



Rules of Procedure for the Elections of IAAP Division Presidents-Elect and Other Officers (as adopted by the Board of Directors on July 26, 2016)

IAAP has divisions and the members of each division are eligible for voting in their division if they have paid their IAAP membership dues for the year during which the election is held or for the year prior to the election year.¹

IAAP members can join up to four divisions of their choice when they become members or renew their membership, and students can join up to three divisions in addition to joining the student division. Therefore, IAAP members and IAAP student members may vote in more than one division.

Division Organization

1. Each Division is administered by a board called “Division Board”.
2. The Division Officers are the President, the President-Elect, the Past-President and the Secretary. They constitute the Division Board.
3. Large divisions may have a larger board that consists of the Division Officers plus the Newsletter Editor and the chairs of the Division committees (e.g., the committee for the next ICAP Program, for membership and recruitment, for online communication, for professional affairs).
4. Elections are held to fill the office of President-Elect. The President and the President-Elect shall not be nationals or residents of the same country at the time of the election.
5. The Secretary may be appointed by the President or elected.

¹ Sometimes, there are delays in the processing of a membership renewal and the updating of the database of members. This is why, for the purpose of an election, voting rights are extended to members who appear in the database of members updated by the end of December for the year preceding the election year, even if they do not appear in the database of members for the year of the election.

6. The other positions (e.g., Newsletter Editor, chairs of Division committees) may be filled either by election or by appointment made by the President for his or her term in office.
7. The President, Past-President, President-Elect and next ICAP Program Chairperson serve for one term in office. While none of them can be re-elected or re-appointed for a second term, all other members of the Division Board are eligible for re-election or re-appointment once.
8. In accordance with the Constitution of IAAP, the terms of office for the Division Presidential Officers is as follows: Division Presidents serve for 4 years; Division Presidents-Elect and Division Past-Presidents serve for 2 years. The term of office of Division Past-Presidents ends 2 years after the end of the last International Congress of Applied Psychology and the term of office of Division Presidents-Elect begins at the end of the term of office of Division Past-Presidents. The duration of the term of office for all other members of the Division Board is four years. It starts at the end of the International Congress of Applied Psychology (ICAP) and ends on the last day of the next ICAP.
9. In case of death, severe disability, unavailability, or inactivity of a Division president, the Division President-Elect will act as Division President. If there is no President-Elect, the IAAP Executive Committee will appoint a replacement, and whenever possible, will select a replacement from among the Officers of that division.

Division Elections Committee

10. The Past-President and Secretary of each Division constitute the Division Elections Committee. It is chaired by the Past-President and has power to co-opt.
11. If the Past-President of the Division is unable or unavailable to chair the Elections Committee, the President of the Division will act as Chair of the Committee.
12. If the Secretary of the Division is unable or unavailable to serve as Secretary of the Elections Committee, one will be appointed by the Chair of the Division Elections Committee.
13. If there is no response from any of the presidential officers of a division after three reminders over a one-month period for holding an election, the Chair of the Elections Committee of IAAP will co-opt a member of the Division to conduct the election with Secretary of the Division.

Call for Nominations

14. As required in the Rules of Procedure of IAAP, candidates for Division President-Elect must be members “in good standing” with IAAP (i.e., members who appear in the database of members for the year of the election and the database of members updated by the end of December for the year preceding the year of the election). In addition, they must have been members of the division in which they run for President-Elect during the year preceding the election and the year during which the elections takes place.

15. In the event that no one is nominated for the office of President-Elect during the nomination period, there will be a second call for nomination. This call will be open to any Division member who is willing to stand for nomination.
16. As required in the Rules of Procedure of IAAP, candidates for Division President-Elect must be nominated by a member of the division “in good standing” with IAAP (i.e., a member who appears in the database of members for the year of the election and the database of members updated by the end of December for the year preceding the year of the election). In addition, each nomination must be endorsed by at least one member of the division who is also “in good standing”. Self-nomination or self-endorsement for Division President-Elect will not be accepted as a substitute for nomination or endorsement by another Division member.
17. Nominees will send to the Chair of the Elections Committee a letter of acceptance and willingness for serving as President-Elect during the given term, a one-page resume, and a brief statement (maximum: 800 words) in which they highlight their involvement in Division activities to date (e.g., journal, newsletter and previous ICAP), and intended activities as President.
18. Before submitting a slate of candidates to Division members for voting, the Secretary of the Division Elections Committee will verify the eligibility of each of the candidates (i.e., whether or not they meet the conditions for standing for election).
19. The resume and the statement of each candidate for President-Elect will be made available to Division members in the section of the IAAP website dealing with the elections.
20. PDF listing of the names and email addresses of the members of the Division will be posted in a members-only section of the Division’s election website throughout the election cycle. The PDF file containing the listing will be created so as it can be opened and read only without possibility for downloading, copying or printing.
21. In the event that no one is nominated for the office of President-Elect during the nomination period, a second call for nominations will be launched. This call will be opened to any Division member who is willing to stand for nomination.

Voting Process

22. Elections will be held during the year of the ICAP in accordance with the calendar below:

- First call for nominations:

From January 5 until March 15: Call for nominations for President-Elect.
From March 15 until March 30: Verification of eligibility of nominees and nominators by the Division Secretary.

If the Division Elections Committee receives more than one eligible nomination, there will be a vote.

If the Division Elections Committee receives only one eligible nomination, there will be a vote on the nomination to allow Division members to exercise their right to choose who will lead the Division. A new call for nominations for President-Elect shall be launched if the candidate fails to obtain less than half of the total votes cast.

The voting period will begin on April 1st and end on April 30th.

- Second call for nominations:

If a division receives no nomination by the end of the nominating period (i.e., March 15th), the call for nominations will be extended until May 1st.

From May 1st until May 15th: Verification of eligibility of nominees and nominators by the Division Secretary.

If the Division Elections Committee receives more than one eligible nomination during the extended call for nominations, there will be a vote.

If the Division Elections Committee receives only one eligible nomination during the extended call for nominations, there will be a vote on the nomination to allow Division members to exercise their right to choose who will lead the Division. A new call for nominations for President-Elect shall be launched if the candidate fails to obtain less than half of the total votes cast.

The voting period will begin on May 15th and end on June 15th.

23. The elections will be conducted electronically.
24. When there are more than two nominations for the position of President-Elect, the Hare Voting System² will be used as the method of voting. Under this system, more commonly referred to as Instant-Runoff Voting or the Plurality with Elimination Method, each voter ranks the candidates in order of preference on a ballot; each ballot counts as exactly one vote for the highest-ranking candidate on that ballot that has not yet been eliminated from the race. If at the end of a count, no candidate has a majority, then the candidate with the fewest number of votes is eliminated, and the vote is recounted. This process continues until some candidate receives a majority. The candidate who receives a majority is declared "elected".
25. If no eligible nominee has been nominated by May 1st, one will be appointed by the IAAP Executive Committee following a recommendation from the Elections Committee of IAAP as soon as a suitable candidate for the position of President-Elect will have been identified. The period of time required to find a suitable candidate may extend beyond the closing of the impending ICAP.

² As voting technique for the election, it is recommended here to use the Hare Voting System in which candidates are rank ordered. The Runoff Voting System, which has been used in the past by IAAP, consumes much time and effort, with no gain over the Hare System. Under the Runoff Voting System, voters select their preferred candidate. If one candidate reaches the election threshold (fifty percent of those casting ballots), this candidate is declared "elected". If not, the top two candidates are placed on a second ballot. Whoever receives the most votes following the second ballot is declared "elected".

Announcing the Election Results and Follow Up

26. The Secretary-General of the Association will be given the information about the results of the election as soon as the voting period has ended, and the Chair of the IAAP Elections Committee will announce the results to the candidates and the Board of Directors via e-mail as soon as they are known.
27. The President of the Division will announce the name of the newly elected President-Elect to Division members via e-mail as soon as the name of the winning candidate is known.
28. The incoming President (i.e., the current President-Elect) will announce at the Division business meeting who he or she has appointed for Secretary of the Division and will do the same for the other appointed or elected members, if any.
29. Within one month after the Division business meeting the incoming President will provide the Secretary-General with the names of the Division's newly appointed and elected members of the Board.

Role of the IAAP Elections Committee

30. The Division Elections Committee will act as mediator in the case of a conflict regarding the election within a division. If it fails to resolve the issue, the case will be submitted to the IAAP Elections Committee for mediation.

**APPROVED BY THE BOARD OF DIRECTORS
IN YOKOHAMA ON JULY 26, 2016**