



RULES OF PROCEDURE

NOTE

It is assumed that the original version of these Rules of Procedures was adopted before 1990 because evidence for its adoption cannot be found in the Minutes of the meetings of the Board of Directors (BOD) or those of the General Meetings as far back as 1990.

The present version includes all amendments made to the Rules of Procedure from 1990 up to and including 2022.

1. ELECTIONS

1.1. Election of Members of the Board of Directors

Retiring members of the Board of Directors shall be informed by the Secretary-General that they are due to retire from office one year in advance of the congress with which their term (currently 8 years) expires. Within 30 days they should, if they wish to be considered for nomination as a candidate for re-election, state this in a letter to the Secretary-General. Re-election can take place once.

One year before the meeting of the Board of Directors at the next congress, an announcement shall appear in the Newsletter, saying that a number of positions in the Board of Directors will become open at the next congress, and giving the date by which nominations must be received by the Chair of the Elections Committee (three months before the first day of the next congress).

Any full member of the IAAP, seconded by two other full members, can nominate a candidate for membership of the Board of Directors by filling out and sending in to the Elections Committee a one-page nomination form included in the Newsletter for this purpose. The nominations shall be sent to the Chair of the Elections Committee of the Association no later than three months before the next congress. This provides the nominator's name, address, and signature. It describes the nominee's qualifications, contributions to applied psychology, experience in international organizations, and other relevant information. The form includes a statement indicating the nominee's consent, to be signed by the nominee.

The nominations shall be sent to the Elections Committee of the Association. It will prepare a ballot¹ and present it to members of the Board of Directors together with the policy statement regarding re-election, rejuvenation, area representation, and specialty representation, etc. that the Board of Directors as a group is willing to make. All names submitted may be considered by the Board of Directors.

The balloting is to be secret and the candidates are elected in accordance with the number of votes obtained and the number of vacancies.

The voting body is the Board of Directors which votes on the ballot provided by the Elections Committee.

If a member of the Board of Directors has not been active for a period of 2 years, the President shall be responsible for addressing the issue as deemed appropriate².

1.2. Election of Board of Officers

1.2.1 Election of President-Elect³

The President-Elect shall be elected by Full Members and Fellows of the Association.

The Chairperson of the Elections Committee shall be the Past President and the Secretary-General who shall act as secretary.

One year before the meeting of the Board of Directors at the International Congress of Applied Psychology, the Elections Committee shall send a letter calling for nominations for the position of President-Elect to all members of the Association. This letter shall be sent out by e-mail. It shall also be sent out separately to all members of the Board of Directors, including all Presidents or Presidents-Elect of the IAAP Divisions.

Since the *Constitution* of the Association states that the President-Elect cannot be from the same continent as the President, nominees for the position of President-Elect cannot be from the same continent as the current President-Elect.

A member needs to be in good standing with the Association for two years to be a candidate for the position of President-Elect.

Each nominee shall be asked by the Past President whether he or she is willing to stand for election as President-Elect. Furthermore, he or she shall be asked to submit a one-page description of him- or herself and a short (maximum of one page) description of what he or she wants to achieve as a President-Elect and President of the Association.

Candidates may include in their resume or statement a link to a web page where they provide additional information related to their nomination.⁴

Candidates shall provide an email address that can be used by voting members to contact them to ask questions about their resume or their statement during the election period.⁵

The call for nominations for President-Elect shall be open for six months.

Throughout the nomination period, the Past President shall encourage members to stand for election as President-Elect. When there is no or only one candidate at the end of the nomination period, the Chair of the Elections Committee shall contact the Members of the

Board of Directors to inform them about the situation and to ask them again to nominate candidates for the position of President-Elect.

During the next three months, and up to three months before the meeting of the Board of Directors at the next congress, the Chair of the Elections Committee shall talk to members of the Board of Directors and other active members of the Association to come up with a list of at least two potential candidates in good standing with the Association for the position of President-Elect.

When the period of nominations for President-Elect is closed and only one candidate has been nominated, the nomination shall be submitted to a vote to allow IAAP members to exercise their right to choose who will lead the Association. 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.⁶

The election shall take place during the second month preceding the meeting of the Board of Directors at the next congress.

The election shall be conducted by internet. The appropriate software shall be used to make online voting accessible to all members in good standing with the Association. At least three reminders shall be sent to them by e-mail during the voting period to ensure as much participation as possible in the election.

IAAP members who do not have access to internet shall be asked in the IAAP newsletter to write a letter to the Past President and request that the appropriate ballot be sent to them by fax or regular mail.

The “preferential voting” method shall be used to elect the President-Elect. In the extremely rare case that two candidates receive the same number of votes, the Past President shall decide.

1.2.2. Election of Secretary-General and Treasurer⁷

Candidates for Secretary-General and Treasurer are nominated by members of the Board of Directors by writing to the Secretary-General at least 6 months in advance of the election⁸. The proposal shall contain standard biographical information, including professional history, key publications, major impact on applied psychology, international recognition, service to IAAP, etc. It shall also provide the nominator's name, address, and signature. Furthermore, it shall include the nominee's consent to serve, and signature.

The nominations shall be sent to the Elections Committee of the Association. It prepare a ballot and present it to members of the Board of Directors⁹. All names submitted may be considered by the Board of Directors.

The vote for election takes place at the congress and is made by the Board of Directors. The Runoff Voting System, known also as the voting system in single seat elections is the procedure to follow for the election of the Secretary-General and Treasurer. Voters select their preferred candidate. If one candidate reaches the election threshold (fifty percent), 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. As a cross-cultural reference it is the procedure used for the presidential election in France and for primary elections in the United States.

1.3. Membership in Good Standing¹⁰

IAAP members are required to be in good standing for nominating or being nominated for any position as Officer, Member of the Board of Directors, or Division Officer.

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.

IAAP members in good standing and new members have full voting rights, may nominate or endorse candidates. Lapsed members and incoming members may do suggestions but do not have voting rights, cannot nominate, cannot endorse.

Membership in good standing for a minimum of two years is a basic requisite to be nominated.

Exceptions to the requisite of full membership in good standing will be an extraordinary matter and must be put forward by the President in office backed by the Past President and the President-Elect. It is a presidential privilege to be used rarely and in a shared manner by Officers.

2. FUNCTIONS OF THE EXECUTIVE DIRECTORS

The Executive Officers are:

- President
- President-Elect
- Secretary-General
- Treasurer
- Past President

The President shall preside at meetings of the Officers and at meetings of the Board of Directors. The President shall authorize, electronically or otherwise¹¹, general expenditure according to the budget adopted by the Board of Directors, adopt the suggested final agenda of business to be transacted at meetings, and call emergency meetings. The President shall stimulate, coordinate, and receive reports from the various appointed committees, cooperate with the other Executive Officers in the conduct of the affairs of the Association, and represent the Association as required.

The President-Elect shall deputize for the President as required.

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.

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 Board of Directors; 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 Board of Directors of the Association.

The Retiring President shall fulfil such duties as may be delegated by the other Officers.

3. FUNCTIONS OF THE OPERATIONS CENTER¹²

The Operations Center (i.e., the management association company hired by the Association to provide enhanced services to the members of the Association) shall provide administrative support, as directed by the Executive Committee, to those who are elected or appointed to perform duties or functions on behalf of the Association to ensure the smooth and efficient running of the daily operations of the Association. Subject to the administrative services that the Association has contracted for, the administrative support provided by the Operations Center may include, without being limited to, support for board and executive meetings; conference calls; support to standing committees, task forces and special projects; support to Divisions; management and technical support for website; support for election process; support for operations related to membership (e.g., database management, membership application processing, membership dues and billing), support for bookkeeping, annual budgeting, and preparation of financial information for tax returns; support for marketing, communications, publications, and event management; and support for strategic planning.

4. FINANCE COMMITTEE¹³

The Finance Committee is appointed by the Executive Committee and shall be responsible for reviewing the financial reports of the Treasurer, the verification and control of the system of accounting, and for presenting at each congress to the Board of Directors a report on the Association's financial position.

5. MEETINGS¹⁴

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the *Constitution* and the *Rules of Procedure* of the Association and any special rules of order the Association may adopt.

6. RELATIONS WITH THE INTERNATIONAL UNION OF PSYCHOLOGICAL SCIENCE AND OTHER INTERNATIONAL ORGANIZATIONS

An exchange of annual reports and minutes of meetings shall be kept up. Direct contacts between the presidents of the organizations shall be maintained. The Association shall, if possible, be represented in the IUPsyS Executive Committee.

The Association shall preserve its good relations with the IUPsyS but not lose its identity, profile, and sovereignty. The Association is represented at meetings of the IUPsyS but it shall never be represented by IUPsyS. The Association and IUPsyS should aim for coordination leading to cooperation. This is also covered by the IUPsyS statutes.

7. ORGANIZATION OF INTERNATIONAL CONGRESSES

The interval between two international congresses, arranged by IAAP, shall normally be four years, unless the Board of Directors decides otherwise.

International congresses will be held under the auspices of the Association, which will delegate the detailed organization of each congress to the national society of psychologists in whose country it is held, in accordance with the following procedure:

- The President of an international congress shall be a psychologist who, except under special circumstances, is a national of the country in which the congress is held. The choice of President shall be made after consultations between representatives of the national societies, or associations and the Board of Directors of the Association.
- In advance of each international congress all members of the Board of Directors shall be consulted regarding the psychological problems which they would like to have discussed. The choice among the topics suggested will be made by the Program Committee, which normally will be composed of nationals who are members of IAAP. The President of the IAAP, in consultation with its Executive Officers, shall appoint a delegate to have advisory or liaison functions on the program Committee of an international congress.
- The Association shall aid in the preliminary financing of each international congress by advancing funds where necessary. Such funds shall be repaid as far as possible when the financial accounts of the congress have been finally audited. Any surplus which is left over after this audit must be transferred to the Treasurer of the Association, and shall be used primarily to help finance future international congresses and other meetings of a scientific nature.
- The Association shall be consulted on the nature of the expenditure involved, and the delegate appointed by the Association shall participate in the planning of the congress
- The liability of the Association in connection with a congress can never exceed the amount of "seed money" advanced by the Association.
- The accounts of an international congress held under the auspices of the Association shall be audited by a certified public accountant who will report to the Board of Directors of the Association.
- The reports of the international congresses shall be published in a uniform manner.

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¹ This sentence was modified as a result of the approval of proposed amendment at a virtual meeting of the Board of Directors on May 31 and June 1, 2022. The purpose of the amendment

was to align the Rules of Procedure with the use of the online voting system in Member-at-Large elections.

² This sentence was modified as a result of the approval of proposed amendment at a virtual meeting of the Board of Directors on May 31 and June 1, 2022. The purpose of the amendment was to allow for presidential discretion on addressing inactive members of the Board of Directors.

³ This is a new heading. The text under it was drafted on the basis of a proposal approved at the meeting of the IAAP Board of Directors in Berlin on July 25-26, 2008. The proposal was about how to elect the President-Elect of IAAP and, following its approval, was to replace the appropriate rules and procedures regarding the election of the President Elect.

⁴ This paragraph was inserted in the Rules of Procedure following the approval a proposed amendment by the Board of Directors at a virtual meeting held on 15 and 17 December 2020.

⁵ This paragraph was inserted in the Rules of Procedure following the approval a proposed amendment by the Board of Directors at a virtual meeting held on 15 and 17 December 2020.

⁶ This paragraph was inserted in the Rules of Procedure following the approval a proposed amendment by the Board of Directors at a meeting held in Yokohama on July 26, 2016.

⁷ This is a new heading. The text under it was revised as a result of the approval of the amendment regarding the election of the President-Elect in Berlin on July 25-26, 2008.

⁸ This sentence was modified as a result of the approval of proposed amendment at a virtual meeting of the Board of Directors on May 31 and June 1, 2022. The purpose of the amendment was to allow for the possibility of holding elections not in concert with an International Congress of Applied Psychology.

⁹ This sentence was modified as a result of the approval of proposed amendment at a virtual meeting of the Board of Directors on May 31 and June 1, 2022. The purpose of the amendment was to align the Rules of Procedure with the use of the online voting system in the election of a Secretary-General and/or Treasurer.

¹⁰ This is a new heading. The text under it was approved at the meeting of the IAAP Board of Directors in Athens on July 15-16, 2006. "Membership in good standing" is a requirement for nominating and being nominated for a position during the elections of Officers, Members of the BOD, and Division Officers. However, it was not defined in the Constitution or the Rules of Procedure.

¹¹ This part of the sentence was modified as a result of the approval of proposed amendment at a virtual meeting of the Board of Directors on May 31 and June 1, 2022. The purpose of the amendment was to allow for electronic approval of general expenditure.

¹² The heading and the text under it were approved at a virtual meeting of the Board of Directors on May 31 and June 1, 2022. The purpose of the amendment was to describe the main functions of the IAAP Operations Center and allow for the assistance of the Operations Center in the management of the daily operations of the Association as needed.

¹³ This is a new heading. The text under it was approved at the meeting of the IAAP Board of Directors in Stockholm in 2000. In the original text, the Finance Committee was required to present to "the members of the Association present in the General Meeting" a report on the Association's financial position. The reference to the General Meeting was deleted because IAAP had its last General Meeting in 2006. Under the Constitution adopted in 2006, IAAP is no longer required to have general meetings.

¹⁴ This is a new heading. The text under it was approved at the meeting of the IAAP Board of Directors in Berlin on July 25-26, 2008. Normally, groups clearly identify the rules of order for their meetings by adopting in their bylaws (or constitution or rules of procedure) the rules found in a well-established manual on the subject, which is known as the organization's "parliamentary authority". When the group finds a need to vary those rules for its own particular purposes, it then adopts "special rules of order" that supersede any conflicting rules in the book. As stated in the only authorized concise guide of *Robert's Rules of Order – Newly Revised* (2011, page 86), "rules of order are intended to have stability from meeting to meeting. For this reason, to adopt or amend special rules of order requires previous notice *and* a two-thirds vote, or else with or without previous notice – a vote of a majority of the entire membership of the voting body (not just of those who may attend the meeting)". For further information, see *Robert's Rules of Order – Newly Revised* (11th ed.), p. 15-17.