

**CCAPS Directorate Nomination Form**

(Must be completed by Nominating Person)

**Name of Nominating Person:**

 **Institution:**

 **Phone:**

 **Email:**

**Name of Directorate Body Nominee** (must be a CCAPS member)**:**

 **Institution:**

 **Professional Affiliation:**

 **Phone (if known):**

 **E-Mail (if known):**

 **Additional Information/Reasons Why Nominee Would be a Good Addition to CCAPS Directorate:**

*Return completed nomination form to:*

Candice N. Moran, CCAPS Elections Chair

moran@ucmo.edu

***DIRECTORATE BODY: QUALIFICATIONS AND RESPONSIBILITIES***

**Directorate Election/Membership**

1. Directorate Body members serve for three-year terms.
2. Only Commission members are eligible to be nominated and elected to the Directorate.
3. Directorate Body members are not eligible for consecutive terms of service on the Directorate Body.
4. Directorate Body members are eligible to be nominated and elected to the Directorate Body only after two years have elapsed since their term of service ended.
5. When nominations for the Directorate Body are solicited from the Commission members, the Chairperson should make special note of the diversity of the directorate membership, utilizing procedures to assure participation, which reflects Commission membership and institution types.
6. Individuals may not serve simultaneously on two Directorate Bodies.
7. Vacancies which occur in the Directorate Body at a time other than the regular election shall be filled by one or a combination of three methods:
	* taking the candidate who received the next highest vote total from the last regular election.
	* including the opening in the next regular annual election.
	* interim appointment by the chairperson of a replacement who would serve until the next regular election.

Three-year term replacements must be selected in a democratic manner. Method One will be used if the opening occurs after the regular election and into the first half of the year. If half of more or more of the year has passed, Method Two will be used with the opening being filled in the next regular election. In unusual cases where inadequate numbers of nominees exist or where the resignation is from a key leadership position needing continuity (i.e. Directorate member chairperson of a task force resigns and a non-directorate member is appointed to insure continuity on an interim basis), then Method Three may be used.

**CCAPS Directorate**

Updated: 3/25/13

**Commission Directorate Member Criteria & Responsibilities**

1. Will be a current member of ACPA and CCAPS.
2. Will not serve on any other Directorate during the three-year term of office.
3. Will attend all Directorate sessions scheduled for the ACPA national spring conference held during the term of office. Please note that this expectation includes a responsibility for attendance and participation even if institutional support funds are not available.
4. Will assume leadership responsibility during the three years to chair a Commission task force; develop convention programs or head Commission committees as needed. Directorate membership connotes active leadership in work of the Commission. While some of these leadership duties may be carried out during the annual convention, Directorate Body members are expected to be actively involved with commission activities and business over the course of the year.
5. Other requirements as specified by the Commission.
6. If unable to fulfill any of the duties outlined, the Directorate member will be expected to submit a resignation to allow for a replacement who is able to actively work for the Commission and the Association. CCAPS is authorized to modify any or all of these suggested guidelines to account for individual circumstances and may choose not to accept a resignation with cause.