

**ACPA**  
**Commission for**  
**Counseling and**  
**Psychological Services**



**Elections Committee**

## Purpose:

The Elections Committee is responsible for coordinating the nomination and election process for positions on the CCAPS Directorate Body and Commission Chairperson.

## Activities:

- Contact national office to arrange Internet elections with Peter Brown or designee.
- Coordinate the collection of professional interest and elections statements of Directorate Body and candidates, as well as assist with the formulation and dissemination of the election ballot.
- Educate Commission members about eligibility for office and voting.
- Provide the Commission Directorate membership a demographic profile of the existing Directorate membership by counseling profession and size and type of institutions represented. Nominee biographical information provided the Commission prior to elections shall include reference to the above descriptive information.
- Inform election candidates and CCAPS members of the results of the Directorate Body election.
- Participate in Elections Chairs meeting at annual convention.

# TIMELINE

## Annual Convention-March

The annual convention is a great time to meet with new Directorate members but to also begin to poll people to consider serving as a member of the Directorate. It is helpful that during the convention the committee informally speaks to members of the commission and educates them about the pros of serving on the Directorate. At some point during the annual convention, the CCAPS Chair will allow time for members of the committee to take nominations for the Directorate from the floor. The best way to proceed with this process is:

1. Place two large sheets of paper in the front of the room. From here, someone can write down names of nominees as they are called out to the committee.
2. Have commission members give names and contact information of their nominations.
3. As this process is occurring, be sure to stress that nominations from all types of school sizes and all types of appropriate disciplines is helpful to ensure a diverse Directorate.
4. While this process is occurring, it is important to also have handouts going around that allows commission members to nominate people via the handout as opposed to verbally nominating. The form should be simple and should include: the name of the nominee

- and their contact information as well as the name of the nominator and their contact information.
5. At the end of the meeting, be sure to collect all of the handouts and the poster paper that was taped on the wall.
  6. It is important to know how many new Directorate members are needed including the graduate student representative.

It is important to also hold two committee meetings during the convention. The first should be with the current committee members to discuss the election process and nomination process during the convention. The second committee meeting should be to meet with new members and to prep the new committee chair for his/her new roles and responsibilities.

### May

Sometime during the month of may send out a general email to all commission members again asking for nominations. This is best achieved by having the current chair send out a request for nominations and then having a contact person in the body of the email. Continue to collect the nominations until the end of the month. After you have closed nominations, send out a thank you email to all those who nominated someone.

### June

In June, begin to create a database of all your nominees and begin to contact them via email alerting them that they have

been nominated to serve on the Directorate. Included in this email should be your contact information as well as a brief blurb on what some of the duties of serving include (Appendix A). Most often, nominees want to know time commitment, attending conventions, and financial responsibilities. Be sure to keep a folder for each nominee and keep every email you send and that you receive in this folder. It may be a lot of work at first but it will save you when miscommunications might arise down the road. It is a good idea to send this email out during the first week of June. It is a good idea then to typically follow up this email three weeks later.

### **July-August**

During July and August you want to continue following up with nominees until you have an adequate number of nominees who have accepted the nomination. If you do not, this is a good time to have the current CCAPS Chair send out another email asking the commission for nominations. This is also a good time to have the Chair ask former Directorate Members who are eligible to return to the Directorate of their potential interest in serving again.

### **September**

In September, contact the national office to arrange internet elections. At this time, ask all people who have accepted their nomination to write a statement of professional interest and elections statement (see Appendix B for form). The elections statements will be posted to the elections website in order to

give commission members something to have as they make their voting choices.

### **October/November**

Hold the general elections for the new Directorate. The Chair will receive the results and will alert the Elections Chair of the winners. The Elections Chair should then contact the winners to ensure they will now accept their new position. After each has accepted, post to the website the names and personal statements of the winners.

## Appendix A

### Example of email to nominees:

Hello!

You've recently been nominated by \_\_\_\_\_ to join the ACPA Commission for Counseling and Psychological Services (CCAPS) Directorate! Congratulations on your nomination!

I am writing on behalf of the CCAPS Elections Committee. My co-chair, Jim Dolan and I are currently in the process of accepting nominations. Please review the attached document regarding qualifications and expectations to serve on the Directorate.

If you'd like to learn more about CCAPS in general, please check out our website at:

<http://www.myacpa.org/comm/ccaps/index.cfm>

If you feel the Directorate is a good match for you and your professional goals, please respond to this email and state that you accept the nomination. If not, please let us know that you are no longer interested and will NOT be accepting the nomination.

Please respond to me ([emily.russellslife@unlv.edu](mailto:emily.russellslife@unlv.edu)) by **Friday, August 13**.

After we have heard from you, we will move forward and hold an election to fill the open Directorate slots. We will contact you with a short nomination form to complete regarding your professional experience, interests, and why you'd like to serve on the CCAPS Directorate.

Let me know if you have any questions. We look forward to hearing from you!

Emily Russell Slife, PhD

Jim Dolan, PhD

## Appendix B

### Directorate Nomination Acceptance Form





**Commission for Counseling and Psychological Services (CCAPS)**

**Directorate Nomination Form**

**By submitting this document you agree to be considered as a candidate for the CCAPS Directorate and to serve a three-year term.**

1. Please complete the following form to be considered by the CCAPS Elections Committee. The Committee will review all nominations.

Name:	
ACPA #:	
Institution:	
Address:	
City, State Zip:	
Phone:	
Fax:	
E-mail:	

2. Please describe your experience and expertise in the field of college mental health. Include degree earned, relevant presentations, publications, professional positions held, and relevant institutional committee assignments (continue on next page if necessary):

3. Please describe any previous involvement in the ACPA Commission for Counseling and Psychological Services. Include previous service on the Directorate, sponsored programs, and any similar involvements.

4. Please describe any previous involvement in ACPA other than the Commission for Counseling and Psychological Services. Include other Commissions, Standing Committees, offices held, conference presentations made, and other involvements.

5. Please describe any other professional association involvement:

6. Please describe your current position and type of institution employed:

7. Please describe why you'd like to join the CCAPSDirectorate:

## **APPENDIX C**

### Directorate Nomination Form



Commission for Counseling  
and Psychological Services  
A Division of the American College Personnel Association

# CCAPS DIRECTORATE BODY Nomination Form

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(Must be Completed by Nominating Person)

**Name of Nominating Person:**

**Institution:**

**Phone:**

**E-Mail:**

**Name of Directorate Body Nominee (must be 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:**

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*Return completed nomination form to:*

[Elections Committee]

## **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**:
  - a. taking the candidate who received the next highest vote total from the last regular election.
  - b. including the opening in the next regular annual election.
  - c. 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.

### 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.

