



Call for Nominations for two Officer Positions: Secretary-General and Treasurer of the International Association of Applied Psychology

At the next meeting of the IAAP Board of Directors (BoD), which will take place before the opening of the 29th International Congress of Applied Psychology (ICAP) in Montreal on June 24 and 25, 2018, the present BoD will elect a Secretary-General and a Treasurer.

The purpose of this letter is to call for nominations for the election of a Secretary-General (S-G) for a term of two years (2018-2020) and a Treasurer for a term of four years (2018-2022).

The *Constitution*, as amended and as ratified in Yokohama in 2016, requires that the terms of office of the Secretary-General and the Treasurer be staggered so that they overlap for periods of two years. This is a new requirement. To implement it, a decision was made by the EC on July 10, 2017 in Amsterdam to elect one of the two officers for a duration of two years instead of the usual four years. A random draw was used to determine which of the two positions would be given a term of two years.

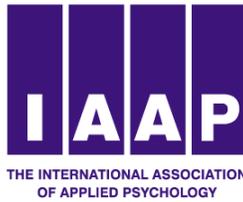
The essential requirements of the nominated candidates and the necessary documents that are also required to support the nomination are as follows.

Nomination for the Office of Secretary-General and the Office of Treasurer:

To be eligible for nomination for Secretary-General or Treasurer, one must be an IAAP member in good standing*. As stipulated in our *Rules of Procedure* (as ratified in 2012), candidates for Secretary-General or Treasurer are nominated by members of the Board of Directors (BoD) by writing to the Secretary-General

The necessary documents for the nomination of an IAAP member for the office of Secretary-General or Treasurer are:

- A letter of nomination from a member of the BoD that describes the qualifications and merits of the nominee as well as the position for which the candidate is being nominated; with the nominator's name, street address and e-mail address, and signature.
- A one-page biography of the candidate (including educational background, present and former positions, research and professional activities, key publications, major impact on applied psychology, international recognition, service to IAAP, organization membership and involvement, and international congress participation);
- A letter from the nominee indicating that he or she consents to be nominated and that he or she is committed, if elected, to serve for the full term of office (2 or 4 years, depending on the position for which the person is nominated); with the nominee's name,



street address, e-mail address, and signature.

It is the tradition of the IAAP that the Secretary-General serves as Secretary of the Elections Committee. Accordingly, nominations and all supporting documents shall be sent by e-mail to Secretary-General Buxin Han (hanbx@psych.ac.cn) by Wednesday, January the 31st 2018, with cc to the chair (jose.m.peiro@uv.es).

All nominations will be reviewed to determine whether they are in order. All those in order will be submitted to the BoD for consideration.

Re-election of Secretary-General or Treasurer

A Secretary-General or a Treasurer applying for re-election should follow the following procedure:

In the past, IAAP Officers who were eligible for another term simply sent the Chair of the Elections Committee a letter indicating their interest in being considered for re-election. Since no changes in the election procedures for Secretary-General and Treasurer have been made, the Officers interested in running for re-election should send me a formal letter on their business stationary, indicating their willingness to continue to serve as Secretary-General or Treasurer if re-elected. Since their letters will be distributed to members of the Board prior to voting on candidates at the BoD meeting in Montreal, they may want to provide a brief description of their qualifications and interests in international psychology (no more than one page) or a short biography (no more than one page).

Duties of the Secretary-General

According to the *Rules of Procedure* (as ratified in 2012), “The Secretary-General shall authorize particular expenditure in accordance with general instructions from the Board of Directors; with the approval of the President of the Association call meetings of the Board of Directors; prepare and circulate agenda for meetings of the Board of Directors; prepare and circulate minutes of meetings of the Board of Directors; arrange for records of the scientific congresses of the Association, and, in general, perform the customary duties of the office, and represent the Association as required by the Board of Directors”.

Duties of the Treasurer

According to the *Rules of Procedure* (as ratified in 2012), ‘The Treasurer shall keep the accounts of the Association and its Review; bank all fees received by the Association Office (including subscription fees to the Review), subsidies, and donations; present a budget proposal and a



statement of accounts of the Association and the Review annually to the BoD; make payments in accordance with the accepted budget; collect, with the assistance of national co-treasurers when this is deemed desirable, dues annually from the members; provide the other Officers with yearly statistical information on payment and non-payment of dues, and of subscription fees. The Treasurer shall also see to it that congress accounts as well as the accounts of the IAAP and of the Review are audited by a certified public accountant, who will report to the BoD of the Association.”

Election Procedure

Both the Secretary General and the Treasurer are elected by the BoD. The voting on the nominations will be conducted in accordance with the Runoff Voting System, known also as the *voting system in single seat elections*. In this system, voters select their preferred candidate. If one candidate reaches the election threshold (fifty per cent), this candidate is declared elected. Otherwise, the top two candidates are placed on a secondary ballot. Whoever receives the most votes on the second ballot is declared elected.

Policy concerning Officers participation in elections

There is a stated but not written agreement among the Officers that they should not take a public role in the elections of Officers and BoD Members, which has been consistently adhered to for a number of years. This is not to suggest that Officers abrogate their responsibility for ensuring, from a membership point of view, that the best candidates available fill the senior IAAP positions. One of the most important functions of the Officers is to invest a considerable amount of time, thought and effort into canvassing opinions as to who should be encouraged to stand for election. Rather, the policy refers to the formal support that Officers are seen to give particular candidates and, the intention of the policy is that this be as little as possible.

By way of example, it has been agreed that current Officers would refrain from using their office to support particular candidates for the positions of President-Elect, Secretary-General and Treasurer, but they may take a positive role initially in encouraging likely candidates to think about standing for these positions. Once it is apparent that more than one good candidate is willing to stand, the Officer should withdraw from the process. Candidates should be nominated and endorsed by other members of the Board of Directors.

With respect to the election of Members-at-Large to the BoD, the same policy applies. Officers may work initially in encouraging suitable candidates regarding the possibility of serving on the BoD, particularly to ensure a wide national or geographic representation. However, once the nominations process is under way, Officers should



leave it to others to nominate and endorse any particular candidate. The exception to this policy is that, at the time of the election, the current President, speaking from a position of impartiality, could highlight the needs of the Association in introducing the election item on the agenda of the BoD meeting.

José María Peiró,
Past-President and Chair of the Elections Committee
December the 1st, 2017

NOTE

** IAAP members in good standing are those who appear in the database of members updated by the end of December last year and the database of members of the present year. New members of IAAP are those who appear in the database of members of the present year but not in the database of the previous year. Incoming members of IAAP are those who pay their membership through the registration form of the ICAP because they become members the next year. Lapsed members are those who do not appear in the database of members updated last December and the database of members in the present year, but appear in databases of members by December of two or more years ago.*