



AMERICAN COUNSELING
ASSOCIATION

NOMINATIONS AND ELECTIONS HANDBOOK

Administrative Regulations and Rules

The Nominations and Elections Handbook is the official operating handbook governing ACA's elections processes. It includes policies and procedures established by the ACA Nominations and Elections Committee and approved by the Governing Council. Divisions, Regions, Organizational Affiliates and individual candidates are expected to adhere to this handbook and to notify ACA if there are any questions regarding its interpretation.

February 2020

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NOTE: Where “ACA” is referenced as a stand-alone descriptor, this references ACA as an organization and specifically references ACA staff responsibility and/or offices.

INTRODUCTION

The Nominations and Elections Handbook provides ACA members, National Divisions, Organizational Affiliates, and Regions with current information about ACA Nominations & Elections policies and procedures. The contents of this handbook include rules and procedures for the following activities:

- Nominating and electing the ACA President-Elect.
- Nominating and electing Governing Council Representatives for Regions.
- Nominating and election Governing Council Representatives for Divisions.
- Nominating and electing the Graduate Student Governing Council Representative (even years only).
- Facilitating the leadership elections of Divisions with Managed Service Agreements (MSAs) that elect to participate in ACA's election process.

Pursuant to ACA Bylaws Article IX, Section 3(a), the Nominations and Elections Committee is responsible for conducting the election of ACA officers according to policies and procedures established by the Governing Council. The rules and procedures in this handbook are intended to govern the nominations and elections processes that fall under the ACA Governing Council's jurisdiction. These nominations and elections processes include the ACA President-Elect, Governing Council Representatives, and the Graduate Student Governing Council Representatives.

In addition to ACA's nomination procedures, this handbook is a resource for National Divisions that depend on ACA to conduct their own officer and governing body elections. These entities are responsible for following their own internal nominations processes and providing ACA with election information/policies, candidate names, and background data in a timely manner. ACA will communicate the outcomes of Division elections to the Nominations and Elections Chair of each respective Division.

ACA members with questions about nominations and elections are encouraged to reach out to Amy Smith, Governance Administrator at 703-823-9800 x295 or asmith@counseling.org for additional information.

Part 1 – Overview of Nominations & Elections Processes

I. NOMINATIONS AND ELECTION OF ACA PRESIDENT-ELECT

- A. Eligibility:** Pursuant to ACA Policy 407.2, candidates for President-Elect must meet the following criteria:
- Be a member in good standing of the Association for a minimum of ten (10) consecutive years immediately prior to nomination.
 - Have had no ethical violations for the past ten (10) consecutive years immediately prior to nomination.
 - Have served in at least two of the following three roles: a) a president of a national division, b) region chair, or c) Governing Council representative.
 - Must be a member of the branch located in the jurisdiction in which they reside or work, if one exists.
 - Have not previously served as President of the American Counseling Association.
 - During the period in which the individual is a candidate for ACA President-Elect, they may not be a candidate for president, president-elect, chair, or chair-elect for any Division, Organizational Affiliate (OA), Region, or chartered Branch of ACA.
- B. Nominations:** Pursuant to ACA Bylaws Article IX, Section 3(b), each Division, Organizational Affiliate, and Region has the right to nominate one candidate to be placed on the ballot for President-Elect. Prospective nominees for President-Elect are responsible for seeking nomination through their respective Division(s), Organizational Affiliate, or Region. Divisions and Organizational Affiliates are responsible for establishing their own rules and procedures for nominating President-Elect candidates. Regions must adhere to the rules and procedures established by ACA when nominating candidates for President-Elect (Appendix A).
- C. Nominations Submission:** The deadline for Divisions, Organizational Affiliates, and Regions to submit nominations for President-Elect is March 1 of each year. No late nominations will be considered. Complete nomination packets include:
- ACA President Elect Nominee Eligibility Verification Form (Appendix B) – completed and signed by the nominee.
 - Current copy of nominee's professional CV
 - Letter/Email from the nominating entity formally submitting the nominee's name for consideration.
- D. Nomination Review:** The Nominations and Elections Committee will review each nomination packet to verify eligibility. The Nominations and Elections Committee will submit a slate of all eligible nominees to the Governing Council at its Annual Meeting that takes place to coincide with the ACA Annual Conference & Expo. A majority vote of the Governing Council is required for approval and inclusion on the ballot.
- E. Election** The ACA Annual Election takes place from approximately December 1 through January 31. ACA uses an external elections vendor to facilitate the annual election. Paper ballots are provided to members who prefer not to vote electronically upon request.

- F. Nominations & Elections Schedule:** The Nominations and Elections timeline outlined in this Handbook serves as the official schedule to inform Region and Division leaders and President-Elect candidates of the deadlines that will need to be met to secure participation in the election.
- G. Election Outcomes:** Election outcomes are expected by mid-February. All candidates will be duly informed by the Chief Executive Officer before the winner is announced to the membership by the end of February. Unsuccessful candidates may run again the next year as long as they continue to meet existing requirements and retain the nomination of the original nominating entity. The nominating entity is responsible for notifying ACA by the March 1 deadline of its intention to carry over the nomination.

II. NOMINATIONS AND ELECTION OF GRADUATE STUDENT REPRESENTATIVE TO GOVERNING COUNCIL

- A. Term:** The Graduate Student Representative to Governing Council serves a single two-year term. Nominations for Graduate Student Representative are solicited in the even years for a term to start on July 1 of each odd year.
- B. Eligibility:** Pursuant to the ACA Bylaws, Article X, Section 1(a), each Region and Division has the right to nominate a student member to run for the position. Nominees must be current ACA Student Members enrolled in good standing in a counseling program that is regionally accredited. ACA staff will verify the eligibility of all nominees prior to submitting to the Nominations and Elections Committee to include them on the ballot.
- C. Nominations:** Nominations for Graduate Student Representative are due to the ACA Governance Administrator by August 1 of each even year or another date if publicized by ACA. Divisions may follow their own policies and procedures for selecting a nominee. Regions must follow the procedures provided by ACA (Appendix C). Nominations are submitted using the Graduate Student Representative Nominee Eligibility Verification Form (Appendix D).
- D. Candidate Statements:** Candidates for Graduate Student Representative are responsible for providing a statement to be published in *Counseling Today* and on the ACA website. Candidates who do not provide a statement will have their names published with the designation *Candidate Information Not Available*.
- E. Nominations & Elections Schedule:** The Nominations and Elections timeline outlined in this Handbook serves as the official schedule to inform Region and Division leaders and Governing Council Student Representative candidates of the deadlines that will need to be met to secure participation in the election.
- F. Election Results:** The Graduate Student Representative election is conducted concurrently with that of the ACA President-Elect. Results are reported to all candidates by the end of February.

III. NOMINATIONS AND ELECTION OF REGION GOVERNING COUNCIL REPRESENTATIVE

- A. Terms:** Region Governing Council Representatives are elected every three years in accordance with the Rotation of Governing Council Terms outlined in ACA Policy 301.4 (see Appendix F).
- B. Eligibility:** Region Governing Council Representatives must be current ACA members who have previously served as a Branch President in their respective Region.

- C. Nominations:** Elections to select nominees for Region Governing Council Representative are facilitated at the Region Branch business meeting at the ACA Annual Conference in accordance with ACA's policies and procedures for Regions (Appendix E). Candidates may be nominated by any Branch within the Region. Each Region is responsible for submitting a nomination slate of up to two candidates who have been duly selected by the Region.
- D. Candidate Statements:** The names and candidate information for all Region nominees are due to the ACA Governance Administrator by the second Monday of September for inclusion in *Counseling Today* and on the ACA Website. Candidates who do not provide a statement will have their names published with the designation *Candidate Information Not Available*.
- E. Nominations & Elections Schedule:** The Nominations and Elections timeline outlined in this Handbook serves as the official schedule to inform Region leaders and Region Governing Council Representative candidates of the deadlines that will need to be met to secure participation in the election.
- F. Election Results:** Region Governing Council Representative elections are conducted concurrently with the election of the ACA President-Elect. Results are reported to all candidates as well as the Region Nominations and Elections Chairs by the end of February.

IV. NOMINATIONS AND ELECTION OF DIVISION GOVERNING COUNCIL REPRESENTATIVES

- A. Process:** National Divisions that have Managed Service Agreements (MSAs) with ACA may elect to have their Governing Council Representative election conducted through ACA's annual election. Regardless of whether a division participates in ACA's annual election, National Divisions are expected to abide by the ACA Bylaws' requirements for nominating and electing Governing Council Representatives (see Appendix F).
- B. Terms:** Division Governing Council Representatives are elected every three years in accordance with the Rotation of Governing Council Terms outlined in ACA Policy 301.4 (see Appendix F).
- C. Eligibility:** Candidates for Division Governing Council Representative must be members in good standing of ACA and meet any additional eligibility criteria set forth in the Division's respective bylaws and/or policies.
- D. Nomination:** Pursuant to ACA Bylaws Article X, Section 1(d), every third year, each Division is responsible for submitting the names of not more than two candidates to be placed on the ballot to serve as the Governing Council representative for that Division.
- E. Elections:** Divisions may conduct their own election of Governing Council Representatives so long as only Joint ACA-Division members vote in the election.
- F. Candidate Statements:** The names and candidate statements for all Division nominees for Governing Council Representative are due to the ACA Governance Administrator by the second Monday in September for inclusion on the ACA website. Candidates who do not provide a statement will have their names published with the designation: *Candidate Information Not Available*.
- G. Election Results:** The outcomes of Division Governing Council Representative elections that are conducted through ACA's annual election are reported to all candidates as well as the Division Presidents and Nominations and Elections Chairs by the end of February. Divisions that conduct

their own Governing Council Representative elections are required to advise ACA of their election outcomes by March 1.

V. ELECTIONS OF DIVISION AND ORGANIZATIONAL AFFILIATE OFFICERS AND DIRECTORS

- A. Participation Rights:** Management of a Division or Organizational Affiliate's annual director and officer elections is an optional service provided by ACA as part a Managed Services Agreement (MSA). Divisions and Organizational Affiliates that elect to participate in the annual ACA election are subject to ACA's election policies, procedures, and timelines. Divisions that decide to participate in the election should notify ACA accordingly no later than July 1, or by the date that candidate slates are due to ACA (if earlier than July 1). Divisions that withdraw from the process after agreeing to participate will be responsible for their pro rata cost of participation at the time of withdrawal.
- B. Nominations & Elections Procedures:** Divisions and Organizational Affiliates are responsible for establishing and following their own policies and procedures for nominating candidates for officer and director positions and any other candidate. Copies of the Division and Organizational Affiliate policies and procedures should be made available to prospective candidates to ensure that the process is open and transparent. Copies of Division/Organizational Affiliate nominations and elections procedures are due to the ACA Governance Administrator upon confirming participation in the managed election by July 15.
- C. Nominations & Elections Schedule:** The Nominations and Elections timeline outlined in this Handbook serves as the official schedule to inform Division and Organizational Affiliate leaders of the deadlines that will need to be met to secure participation in the election. Divisions and Organizational Affiliates that do not adhere to prescribed deadlines risk the quality and efficacy of their elections.
- D. Eligibility:** All officers and governance members (*i.e.* board members, etc.) of ACA Divisions and Organizational Affiliates are required to be ACA members in good standing upon being nominated and throughout their terms if elected. Divisions and Organizational Affiliates may establish other eligibility criteria in their respective bylaws and policies. ACA staff will only verify that candidates for office meet the ACA membership requirement. Division and Organizational Affiliate leaders are responsible for verifying other eligibility criteria before submitting their candidate slates to ACA.
- E. Submission of Candidate Slates:** Upon facilitating a nomination process consistent with their own bylaws and policies, each Division and Organizational Affiliate electing to participate in ACA's annual election submits a complete slate of candidates for any officer/director seats that may be vacant in the coming year. Candidate slates are due to the ACA Governance Administrator no later than September 1 or another date as publicized by ACA.
- F. Candidate Statements:** Upon verifying each candidate's eligibility, ACA will request statements from all nominees. Candidate statements are due to the ACA Governance Administrator by the second Monday in September for inclusion on the ACA website. Candidates who do not provide a statement will have their names published with the designation *Candidate Information Not Available*.
- G. Voting Rights:** Divisions and Organizational Affiliates are responsible for providing the ACA Governance Administrator with a list and voting credentials of those Division/and Organizational Affiliate members with rights to participate in the election of officers and directors. This may

include membership segments that have special voting privileges (e.g. student members electing a student representative, etc.). The cutoff date for identifying eligible voting members is October 31. An eligible membership list as of November 1 will be used to facilitate the election/balloting.

- H. Election Promotion:** Apart from publishing the names of candidates on the ACA website, ACA does not take responsibility for the full promotion of the election to individual Division and Organizational Affiliate members. Divisions and Organizational Affiliate leaders should take this into consideration when planning their nominations and elections processes.
- I. Election Results:** The outcomes of Division and Organizational Affiliate elections conducted through ACA's annual election will be reported to the Division/Organizational Affiliate Presidents and Nominations and Elections Chairs by mid-February. Division and Organizational Affiliate leaders are responsible for notifying their candidates of the election outcomes. Divisions and Organizational Affiliates that do not participate in ACA's annual election are required to report their own officer and director election results to ACA by March 1.

Part 2: Administrative Rules and Regulations

I. NOMINATIONS

- A. Nominations for elected office shall always be made in accordance with the bylaws and/or policies governing the office in question. The nomination deadlines set for the ACA President-Elect and Governing Council Representative positions are firm and no exceptions will be made except at the discretion of the Nominations & Elections Committee Chair.
- B. Divisions and Regions are responsible for governing and overseeing their own nominations processes for identifying candidates for ACA President-Elect, Governing Council Representative and (if applicable) officers and directors. Any feedback signifying potential mismanagement or incorrect application of procedures in the nomination of any Division or Region nominee will be referred back to the Division or Region in question to take corrective action.

II. VERIFYING ELIGIBILITY

- A. The Nominations & Elections Committee is responsible for verifying that candidates for ACA President-Elect and Governing Council Student Representatives have met all eligibility requirements. To facilitate the verification process, candidates are required to complete a candidate eligibility form and submit it to ACA by the prescribed nomination deadline.
- B. The eligibility of candidates for Region and Division Governing Council Representative positions are vetted and verified by their originating entities at the time of nomination. Upon receiving the names of candidates, the Nominations & Elections Committee will verify that the candidates 1) are members in good standing of ACA and 2) are not already candidates for or currently serving as representative to another Division or Region. In the event the originating entity sets additional requirements and/or qualifications for Governing Council Representatives, that entity is responsible for verifying those requirements have been met.
- C. National Divisions who participate in ACA's election as part of a Managed Services Agreement (MSA) are required to pre-vet their candidates and verify eligibility based on the division's own bylaws and/or policies before submitting the slate of candidates. ACA staff will verify that the candidates for Division officer and director positions are ACA members in good standing, but otherwise will not verify eligibility requirements that are unique to each respective division.

III. CAMPAIGNING

- A. No campaigning for election is permitted. The prohibition on campaigning, should not be construed to limit any individual candidate's opportunities to engage in normal professional activities or association service. Such activities include, but are not limited to, conference presentations, keynote talks, publishing opportunities, professional service (except when it may present potential conflicts with the ACA office sought), volunteer service, etc. Candidates are encouraged to limit their activities to those that are consistent with existing or demonstrable emerging areas of professional interest and expertise, and association involvement. In any activities, the individual candidate must not use these venues to identify themselves as a candidate for office, make campaign position statements, or encourage voting for any specific candidate, except as provided in Section A.1.

1. ACA may make available opportunities for all candidates to present specific information about their personal background and qualifications, their purpose in running for ACA office, their plans or vision for their time in office, if elected, etc. During ACA sponsored opportunities designed and identified by the association to inform and engage members in voting, the prohibition on campaigning does not apply.
- B. Use of personal funds for any kind of informal campaigning, such as dissemination of letters, is not allowed.
 - C. ACA, Divisions, Organizational Affiliates, Regions, and Branches shall not engage in the practice of budgeting or appropriating organizational funds derived from organizational revenues for support of any ACA President-Elect candidate. This also includes funds from conference or any other revenue-producing source.
 - D. The Association, Divisions, Organizational Affiliates, Regions, and Branches shall not engage in practice of accepting funds or other support for any ACA President-Elect candidate from commercial firms, corporations, foundations, institutions, agencies, or colleagues, acquaintances, or friends of the candidate.
 - E. Use of association, corporation, foundation, institution, or agency postal permit, telephone tie lines, or “800” numbers constitutes a contribution.
 - F. Acceptance of contributions from any source by a candidate will be considered a violation of the election regulations or rules for which an individual can be subject to removal from candidacy.
 - G. ACA funds must not be used except as allowed by nominations and elections regulations and rules.
 - H. No ACA Division, Organizational Affiliate, Region, Branch, or Branch Division may publish articles on the candidacy of nominees or candidates.
 - I. Candidate’s ads may not appear in *Counseling Today* or in Division, Organizational Affiliate, Region, Branch, Branch Division, Committee, or Task Force publications or other content.
 - J. Oral information about individual candidates is to be confined to personal communications among members, not involving organized campaign speakers, telephone trees, email messages, websites, and other activities which may be construed as campaigning. Candidates may introduce themselves as a candidate for an ACA office, and they may ask for individuals’ support, in informal individual and small group discussions (e.g. receptions). However, candidates may not broadcast or amplify the message regarding their candidacy (e.g. from a stage, podium, dais, etc.)
 - K. Candidates, friends of candidates, and colleagues of candidates may not distribute or mail campaign literature of any kind.
 - L. At Division, Organizational Affiliate, Region, Branch, or Branch Division or other ACA meeting, the names of all candidates for an office may be announced, and if one or more of the candidates are present, they may be asked to stand and be recognized. They may not speak about their candidacy or as a candidate in front of the group.
 - M. The Nominations & Elections Committee recommends that each candidate for President-Elect provide the committee with an outline of planned professional and service activities that will take

place between the confirmations of their candidacy at the annual meeting of the Governing Council through January 31, of the following year (the last day of the election cycle). The intent of this information sharing is to allow the committee to answer questions candidates may have about participating in these activities while a candidate.

IV. CANDIDATE STATEMENTS

- A. ACA President-Elect: Candidates are given an opportunity to present their qualifications and views to ACA members in a special election edition of *Counseling Today*. The following procedures are intended to facilitate development, collection and publication of candidate statements:
1. Questions for Candidates: The Nominations and Elections Committee will prepare up to four questions for all ACA President-Elect candidates to respond to in *Counseling Today*. Candidates may respond to the questions with up to a maximum of 200 words per question or a total of 800 words, depending on how many questions are posed.
 2. Biographical Information, Goals Statements and Photograph: In addition to answering questions from the Nominations and Elections Committee, ACA President-Elect candidates are asked to submit biographical information, optional categorical information, a goals statement, and a headshot for inclusion in *Counseling Today*. Candidates are prohibited from publicizing the division or region that nominated them for office.
 3. Word Limits: Candidate responses will be limited to a word count determined primarily based on available publishing space and to ensure equity among the candidates. Prescribed word limits will be noted in the candidate information form provided by ACA staff. Candidates who do not adhere to prescribed word limits will risk having their statements truncated at the last word within the maximum count.
 4. Deadlines: Candidates are responsible for submitting their answers to the questions, biographical data, optional categories, goal statements, and photographs to the ACA Governance Administrator by the published deadline(s). In the event any candidate information is not received by the required deadline, the designation *Candidate Information Unavailable* will be published in its place.
 5. Exceptions: Any exception made to this process is subject to the discretion of the Nominations and Elections Committee Chair.
- B. Candidates for Graduate Student Representative, Division and Region Governing Council Representative and candidates for Division or Organizational Affiliate officer and director positions may provide candidate statements of up to 200 words for publication on the ACA website.
1. Verification: Upon receipt of a nomination and/or roster of candidates, ACA staff will verify candidate eligibility prior to forwarding a candidate statement form directly to the candidate. ACA staff will copy the President or Nominations & Elections Committee Chair of the candidate's respective entity on all email communications with the candidate.
 2. Approval of Candidates for ACA President-elect and Governing Council Representatives: The ACA Nominations and Elections Committee will review candidate information and

verification provided by ACA staff and will forward the slate of candidates to the ACA Governing Council for approval.

3. **Deadlines:** Candidates are responsible for completing candidate statement forms and submitting them by the published deadline(s). In the event that a candidate statement is not received in a timely manner, the designation *Candidate Statement Unavailable* will be published in its place.
- C. Divisions and Organizational Affiliates that do not elect to participate in ACA's election process are not entitled to publishing candidate statements on the ACA website.

V. BALLOT

- A. **Verification of Candidates for ACA President-Elect and Governing Council Representatives:** Before the ballot is finalized and printed, the final copy will be reviewed and validated by the Nominations & Elections Committee Chair.
- B. The order of candidate names for ACA President-elect on the ballot will be determined by lot.
- C. **Verification of Division, Organizational Affiliate and Region Candidates:** Before the ballot is finalized and printed, the final copy will be reviewed and validated by each respective Division and Organizational Affiliate Presidents and Region Chair.
- D. The ACA election is conducted primarily by an electronic ballot distributed to eligible members in good standing as of November 1. Paper ballots will be provided upon request of the member.
- E. All ballots for the current elections, postmarked on the last business day of January in the U.S. or received five business days following the last business day of January from members residing outside of the U.S. will be considered valid and included in the current year's election results.

VI. METHOD OF TALLYING VOTES

- A. The ACA President-Elect is elected by majority vote of eligible members, rather than a plurality. The method of tallying votes and instructions to members for voting follow the Hare Quota method of voting (sometimes referred to as Simple Quota) and are as follows:
 1. Members may vote in either of 2 ways:
 - (a) Rank order the candidates using only numbers (1, 2, 3, 4, 5...with "1" being the first choice.) Every candidate need not be ranked. OR
 - (b) Vote for a single candidate by using a "1" or a mark.
 2. Tallying votes: If one candidate receives the majority (50% + 1) first choice votes, s/he is declared the winner.
 3. If there is no first-choice majority, the candidate with the smallest number of first-choice votes is eliminated. The second choices of the voters whose first choice was eliminated are then considered first choices and distributed among the candidates remaining. If there is now a majority (50% + 1) for one candidate, s/he is declared the winner.

4. This process is continued, eliminating at each stage the candidate with the least first choice votes and redistributing the next choice votes for eliminated candidates until a majority (50% + 1) for one candidate is obtained.
5. Note that under this system, the candidate who has the greatest number but not a majority (50% + 1) of votes on the first count may not necessarily become the winning candidate as the second, third, etc. selections are counted.
6. This process, carried to its conclusion, will also identify the second-place choice to replace the winning candidate should they withdraw or become ineligible to serve.

For Example:

Each voter lists their preference by rank ordering each of the candidates. In this system, you have to redistribute all the votes when a candidate is dropped in a given round. It also means that because that voter's "first ranked choice" is no longer in the running, their second ranked choice is now their highest preferred candidate. If that candidate gets dropped, we then need to look at the voter's third highest preferred candidate because that is now their "first choice" since the others have been dropped.

Here is an example. Let's say there are four candidates and one hundred people who vote. Candidate A receives 30 votes, Candidate B gets 25 votes, Candidate C gets 25 votes, and Candidate D gets 20 votes. In a plurality, Candidate A would win because they received the most votes. However, this also means that they fell far below a majority of 50% + 1. In other words, only 30 of the 100 voters elected the winner.

The theory behind Single Transfer Vote and the Hare Method is that the process seeks to consider the preference of each voter by considering the rank order of their vote for each candidate. This is why the voter is asked to rank each candidate.

The process is based on awarding the win to the candidate with the majority, so when one candidate is dropped, all of the votes for that dropped candidate have to be redistributed. In the example above, Candidate D had the lowest number of votes in round one. All of Candidate D's 20 votes need to be redistributed and is based on how those 20 voters ranked Candidates A, B, and C. In this example, the process continues until one candidate reaches the 51 vote threshold.

- B. The Graduate Student Representative is elected by a plurality of votes cast.
- C. Division and Region Governing Council Representative Elections: These elections, are determined by a plurality of votes cast.
- D. Division and Organizational Affiliate Officers: Entities participating in ACA's election will determine a winner based on a plurality of votes, unless the Division's or Organizational Affiliate's election procedures require a majority. ACA will apply the same method of preferential voting as noted above unless the entity's bylaws and or procedures require otherwise.

VII. REPORTING OF RESULTS

- A. The company conducting the election will forward all election results to ACA's Chief Executive Officer no later than 15 days following the ballot cutoff date. The CEO will then provide the results to the Nominations and Elections Committee Chair.

- B. The ACA President-Elect candidates and Student Governing Council Representative candidates will each be called by the Nominations and Elections Committee Chair as soon as the results of the final balloting are known to inform them of the results. The Chair will call the ACA President and President-Elect to inform them of the results.
- C. The Nominations and Elections Committee Chair (or designee) will notify the designated representative of each Division, Region, and Organizational Affiliate, who will assume responsibility for notifying each person on the ballot for that entity of the election results, as soon as possible and preferably by telephone.
- D. The Nominations and Elections Committee Chair (or designee) will send the election results to members of the Nominations and Elections Committee, all Division and Organizational Affiliate Presidents, Region Chairs, and candidates for ACA President-Elect and Region Representative to Governing Council. Election results will be posted on the ACA website for all entities following notification of said entity.
- E. All results for ACA's Division, Organizational Affiliate, and Region elections will be reported in the April or May issue of *Counseling Today*.

VIII. PETITION RECOUNT

- A. A request for a recount must be submitted in writing by a candidate to the ACA Chief Executive Officer who will then notify the Nominations and Elections Committee Chair. The Chair will take action according to these rules.
- B. The request must be received by the ACA Chief Executive Officer by 5:00 p.m. Eastern Time no later than fifteen (15) days after the election results are reported.
- C. Petition recounts are permitted if the margin of difference between the winning candidate and the losing candidate(s) is less than (50) votes or two and one half percent (2.5%) of all votes cast for the office, whichever is less. If several candidates are contesting for a multi-member position, then all votes received by all candidates are totaled.
- D. The expense of holding a recount that changes the election result in favor of the petitioner will be covered by ACA. In the event the recount does not change the election result, the expense will be covered by the nominating entity.
- E. Petitioners may designate individuals to observe the recount. The cost of including observers in the recount process will be at the nominating entity's expense.
- F. Challenge of election results may be initiated on procedural grounds and the same written procedures prescribed above are applied in cases of such petition. In such instances, the Nominations and Elections Committee shall have final authority in determining the acceptability of the reported results.
- G. In case of an approved petition recount, the results of the recount shall be the final result and no further count shall be undertaken.

IX. WITHDRAWAL PROCESS

- A. Any candidate may withdraw from an election by submitting written notification to the ACA Nominations and Election Committee Chair, the ACA Chief Executive Officer, ACA Governance Administrator, and the withdrawing candidate's Nominations and Election Chair.
- B. A candidate's withdrawal from the election will be considered effective upon receipt of the candidate's written notice. The Nominations and Elections Committee Chair will acknowledge receipt of the notice in a timely fashion.
- C. If notice of withdrawal is received prior to publication of the ballot and election materials, ACA staff will make every effort to ensure the candidate's name and information is removed from consideration. When it is not possible to remove the name from the ballot, the membership of ACA will be notified on the ACA website.
- D. If the winning candidate chooses to withdraw, the candidate with the second highest number of votes will be considered the winner of the election. Unless forbidden by a participating organization's bylaws, replacement candidates may be permitted with the approval of ACA's Nominations and Elections Committee Chair, the ACA Chief Executive Officer and the requesting organization's Nomination and Elections Chair. Replacement candidates will be required to comply with the approved timeline and will not be permitted any extensions to those deadlines.

X. VIOLATIONS

- A. Any candidate who believes the election regulations or rules have been violated to the detriment of his or her candidacy may submit a letter to the Nominations and Elections Committee Chair documenting the allegation(s). ACA, Division, Region or Organizational Affiliate members who have evidence of rule violations have the right to submit that evidence in writing, witnessed by at least four other members.
- B. Any ACA President-Elect candidate who accepts contributions in support of a campaign or directly benefits from third party campaign activities may be considered in violation of campaign rules and may be subject to sanctions up to and including removal from candidacy.
- C. The Nominations and Elections Committee shall investigate any allegations of rule violations committed by a candidate participating in the ACA election.
- D. The candidate charged with rule violation will be given two weeks to respond to the allegations(s) and provide evidence in his or her defense. The entity that nominated the candidate will be duly informed of the allegations and will also be given two weeks to provide evidence in the candidate's defense.
- E. If the candidate in question is part of a Division or Organizational Affiliate's managed election, the President or Chair of the candidate's Division or Organizational Affiliate will be notified by the Nominations and Elections Committee Chair and will also be given two weeks to provide evidence in the candidate's defense.
- F. All correspondences, (1) the letter stating the allegations, signed by five members of ACA or submitted by a candidate, (2) the statement (if submitted) by the nominee or candidate relative

to the alleged violation, and (3) the statement (if submitted) by the President or Chair of the nominating entity will then be forwarded to the Nominations and Elections Committee to determine (1) whether to sanction the nominee or candidate, and (2) whether to sanction the nominating Division, Organizational Affiliate, or Region.

- G. Sanctioning means that the nominating Division, Organizational Affiliate, or Region will lose nominating privileges. Any sanction against a participating organization/entity will be for a period not to exceed one year. The sanction period will be July 1–June 30 of the year following the sanction.
- H. Any individual found to be in violation of a nominations and elections rule before, during, or after the election process may be removed from the election process and may be declared ineligible for the elected office. If a winning a candidate is declared ineligible the candidate receiving the next highest number of votes will be determined assume the elected position. For managed elections, if no remaining candidates are available to accept the elected office, it will be the responsibility of the participating organization affected to appoint an individual to the position deemed ineligible.
- I. It is the responsibility of the Nominations and Elections Committee to determine under which circumstances any sanction will be imposed. Any decision of the Nominations and Elections Committee requires a majority vote of the voting members of the Committee. Notice of the Nominations and Elections Committee's decision is due within two weeks of having received all requested evidence.
- J. The Nominations and Elections Committee shall both determine and enforce sanctions for violation of any regulation or rule, including deadlines for submission of materials.

XI. VIOLATIONS APPEALS

- A. A disqualified candidate may appeal the decision of the Nominations and Elections Committee in writing to the ACA President, requesting that the documents reviewed by the Nominations and Elections Committee be re-evaluated by ACA's Executive Committee. No additional documentation (other than a letter of appeal) may be submitted. Candidates may request an opportunity to appeal in person before the Executive Committee or participate in a conference call at the candidate's expense.
- B. A sanctioned Division, Organizational Affiliate, or Region may follow the same appeal procedures as described above.
- C. Only voting members of the ACA Executive Committee may cast a vote regarding the appeal. The Past President of ACA, as Chair of the Nominations and Elections Committee shall be recused from deliberating and voting on the appeal.
- D. The decision of the Executive Committee shall be considered final and no additional appeals process may be given to the candidate involved. The ACA President shall notify involved parties and the candidate no later than one week after the final decision has been made.
- E. When possible, the name of a disqualified nominee or candidate will be removed from the ballot prior to distribution to the membership. When it is not possible to remove the name from the ballot, the membership of ACA will be notified on the ACA website.

2020-2021 NOMINATIONS AND ELECTIONS TIMELINE

2020

January

- Divisions, Organizational Affiliates and Regions facilitate a call for nominations for President-Elect candidates.

February

- Candidates for ACA President-Elect (term beginning July 1, 2021) must be nominated no later than March 2, 2020. Nomination forms and all required materials should be emailed to Governance Administrator Amy Smith at asmith@counseling.org.
- ACA staff will verify the eligibility of all submitted candidates and forward their nomination packets to the Nominations and Elections Committee for review.

March

- March 2: Nominations for ACA President-elect due (note that this is March 2, as March 1 falls on a Sunday).
- Nominations and Elections Committee reviews nomination packets and recommends a slate to the Governing Council consisting of all nominees who meet the eligibility requirements.
- Governing Council approves a slate of eligible ACA President-Elect candidates at the ACA Annual Conference.
- The slate of 2021-2022 ACA President-Elect Candidates is announced at the ACA Annual Conference.

April

- Nominations and Elections Committee selects questions for ACA President-Elect candidates to respond to in *Counseling Today*.

June

- A copy of the Nominations and Election Schedule is disseminated to Divisions, Organizational Affiliates, and Regions.
- Confirmation of Division and Organizational Affiliates' participation in ACA's Election process. A copy of the participating organization's Nominations and Election written procedures is due to ACA.
- Candidate Information Form, which includes candidate questions, is forwarded to ACA President-Elect candidates for completion (Due to ACA by second Monday of September).
- ACA requests slates of up to two Governing Council Representative candidates from Divisions and Regions (Due to ACA by August 1).
- ACA requests officer candidate slates from Divisions/Organizational Affiliates participating in the ACA election through a managed services agreement (MSA) (Due to ACA by August 1).
- ACA requests nominations for Graduate Student Representative (even years only) (Due to ACA by August 1).

August

- August 1: Division and Organizational Affiliates officer candidate slates due.
- August 1: Division and Region Governing Council Representative slates due.
- August 1: Graduate Student Representative nominations due (even year election cycles only, *i.e.*, 2020-2021).
- ACA staff verifies the membership of all candidates submitted by Divisions, Organizational Affiliates, and Regions and requests candidate statements from each individual.

September

- September 14: Candidate statements for all Division and Organizational Affiliates officer candidates are due (second Monday of September).
- September 14: Candidate form and photographs for ACA President-Elect candidates are due (second Monday of September).

October

- ACA develops the ballot(s) to conduct the annual election.
- ACA and Divisions remind members to renew membership by October 31 in order to qualify to vote in the election.

November

- All active, eligible members are exported from ACA's database for inclusion in the ACA President-Elect and Governing Council Representative elections.
- Divisions participating in the ACA Election through a managed service agreement, provide a list of all its members eligible to vote in officer elections, if not already available in ACA's database.

December

- December 1: Voting in ACA's annual election opens on December 1 (or first business day of December).
- ACA President-Elect and candidates for Governing Council positions are published in the Nominations and Elections issue of *Counseling Today* and placed on ACA election website.
- All Divisions with an MSA conducting their elections through ACA will have their candidates' information published on the ACA election website.

2021

January

- January 31: ACA Election closes.
- January 31: Paper ballots must be postmarked on January 31 and received by five business days following the last business day of January to be considered valid.

February

- February 5: Paper ballots must be postmarked on January 31 and received by five business days following the last business day of January to be considered valid.
- February 26: Election outcomes are certified and candidates notified by the last business day of February. Division, Organizational Affiliates and Region leaders are also duly informed of the outcomes.
- February 28: Election results announced to members by final day of February.

March

- March 1: Divisions that did not participate in ACA's managed election service report the outcomes of their officer and/or Governing Council Representative elections by the first business day of March.

APPENDIX A

ACA President-Elect Nomination Procedures for Regions

Regions that wish to submit a nomination for ACA President-Elect must do so no later than March 1 or any other date selected and published by ACA for that given year. A Region may nominate members from outside the region in the event that no nominees from within the Region can be identified. The procedures shall be as follows:

1. Pursuant to ACA Policy 407.2, nominees for ACA President-Elect must meet the following criteria:
 - Be a member in good standing of the Association for a minimum of ten (10) consecutive years immediately prior to nomination.
 - Have had no ethical violations for the past ten (10) consecutive years immediately prior to nomination.
 - Have served in at least two of the following three roles: a) a president of a National Division, b) Region Chair, or c) Governing Council representative.
 - Must be a member of the branch located in the jurisdiction in which they reside or work, if one exists.
 - Has not previously served as President of the American Counseling Association.
 - During the period in which the individual is a candidate for ACA President-Elect, s/he may not be a candidate for president, president-elect, chair, or chair-elect for any National Division, Organizational Affiliate, Region, or Branch of ACA.
2. Prospective nominees from within the region must submit a written request for nomination to the Region Chair by January 15. The request shall include:
 - Verification that the individual is a member of the Branch of their state of residence or employment.
 - A vitae/data sheet (2-page maximum) to be distributed to the Region Assembly. A written statement (one page maximum) outlining the candidate's positions/plans as ACA President.
3. The Region Chair and/or Nominations and Elections Chair shall distribute an online ballot to Region Assembly delegates to select a nominee.
 - The Chair or his/her designee will be responsible for coordinating the distribution of candidate information, setting up the online voting, and tabulating the ballots.
 - The Region Assembly may elect not to nominate a candidate, in which case the option "no nomination" shall be an option on the ballot.
 - One delegate per Branch may vote for a nominee. A *majority* vote (50% + 1) is required to win nomination. If there is a plurality of votes among multiple candidates, there should be a run off.
4. Region Chairs shall communicate the outcome of the election to those seeking nomination prior to submitting the nomination to ACA. The Region shall be responsible for ensuring all nomination materials are sent to ACA by the prescribed deadline (March 1).

APPENDIX B:

ACA President-Elect Nominee Eligibility Verification Form Due: March 2, 2020

Nominator's Contact Information	
Name:	
Mailing Address:	
Daytime Phone:	
Cell Phone:	
Email:	
ACA Member ID#	
Nominating Body	<input type="checkbox"/> Division Region Please include your Division/Region _____ _____ _____

Candidate Information	
Name:	
Mailing Address:	
Daytime Phone:	
Cell Phone:	
Email:	
ACA Member ID#	
Division Affiliation(s) <i>Member of which Divisions</i>	
Branch Affiliation(s) <i>Member of which Branches</i>	

Our candidate meets all the criteria for the office of ACA President-elect:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Be a member in good standing of the Association for a minimum of ten (10) years*	<input type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: right;"><i>ACA will verify membership eligibility</i></p>
Have had no ethical violations for the past ten (10) consecutive years immediately prior to nomination*	<input type="checkbox"/> Yes <input type="checkbox"/> No <p style="text-align: right;"><i>ACA will verify information</i></p>
Have served at least two of the following three roles: a) President of a national Division, b) Region Chair, or c) Governing Council Representative	<input type="checkbox"/> Yes <input type="checkbox"/> No Please indicate qualifying positions and terms of offices held below:

Must be a member of the Branch located in the jurisdiction in which they reside or work, if such exists	<input type="checkbox"/> Yes <input type="checkbox"/> No Please include candidate's Branch membership information:
NOTE: <ul style="list-style-type: none"> Candidate may not serve as President-elect of a Division or Organizational Affiliate or Chair-elect of a Region at the same time they are a candidate for ACA President-elect Candidate cannot have served previously as ACA President 	

As part of the nomination packet, the following documents have been attached to this document: <ul style="list-style-type: none"> <input type="checkbox"/> Current Professional CV <input type="checkbox"/> Nomination Letter/Email (signed/sent by an authorized officer of the nominating entity)
--

Certification of Eligibility

By signing and submitting this form I certify that I meet all of the eligibility requirements for ACA President-Elect as outlined in the ACA Nominations and Elections Handbook. The information provided on this form is true and accurate to the best of my knowledge. I understand that ACA staff and volunteer leaders will verify the accuracy of the information I have provided. I have read and fully understand the rules and regulations associated with running for this position. I acknowledge that my failure to meet the eligibility requirements or adhere to the rules governing the election may result in my disqualification as a candidate.

Signature: _____

Printed Name: _____

Date: _____

APPENDIX C

ACA Graduate Student Representative Nomination Procedures for Regions

Each ACA Region may nominate one student member for the position of ACA Graduate Student Representative to the Governing Council. This process occurs only in even years, when the current Graduate Student Representative enters the second year of his or her term.

Regions that wish to submit a nomination Graduate Student Representative must do so no later than August 1 or any other date selected and published by ACA. The procedures shall be as follows:

- A. Pursuant to ACA Policy 301.5, nominees for Graduate Student Representative must be current ACA student members enrolled in good standing in a regionally accredited counseling program. A candidate must continue to be a student in good standing for the duration of his or her term as Graduate Student Representative.
- B. The Region Chair and/or Nominations and Elections Chair solicits nominations from branch leaders. Branches may submit one name for consideration by the region. Branch leaders are responsible for submitting nomination materials by the Region's prescribed deadline. The nomination shall include:
 - Verification that the individual is a student member of ACA.
 - Verification that the individual is enrolled as a student in a regionally accredited Counseling program.
 - A vitae/data sheet (2-page maximum) outlining the candidate's background and qualifications for the position.
- C. The Region Chair and/or Nominations and Elections Chair shall distribute candidate information and an online ballot to Region Branch Assembly delegates to select a nominee.
 - The Chair or his/her designee will be responsible for coordinating the distribution of candidate information, setting up the online voting, and tabulating the ballots.
 - The Region Branch Assembly may elect not to nominate a candidate, in which case the option "no nomination" shall be an option on the ballot.
 - One delegate per Branch may vote for a nominee. A *majority* vote (50% + 1) is required to win nomination. If there is a plurality of votes among multiple candidates, there should be a run off.
- D. Region Chairs shall communicate the outcome of the election to those seeking nomination prior to submitting the nomination to ACA. The Region shall be responsible for ensuring the candidate's eligibility verification form is sent to ACA by the prescribed deadline (August 1).

APPENDIX D

ACA Graduate Student Representative Nominee Eligibility Verification Form Due: August 1, 2020	
Nominee Information	
Name:	
Preferred Mailing Address:	
Daytime Phone:	
Cell Phone:	
Email:	
Nominating Entity (<i>Division or Region</i>):	
Nominee Affiliations	
ACA Member #	
ACA Member Expire Date:	<i>mm/dd/yyyy</i>
ACA Member Since:	<i>mm/dd/yyyy</i>
Eligibility Requirements	
Are you a current student member in good standing of ACA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide the name of the institution and program where you are currently enrolled as a student: <input type="checkbox"/> Name of Institution: _____ <input type="checkbox"/> Accredited by: _____ <input type="checkbox"/> Degree Program: _____ <input type="checkbox"/> Level of Enrollment (denote one): Full Time, Half Time, Less Than Half Time <input type="checkbox"/> Expected Graduation Date: _____	
As part of my nomination packet, the following documents have been attached to this document: <input type="checkbox"/> 2-page vitae with background and qualifications. <input type="checkbox"/> Nomination Letter/E-mail (signed/sent by an authorized officer of the nominating entity)	

Certification of Eligibility

By signing and submitting this form I certify that I meet all of the eligibility requirements for ACA Graduate Student Representative as outlined in the ACA Nominations and Elections Handbook. The information provided on this form is true and accurate to the best of my knowledge. I understand that ACA staff and volunteer leaders will verify the accuracy of the information I have provided. I have read and fully understand the rules and regulations associated with running for this position. I acknowledge that my failure to meet the eligibility requirements or adhere to the rules governing the election may result in my disqualification as a candidate.

Signature: _____

Printed Name: _____

Date: _____

APPENDIX E

Region Governing Council Representative Nomination Procedures

- A. In January, during the second fiscal year of a Regional Governing Council Representative's term, the Region Nominations and Election Committee shall solicit eligible nominations at least sixty (60) days prior to the Region Meeting at the ACA Annual Conference.
- B. Each Branch has the right to nominate no more than one individual for consideration. Nominees need not be members of the nominating Branch but shall be members within the Region. Nominees must be current or past presidents of member Branches, current Branch members, and current ACA members.
- C. Branch nominations shall include the nominee's name and a two-page resume outlining the nominee's qualifications. The Branch is responsible for securing the consent of the nominee prior to nomination.
- D. No later than twenty (20) days prior to the Region Branch Assembly meeting, the Region Nominations and Election Committee shall provide member Branches with the names and resumes of all eligible nominees. The Committee should also provide Branches with a copy of the Nomination procedures in preparation for the meeting.
- E. Member Branches may nominate individuals from the floor at the Region Branch Assembly so long as resumes can be distributed, and qualifications can be verified prior to the election.
- F. From all the nominees for Region Governing Council Representative, the Region Branch Assembly will elect a final slate of up to two candidates for the position at its ACA Annual Conference business meeting. The election shall be conducted by secret ballot. Delegates shall vote for up to two candidates and the top two vote-getters will be considered the elected nominees.
- G. The name(s) of the final candidate(s) selected by the Region at the ACA Annual Conference will be submitted to the ACA Governance Administrator for the official ACA election ballot.

Bylaws and Policies Governing ACA Nominations & Election Process

ACA Bylaws (2015) Article IX Section 2. Duties of Officers

c) The immediate Past President shall serve Chairperson of the Nominations and Election Committee, shall serve as a member of the Publication Committee, and shall assume such additional duties as directed by the Governing Council.

ACA Bylaws (2015), Article IX Section 3. Nominations and Election of Officers.

- a) The Nominations and Election Committee shall conduct the election of officers, according to the Policies and Procedures Manual, by ballot provided to the voting members of the Association via mail and Internet.
- b) Each Division, Organizational Affiliate, and Region shall have the right to submit to the Nominations and Election Committee the name of no more than one candidate to be placed on the ballot for President-Elect.

ACA Bylaws (2015), Article X Governing Council, Section 1. Compositions.

- a) The Governing Council shall be composed as follows:
 - 1. The Officers of the Association.
 - 2. One representative from each Division and Region who is a member in good standing of ACA and a member in good standing of the respective Division or Region.
 - 3. A Student ACA member who is in good standing in a counseling program that is regionally accredited shall be elected by the ACA membership as a voting member of the Governing Council into a two-year, non-renewable term. Only Student Members of ACA can vote for the Position. Such Representative must remain in good standing with ACA and either remain in good standing with their program or successfully complete their studies in order to retain their eligibility to serve as the ACA Student Representative. Each Region and Division may nominate a Student Representative to Governing Council and the election will be for an At-Large Position to Governing Council.
 - 4. The Treasurer and Chief Executive Officer shall serve as ex officio members without vote.
 - 5. Other ACA members in good standing appointed by the President and approved by the Governing Council to serve as non-voting members of Governing Council.
- b) The term of office for each member of the Governing Council shall be three years and until a successor is elected and installed. A member of the Governing Council may have the option of running for re-election to a second three-year term immediately after the first except that:
 - 1. Individuals elected or appointed as officers of the Association as specified in Article IX and serving under (a)(1) above, shall be exempt from this requirement.
 - 2. Individuals elected as Region or Division representative, who are ineligible under this provision, but required by Division or ACA policy to serve, may be exempted from this provision to serve one additional year, or part thereof, by action of the Governing Council.
 - 3. Individuals elected as Region or Division representatives, who are ineligible under this provision, but are believed to be needed for rotational or continuity reasons, may be

exempted from this provision to serve one additional year, or part thereof, by action of the Governing Council.

- c) No member of the Association may concurrently represent more than one Division or Region.
- d) Every third year, each Region and Division shall submit to the Nominations and Election Committee, the names of not more than two candidates to be placed on the ballot to serve as the Governing Council representative for that Region or Division. Candidates shall be ACA members in good standing and selected in accordance with the procedures of eligibility established by that entity.
 - 1. Region candidates must have been Branch Presidents in the Region.

POLICY 301.3 – TERMS OF MEMBERS

- 1. **Regular Term:** The term of office for each member of the Governing Council shall be three years. A member of the Governing Council may have the option of running for re-election to a second three-year term immediately after the first.
- 2. **Consecutive Terms:** Representatives may not serve more than two consecutive terms representing the same Region or Division, except when the representative is completing the term of another representative.

Approved: 9/92; Revised: 6/99; 10/07

POLICY 301.4 – ROTATION OF GOVERNING COUNCIL TERMS

The terms of office of Governing Council members shall be on a three-year rotational basis. The grouping for Divisional and Regional rotations shall be in accordance with the following delineation:

A	B	C
AADA	AHC	AARC
ACAC	ASGW	ALGBTIC
ACC	IAAOC	AMCD
ACCA	NCDA	AMHCA
ACES	Southern Region	ARCA
MGCA		ASERVIC
Midwest Region		CSJ
North Atlantic Region		IAMFC
		NECA
		Western Region

Approved: 9/92; Revised: 6/99; 3/11; 3/13; 3/16

POLICY 301.5 – STUDENT REPRESENTATIVE

A Student ACA member who is in good standing in a counseling program that is regionally accredited shall be elected by the ACA membership as a voting member of the Governing Council into a two-year, non-renewable term. Only Student Members of ACA can vote for the Position. Such Representative must remain be in good standing with ACA and either remain in good standing with their program or successfully complete their studies in order to retain their eligibility to serve as the ACA Student Representative. Each Region and Division may nominate a Student Representative to Governing Council and the election will be for an At-Large Position to Governing Council.

Approved: 3/12

POLICY 407.1 – NOMINATIONS AND ELECTION OF OFFICERS

- A. **Ballot:** The Nominations and Election Committee shall conduct the election of officers by ballot provided to the voting members of the Association via mail or Internet.
- B. **Submission of Nominations:** Each Division, Organizational Affiliate, and Region shall have the right to submit to the Nominations and Election Committee the name of no more than one candidate to be placed on the ballot for President-Elect.
- C. **The Nominations and Election Committee** will submit a list of all nominated candidate to the Governing Council. The Governing Council will vet and approve all candidates before they are placed on the ballot. A simple majority vote of the Governing Council will be required for approval. Only Region and Division entities may nominate candidates for ACA President.
- D. **The timetable for ACA elections will be as follows:** Candidates for elected office in ACA shall have submitted all required paperwork to the chair of the Nominations and Elections Committee by March 1.
 - 1. The Nominations and Election Committee shall prepare a list of candidates for President-elect and present the list to the Governing Council at their spring meeting.
 - 2. At their spring meeting, the Governing Council shall vet the submitted candidate for President-elect to ensure that they meet the criteria contained in these Policies and approved the slate of candidates to be presented to the membership.
 - 3. The election of President-elect and other such officers shall need to be elected will commence on or about December 1 of each year and continue through midnight the last day of January each year.
 - 4. The winner of the election will be announced to the membership no later than midnight on the final day of February of each year.
 - 5. Unsuccessful candidates can run again the next year without a new nomination if they continue to meet existing requirements and receive the endorsement of the original entity by notifying the nominations and elections committee chair by the March 1 deadline.

POLICY 407.2 – QUALIFICATION FOR PRESIDENT-ELECT CANDIDATES

- A. **Requirements of President-Elect:** Candidates for President-elect must meet the following criteria:
 - 1. Be a member in good standing of the Association for a minimum of ten (10) consecutive years immediately prior to nomination.
 - 2. Have had no ethical violations for the past ten (10) consecutive years immediately prior to nomination.
 - 3. Have served at least two of the following three roles: a) a president of a national division, b) region chair, or c) Governing Council representative.
 - 4. Must be a member of the branch located in the jurisdiction in which they reside or work, if such exists. Policies Manual – April 2018 32
 - 5. Has not previously served as President of the American Counseling Association.
- B. **Candidate Restrictions:** Cannot be a candidate for president-elect of a Division or Organizational Affiliate or chair-elect of a Region at the same time they are a candidate for ACA President-elect.

Approved: 10/11; Revised: 4/18

POLICY 1111.1 – NOMINATIONS AND ELECTION COMMITTEE

- A. **Nominations and Election Committee Responsibilities:** The Nominations and Election Committee shall conduct the nominations and election of the Association, and annually review and recommend procedures for carrying out the annual election in accordance with the nominations and elections policies as adopted by the Governing Council.
- B. **Committee Membership:** The Nominations and Election Committee shall consist of five members, including the chairperson:
 - 1. **The Chairperson:** The immediate Past President of the Association shall serve as chairperson.
 - 2. **Other Members:** The other members shall be two Past Presidents appointed by the President and subject to confirmation by the Governing Council, one member elected by the Regional representatives to the Governing Council and one member elected by the Divisional representatives to the Governing Council.
 - 3. **Regional and Divisional Council Members:** The Region and Divisional Council members for the following association year are to be elected at the last meeting of the Governing Council from among Governing Council members who will be serving on the Governing Council during the next association year.
- C. **Term of Office:** The term of office for members of the Nominations and Election Committee is one year with the exception of the two Past Presidents who will each serve a two-year rotating term. Members may not serve consecutive terms.
- D. **Committee Reports:** The Nominations and Election Committee chair will transmit biannual written reports to the ACA President updating the Committee's progress in completion of charges/goals assigned by the President.
- E. **Next Review:** March 2018

Approved: 9/1992; Revised: 3/1993; 10/2007; 3/2013; 3/2016; 3/2019