as a means for compensating for the difference between income and expenses resulting from Association programs. It shall be the goal each year to produce a net income in excess of expenses for the Association's operations as a whole, in order to provide a basis for orderly expansion of operations and services in successive years and to provide a margin of safety against contingencies.

**210-2.2** To achieve these goals, the chief executive officer (CEO) shall be responsible for developing the Association's annual budgets to be submitted to Council for approval. These budgets shall be reviewed, modified, and approved first by the Finance Committee and then the Board of Directors prior to submission to Council. All other boards and committees shall contribute to the development of these budgets through its staff liaison.

**210-2.3** In order that this policy can be adequately carried out, the accounts of the APA shall be so maintained as to permit a matching of direct income and direct expenses plus allocated expenses by program. The annual budget shall be developed in such a way that the projected difference between income and expenses, by program, can be readily determined.

**210-2.4** With respect to all budgets, the chief executive officer (CEO) shall strive to ensure that budgeted expenses are consistent with actual expenditures incurred and income realized during each budget year so that the budgeted "bottom line" is attained or improved upon.

**210-2.10** Discretionary funds. The Board of Directors and Council each shall have a discretionary fund of up to \$100,000 to be used at their own discretion. After APA Council and Board have adopted a budget, new unbudgeted expenditures to be made from their respective discretionary funds shall be approved as follows:

(a) If emerging from Council action, the proposed allocation from the Council discretionary fund shall require approval by a simple majority vote of the Council members voting.

(b) If emerging from Board action, the proposed allocation from the Board discretionary fund shall require approval by a two-thirds majority of Board members voting.

(c) If either action involves the support of a task force and/or ad hoc committee, the authorization would be for one year only and assigned to the appropriate office/program. If the mission of the task force or committee is to continue beyond one year, it must be reauthorized and funded on a year-to-year basis.

(d) All allocations other than those described in (c) will be sent to Council for review if authorized for an additional period of time.

**210-2.11** Special Discretionary Funds. The President and President-Elect shall have a special discretionary fund of up to \$35,000 and \$15,000, respectively. Use of these special discretionary funds must be approved in advance by the Board of Directors and be limited exclusively to

presidential initiatives. Costs related to each initiative must be incurred with the respective President=s and President Elect=s term (calendar year).

### **210-3. RESERVES**

On a continuing basis, the Association shall strive to maintain working capital, and net worth reserves as follows:

Working Capital: (current assets\* less current liabilities\*\*)

The Association shall strive to maintain working capital equal to at least four months of operating expenses.

Net Worth: (assets less liabilities)

The Association shall strive to maintain a net worth equal to at least one year's operating budget.

\*Current Assets - Cash and other liquid assets or resources commonly identified as those which are reasonably expected to be realized in cash or sold or consumed during the normal operating cycle of the business.

\*\*Current Liabilities - Liabilities whose regular and ordinary liquidation is expected to occur within a relatively short period of time, usually twelve months.

### **210-4. FORECAST**

Consistent with the mission of the Finance Committee set forth in Article XI, section 3 of the APA Bylaws, the Finance Committee shall work with the CEO and the CFO in the development of an annual financial forecast (up to five years) to be presented to Council annually. Based on the assessment of the forecast, the Finance Committee shall recommend to the Board of Directors and to the Council of Representatives overall long-range financial goals for the Association. Upon approval of these goals by Council, they shall serve as the basis on which boards, committees, and the CEO will proceed to develop plans and budgets to achieve these goals and to work toward the reserve requirements covered in Rule 210-3.

### **210-5. DUES**

**210-5.1** In preparing the annual budget, the Finance Committee shall recommend necessary changes in dues rates. The Finance Committee's recommendation will be reviewed by the Board of Directors and submitted to Council for approval.

**210-5.2** The annual dues of Members, including Fellows, shall be determined by Council. Dues for first-year, second-year, third-year, and fourth-year Members shall be based on the following schedule:

First-Year Members--set annually by the Membership Committee,

usually between 25% to 30% of regular Member dues

Second-Year Members--50% of regular Member dues

Third-Year Members--70% of regular Member dues

Fourth-Year Members--90% of regular Member dues

Dues for Associate members shall be determined by Council. Dues for first-year Associate members shall be 50% of regular Associate dues.

Dues for Members and Associate members who have reached both 65 years of age and 25 years of membership, and have advised Central Office of their choice to begin the dues-reduction process, shall be based on the following schedule. At any step in the process where dues are less than the current subscription price/servicing fee, the latter shall prevail.

- Step 1 (first year) – 90% of regular dues
- Step 2 (second year) – 70% of regular dues
- Step 3 (third year) – 50 % of regular dues
- Step 4 (fourth year) – 30 % of regular dues
- Step 5 (fifth year) – full dues exemption

When full dues exemption is attained, the subscription price/servicing fee option becomes available.

## **210-6. CANADIAN PSYCHOLOGICAL ASSOCIATION**

**210-6.1** A Fellow, Member, or Associate member residing in Canada, who also belongs to the Canadian Psychological Association (CPA) and pays full dues to that Association, is eligible for a reduction of 50% in his or her dues payable to the American Psychological Association. Conversely, a Fellow, Member, or Associate member who resides in the United States and also belongs to the Canadian Psychological Association and who pays full dues to APA is eligible for a 50% reduction in dues payable to CPA.

## **210-7. FEES**

**210-7.1** The Finance Committee shall be responsible for recommending the fees for the following categories: (a) Members; (b) late payment of dues; (c) International Affiliates; (d) High School Teacher Affiliates; (e) Student Affiliates; and (f) 2-Year College Teacher Affiliates.

## **210-8. CONVENTION REGISTRATION FEES**

**210-8.1** The convention registration fees shall be set annually by the Board of Directors after recommendation from the Board of Convention Affairs. This shall normally be done no later than January of the year for which the fees are set. The fees should be set at levels consistent with the goals set forth for direct service programs covered in Rule 210-2.1.

## **210-9. REDUCED DUES STATUS**

**210-9.1** Any Fellow, Member or Associate member may request reduced dues status by so indicating on the annual dues statement and submitting a written request to the Central Office.

There shall be an annual APA membership maintenance fee for reduced dues status, set by the Membership Committee. This fee applies to APA dues and assessments. The fee will ordinarily be lower than full dues, with the amount to be determined by the Membership Committee. Reduced dues status is limited to a total of five years and must be renewed annually, on the member dues statement. Those members requesting reduced dues status may continue to subscribe to APA journals, purchase APA books, and register for the annual convention at the member prices or rates.

## **210-10. JOURNAL SUBSCRIPTION PRICES**

**210-10.1** The APA's subscription prices for journals shall be set in such a way as to encourage the widest practicable distribution of high quality journals to individuals and institutions needing them. The prices shall be set consistent with the goals set forth for direct service programs covered in Rule 210-2.1. Costs to be recovered must include the direct costs to produce and service publications as well as a proportionate share of allocated expenses. In general, subscription prices will be set with a view toward fairness to subscribers, both members and non-members. Prices charged to members should normally be lower than the prices charged to non-members, but not necessarily in a fixed proportion. It is the responsibility of the Publications and Communications Board to anticipate the need for subscription price changes and recommend these to the Board of Directors for approval. The Board of Directors shall report its actions to Council.

**210-10.2** The chief executive officer (CEO) may accept subscriptions at member rates from nonprofit scientific foundations for donation to foreign subscribers when such donations are in the best interest of the APA.

**210-10.3** The chief executive officer (CEO) shall set prices for single issues, foreign subscriptions, back issues, and other publications as appropriate.

## **210-11. SUBSCRIPTIONS INCLUDED IN DUES AND HOUSEHOLD CREDIT**

**210-11.1** Each member shall receive a subscription to the *American Psychologist* and the *APA Monitor on Psychology*.

If APA members reside in the same household, one member may claim the dues amount allocated for the *American Psychologist* and the *APA Monitor on Psychology* as a credit toward current year dues in lieu of receiving duplicate subscriptions to these periodicals.

Members exempt from dues under the provisions of Article XIX, Section 6 of the APA Bylaws may receive the *American Psychologist* and the *APA Monitor on Psychology* at a charge determined by Council and may subscribe to other APA journals at member rates.

## **210-12. DIVISION DUES AND ASSESSMENT**

**210-12.1** For each APA member, \$2.00 of his or her regular dues shall be applied as dues of a division to which he or she belongs. If he or she is a member of more than one division, the dues shall be increased by \$2.00 for each additional division. Divisions may vote to make special assessments beyond this minimum amount, to be collected as part of the APA dues or collected separately by the divisions. All divisions must inform the Central Office in writing of the amount of their special assessments for the next calendar year within five days following the APA convention each year.

If a division fails to inform the Central Office within five days, the special assessment that applied the previous year will remain in force.

## **210-13. PSYCHOLOGY DEFENSE FUND**

**210-13.1** The Psychology Defense Fund shall operate in accordance with policy adopted by Council at its January 18-20, 1980, meeting and published in the June 1980 *American Psychologist*. The Council shall receive an annual report of grants awarded by the Fund.

## **210-14. MEETINGS OF COMMITTEES AND BOARDS AND REIMBURSEMENT OF FUNDS**

**210-14.1** All meetings of APA boards, committees, ad hoc committees, task forces and the like that are funded by APA will be held in the greater Washington, D.C., metropolitan area, unless there is a valid reason for holding the meetings in another city. This does not pertain to meetings held in cities at the time of the annual convention. A different location for a meeting requires the advance approval of the chief executive officer (CEO) or his or her designee. Except under unusual circumstances, APA does not pay travel or per diem expenses for board or committee meetings scheduled during the annual convention.

## **210-15. APA TREASURER**

Areas of fiscal control under the supervision of the Treasurer include: (a) banking and investment of funds; (b) auditing, accounting, and the preparation of reports covering receipts and expenditures; (c) business management of publications, services, and properties of the APA; and (d) preparation of an annual budget including such schedules of personnel, salaries, rentals, contracts, and other major expenditures as may be desired by the Board of Directors.

### *Cross-Reference*

o See rules pertaining to MEMBERSHIP, PUBLICATIONS and COMMUNICATIONS, and CONVENTION.

## **220. AMENDING APA BYLAWS**

**220-1.1.** In the event that any change in the APA Bylaws is proposed, the text of such change shall be published in the *APA Monitor on Psychology* at least one month before the ballot is mailed and preferably long enough in advance to permit comment.

**220-1.2** Guidelines for preparing pro and con statements that accompany ballots for proposed APA Bylaw amendments follow: (a) pro and con statements shall be written unless two-thirds of the voting Council members consider such statements unnecessary; (b) except when instructed by Council to the contrary, each pro and con statement shall be limited to 200 words; (c) the groups and authors preparing the statements shall be identified on the statement; (d) Council or its designee shall determine who is to prepare the statements; and (e) pro and con statements shall be exchanged between the respective author(s). Rebuttal statements may be written (and so identified) by the respective original authors if they choose to do so. Rebuttals may not exceed 200 words.

The Election Committee shall be responsible for any editorial and substantive revisions that are necessary to ensure factual accuracy and fair representation of the issue. The Committee will consult with authors about any recommended changes. The final decision about the pro and con statements shall rest with the original author(s).

The preceding guidelines should not be construed as limiting the prerogative of the Policy and Planning Board to prepare pro and con statements on APA Bylaws amendments, in accordance with guideline (c) (identification of authors' statements).

*Cross-Reference*

- o See also POLICY AND PLANNING BOARD.

**CERTIFICATE OF INCORPORATION  
(As amended November 18, 1959)**

**APPENDIX A**

BLANK PAGE

**CRITERIA FOR SELECTING NOMINEES FOR FELLOW STATUS  
(USED BY ENDORSERS AND BY APA DIVISIONS)**

Standard Evaluation Form (Fellow)

**A. From the Standard Evaluation Form (Fellow) used by endorsers for many years:**

1. The existence of publications, if relevant, is not enough--These must report impressive work, have impact upon the work of others, and have been refereed appropriately;
2. The impact of innovations must be documented;
3. Citation of the nominee's work by others may be as much if not more important than the individual's contribution;
4. Workshop activity is not an automatic criterion--many are entrepreneurial--but frequent participation over time can be good evidence of contribution;
5. Offices held in psychological associations, political and legislative activity, and the like, are rarely enough in themselves to prove contribution--endorsers must show the more-than-local impact;
6. Accumulation of impact and performance over time must be demonstrated;
7. Evidence of steady and continuing competence in itself is not likely to meet criteria of "outstanding and unusual."

**B. From Division Surveys (more or less in the words used by the sender):**

1. Sustained research contributions in well-refereed journals with favorable citation by other scientists;
2. Contributions in publications generally available to the profession or otherwise widely communicated (such as through participation in the programs and meetings of professional groups and associations);
3. Development of theory or method or other scholarly pursuits;
4. Election to a board of editors or as editor or associate editor of a major journal in the field;
5. Resolution of important issues;
6. Opening up fruitful areas of investigation;
7. Generation of new knowledge/formulation/programs;

8. Outstanding teaching;
9. Innovative curriculum and courses;
10. Major role in conceiving, planning, and directing research programs;
11. Impact on state or national programs;
12. Demonstration of leadership and initiative in identifying problems, defining goals, formulating methods, and facilitating a productive exchange of ideas in the field;
13. Active and productive communication with those in related fields;
14. Influence on the profession outside one's setting;
15. Active participation and leadership in relevant associations;
16. Public relations and media participation marked by energy, imagination, and persistence;
17. Creative leadership in programmatic development in research, teaching service, or community activities;
18. Receipt of awards for research or service contributions;
19. Service as head or chairperson of a department or agency recognized as "outstanding" by peers and colleagues;
20. Invitations to address national and international conventions on a regular basis;
21. Positions of increasing difficulty or responsibility;
22. Administration of psychological programs in positions involving considerable technical responsibility, in effective supervision of professional personnel, or in installation of programs in an organization;
23. Evidence of psychological impact upon the total program of major educational units, or state or national programs;
24. Appointment to study sections, or other national review bodies, major participation in scholarly reviewing activities;
25. Spreading an understanding and application of new knowledge through innovations in teaching or practice;
26. Evidence or documentation that the person nominated has enriched or advanced the field on a scale well beyond that of being a good practitioner, teacher, or supervisor;
27. Outstanding service on APA boards or committees, or on division boards or committees, when such service can be shown to have had a positive impact on the relevant field as

- a profession or science;
28. Accomplishments must be visible and shareable with colleagues;
  29. For nominees in predominantly clinical practice there is a need to specify how their therapy or practice represents an innovative application with, for example, a difficult disorder or an atypical patient population;
  30. Contributions through consultation to courts, legislatures, and criminal justice systems;
  31. Author or editor of a major textbook;
  32. Invited publication of whole chapters or major sections in textbooks;
  33. Publication of a film or video series that conveys general psychological facts and principles, their application, or both;
  34. Election to "fellow" in related, broad-based scientific or scholarly societies;
  35. Evidence that candidate has contributed to the promotion of the status of psychology as a force on the social-political scene, especially efforts that enhance the image of psychology.

BLANK PAGE

**AMERICAN PSYCHOLOGICAL ASSOCIATION:  
PROCEDURES FOR THE NOMINATION AND ELECTION OF MEMBERS OF  
COUNCIL TO THE BOARD OF DIRECTORS**

1. In early April, the Central Office will prepare the necessary forms for the call for nominations and send them to a public auditing firm. The forms will be prepared in accordance with Association Rule 110-13.2, which states in part, "Nominations for the Board of Directors shall be by ballot distributed to members of the previous Council. Each Council member will be allowed to nominate twice as many candidates as there are vacancies."
2. On or about April 15, the audit firm will send the call for nominations to members of Council. The deadline for return of nominations printed on the form shall be 30 days after the date of mailing. All nominations will be returned directly to the audit firm. The return envelopes will have a space for the validating signature of the Council member to permit the audit firm to ascertain that only Council members are voting. The audit firm will retain the envelopes until election is certified and accepted by APA, then destroy them. The nomination ballots will be sent to the APA Central Office and will be retained in the files for at least one year.
3. The audit firm will tabulate the returns as quickly as possible after the ballot return deadline. They will list the nominees in the order of the total number of nominations received by each nominee and certify the list to the Recording Secretary.
4. Association Rule 110-13.4 states in part, ". . . Three persons shall be nominated for each vacancy chosen in order of total nominations received." Beginning with the person receiving the greatest number of nominations, in the order of total nominations received, the audit firm will notify the number of people that is required to obtain three candidates for each vacancy. The audit firm will ascertain their willingness to serve if elected. After being notified of nomination, a nominee shall have two days in which to accept or decline. In the event that a nominee declines to serve, the audit firm will contact the next highest ranking nominee to determine willingness to serve if elected. When enough nominees (three candidates for each vacancy) have agreed to serve, the audit firm will furnish the names to the chief staff officer who will have the final ballot prepared and request a statement on issues from the candidates.
5. The Central Office will prepare the final ballot and copies of the candidates' statements on issues and send them to the audit firm to be mailed on or about July 1.
6. The audit firm will mail the ballot, together with the candidates' statements on issues, to members of Council. The ballot will indicate a deadline for the return of ballots of 30 days after date of mailing. All ballots will be returned directly to the audit firm. The return envelopes will have a space for the validating signature of the Council member to permit the audit firm to ascertain that only Council members are voting. The audit firm will retain the envelopes until the election has been certified and accepted by APA and then destroy them. In all cases where excess ballots are redistributed the audit firm will mark those ballots that were redistributed. All ballots will be sent to the APA Central Office and will be retained in the files for at least one year.
7. The audit firm will tabulate the ballots as quickly as possible after the ballot return deadline and certify the results to the APA Recording Secretary.