



THE INTERNATIONAL ASSOCIATION  
OF APPLIED PSYCHOLOGY

## **Rules of Procedure for the Election of the IAAP Division 15 President and the Appointment of the Other Division Officers<sup>1</sup>**

**(Approved by Board of Directors on June 24, 2018)**

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.<sup>2</sup>

IAAP student members can join up to three divisions of their choice in addition to joining the Students Division (Division 15) when they become members or renew their membership. Therefore, IAAP student members may vote in more than one division.

### **Division Organization**

1. Division 15 is administered by a board called “Division Board”.
2. The Division Board shall consist of the President, two Vice-Presidents and the Secretary.
3. If needed, Division 15 may have additional officers for specific functions such as Newsletter Editor Division and committee chairs (e.g., the committee for the next ICAP

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<sup>1</sup> *Rules of Procedure for the Elections of IAAP Division Presidents-Elect and Other Officers* were approved by the Board of Directors of the IAAP in Yokohama on July 26, 2016. However, unlike the other IAAP Divisions that elect a President-Elect, the Students Division elects a President and appoints two Vice-Presidents. It has no President-Elect and no Past-President. Consequently, these rules cannot apply to Division 15 without some changes or adaptations. Hence the need to have a version of the Rules of Procedure for the Elections of IAAP Division Officers that is specific to the Students Division. The present rules are based on the Rules of Procedure approved by the IAAP Board of Directors in July 2016.

<sup>2</sup> 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.

program, for membership and recruitment, for online communication or social media, for student affairs).

4. The President shall be elected by the members of the Division.
5. The Vice-Presidents, the Secretary and the other Division Officers (e.g., Newsletter Editor, chairs of Division committees) shall be appointed by the Division President for his or her term in office.
6. The President and the Vice-Presidents shall not be nationals or residents of the same country at the time of the election.
7. The duration of the term of office for each position on the Division Board shall be four years.
8. Terms of office shall start at the end of the International Congress of Applied Psychology (ICAP) and ends on the last day of the next ICAP.
9. None of the elected or appointed Division Officers shall be eligible for re-election or re-appointment at the end of his or her term.
10. In case of death, severe disability, unavailability, or inactivity of the Division President, the IAAP Executive Committee shall appoint a replacement, and whenever possible, shall select a replacement from among the two Vice-Presidents and, should neither of them is willing or able to act as Division President, from among the other Division Officers.

### **Division Elections Committee**

11. The President and the Vice-Presidents of the Division shall constitute the Division Elections Committee.
12. The Division Elections Committee, with the support of the Secretary-General of the Association and the Chair of the Elections Committee of IAAP, shall be responsible for the Division election.
13. The Division Elections Committee shall be chaired by the Division President. If the President unable or unavailable to chair the Committee, one of the Vice-Presidents of the Division shall be appointed by the Chair of the Elections Committee of IAAP to act as Chair of the Committee.
14. The Division Elections Committee shall have the power to appoint additional members to the Committee if there are vacancies on the Committee.
15. The Division Secretary may assist the Elections Committee.
16. If there is no response from the President and the Vice-Presidents of the Division after three reminders over a one-month period for holding an election, the Chair of the Elections Committee of IAAP shall co-opt a member of the Division to conduct the election with the Secretary-General of IAAP.

### **Call for Nominations**

17. Candidates for Division President must be IAAP student members who have paid their IAAP membership dues for the year during which the election is held and the year prior to the election, and who have also been members of the Division during the year preceding the election and the year during which the election takes place.
18. Candidates for Division President shall nominate themselves and send a letter to the Chair of the Elections Committee in which they indicate their willingness to serve as President of the Students Division during the given term, plus a one-page resume and a brief statement (maximum: 500 words) in which they highlight their goals and involvement in Division activities (e.g., journal, newsletter and previous ICAP), if any.
19. Before submitting a slate of candidates to Division members for voting, the Secretary-General of IAAP shall be given the list of nominees for the purpose of verifying the eligibility of each candidate (i.e., whether or not they meet the conditions for standing for election).
20. The resume and the statement of each candidate for President shall be made available to Division members in the section of the IAAP website dealing with the election.
21. A listing of the names and email addresses of the members of the Division shall be posted in a members-only area of the Division's election website throughout the election cycle. The file containing the listing shall be created so that it can be opened and read only, without possibility for downloading, copying or printing.
22. If no nominations for the office of President is received during the nomination period, there shall be a second call for nomination. This call shall be opened to any Division member who is willing to stand for nomination.

### Election Calendar

23. The election shall be held during the year preceding the ICAP in accordance with the calendar below:

- **First call for nominations:**

From January 15 until March 15: Call for nominations for President.

From March 15 until March 30: Verification of eligibility of nominees to run for President (done by the Secretary-General of IAAP).

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

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

The voting period shall begin on April 1<sup>st</sup> and end on April 30.

- **Second call for nominations:**

If the Division receives no nomination by the end of the nominating period (i.e., March 15), the call for nominations shall be extended until May 1.

From May 1 until May 15: Verification of eligibility of nominees to run for President (done by the Secretary-General of IAAP).

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

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

The voting period shall begin on May 15 and end on June 15.

24. If the Division does not have an eligible nominee for the position of President by May 1, the IAAP Executive Committee shall appoint a president to the Division following a recommendation from the IAAP Elections Committee. The appointment shall be made as soon as a suitable candidate for the position of President has been identified. The period of time required to find a suitable candidate may extend beyond the closing of the impending ICAP.

**Posting of Nominations**

25. The eligible nominations and resumes shall be posted on the Student Division website immediately after nominations are received and eligibility is confirmed.

**Method of Voting**

26. The election shall be conducted electronically.
27. When there are more than two nominations for the position of President, the Hare Voting System shall 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”.

**Announcement of the Election Results and Follow-Up**

28. The Secretary-General of the IAAP shall be given the information about the results of the election as soon as the voting period has ended.
29. The Chair of the IAAP Elections Committee shall announce the results of the election to the candidates via e-mail as soon as they are known, and shall announce them to the Board of Directors at the Board meeting to be held at the ICAP.
30. The Division President shall announce the name of the newly elected President to Division members via e-mail as soon as the name of the winning candidate is known.

31. The incoming President (i.e., the newly elected President) shall announce at the Division business meeting who he or she has appointed for Vice-Presidents and Secretary of the Division and shall do the same for the other appointed members, if any.
32. Within one month after the Division business meeting, the newly elected President shall provide the Secretary-General of IAAP with the names of the Division's newly appointed and elected members of the Division Board.

**In Case of Conflict**

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

APPROVED BY THE BOARD OF DIRECTORS IN MONTREAL ON 24 JUNE 2018.