



INTERNATIONAL ASSOCIATION  
OF APPLIED PSYCHOLOGY

<http://www.iaapsy.org/>  
Founded in 1920

ASSOCIATION INTERNATIONALE  
DE PSYCHOLOGIE APPLIQUEE

Members from 94 countries  
e-mail: [iaap@psi.ucm.es](mailto:iaap@psi.ucm.es)

## 2010 ELECTIONS

### Call for Nominations for Secretary-General and Treasurer of the International Association of Applied Psychology

Michael Frese

Chair, Nominations and Elections Committee  
IAAP Past-President (2006 – 2010)

At the next meeting of the IAAP Board of Directors (BoD), which will take place before the opening of the 27<sup>th</sup> International Congress of Applied Psychology (ICAP) in Melbourne on July 10 and 11, 2010, the present BoD will elect a Secretary-General and a Treasurer.

It is the tradition of the IAAP for the Past-President to serve as Chair of the Nominations and Elections Committee. Accordingly, I herewith ask all **Members of the Board of Directors** to submit names of candidates for the offices of Secretary-General and Treasurer in keeping with the rules stipulated in our *Constitution* and *Rules of Procedure*.

The current Secretary-General is Janel Gauthier and the current Treasurer is Elizabeth Nair. Both of them are eligible for a second four-year term, and have expressed the wish to be considered for nomination as candidates for re-election.

#### **Election of a New Secretary-General or Treasurer**

To be eligible for nomination for Secretary-General or Treasurer, one must be an IAAP member in good standing (i.e., membership dues paid). As stipulated in our *Rules of Procedure*, candidates for Secretary-General and Treasurer are nominated by members of the Board of Directors by writing to the Secretary-General at least 6 months in advance of the congress where the election is to take place. The proposal shall contain standard biographical information (no more than one page), including professional history, key publications, major impact on applied psychology, international recognition, service to IAAP, etc. It shall also provide the nominator's name, street address and e-mail address, and signature. Furthermore, it shall include the nominee's name, street address, e-mail address, consent to serve, and signature.

In summary, the necessary documents for the nomination of a new Secretary-General or Treasurer are:

- A letter of nomination from a member of the Board of Directors that describes the qualifications and merits of the nominee as well as the position for which the candidate is being nominated – the letter should be addressed to the Chair of the Nominations and Election Committee;
- A one-page biography of the candidate (including educational background, present and former positions, research and professional activities, organization membership and involvement, and international congress participation);
- A letter from the nominee indicating that he or she consents to be nominated and that he or she is committed, if elected, to serve for the full term of office (4 years).

All nominations must be made by BoD Members who are Full Members or Fellows in good standing of IAAP (i.e., membership dues paid) and all nominees must be Full Members or Fellows in good standing of the Association.

It is the tradition of the IAAP for the Secretary-General to serve as Secretary of the Nominations and Elections Committee. Accordingly, nominations and all supporting documents shall be sent by e-mail to Secretary-General Janel Gauthier by **Sunday, January 10, 2010**, at the following address: **janel.gauthier@psy.ulaval.ca**

The Secretary-General will then send the nominations to the Chair of the Nominations and Elections Committee of the Association. A ballot paper will be drawn up and presented to members of the Board of Directors. All names submitted may be considered by the Board of Directors.

### **Re-election of Secretary-General or Treasurer**

A Secretary-General or a Treasurer applying for re-election should follow the following procedure:

In the past, IAAP Officers who were eligible for another term simply sent the Chair of the Nominations and Elections Committee a letter indicating their interest in being considered for re-election. Since no changes in the election procedures for Secretary-General and Treasurer have been made, the Officers interested in running for re-election should send me a formal letter on their business stationary, indicating their willingness to continue to serve as Secretary-General or Treasurer if re-elected. Since their letters will be distributed to members of the Board prior to voting on candidates at the BoD meeting in Melbourne, they may want to provide a brief description of their qualifications and interests in international psychology or a short biography (no more than one page).

### **Duties of the Secretary-General and Treasurer**

Here is a description of the tasks of the IAAP **Secretary-General** and **Treasurer**:

**Secretary-General.** Supports the President in day-to-day operations of the Association. Oversees the official records and historical documents of the Association. Provides guidance to the President on dates and deadlines. Works with the President to arrange agendas for BoD meetings.

Provides timely minutes of meetings held by BoD and Officers. Develops and oversees recruiting drives and deals with informing new members of acceptance. Develops publicity about the Association. Coordinates communication between Divisions. The Secretary-General shall authorize particular expenditures in accordance with general instructions from the Officers or the BoD with the approval of the President. The Secretary-General calls meetings of Officers and prepares and circulates minutes and agenda for BoD meetings. The Secretary-General also arranges the records of the scientific congresses of the Association, performs the customary duties of the office, and represents the Association as required by the Executive Officers.

**Treasurer.** Administers the financial affairs of the Association. Prepares the annual budget based on inputs from the Officers and Division Presidents for approval by the Officers. Prepares an annual financial report, subject to audit by the Chair of the Financial Committee. Coordinates with the AP:IR and AP:HWB publisher on dues disbursements and collection activities. Prepares a financial plan for the Association. Raises funds for the Association. Approves expenditures in consultation with the President. Approves and pays vouchers for expenses. Pays bills of the Association and Officers. Coordinates negotiation with Congress organizers on budgets. and supervises disbursements of Congress surpluses. Banks all fees, dues, subsidies or donations received by the Association.

#### **IAAP Executive Officers (2006 – 2010)**

<b>Name</b>	<b>Country</b>	<b>Position</b>	<b>In office</b>
Knowles, Michael	Australia	President Past President	2006 – 2010 2010 – 2014
Frese, Michael	Germany	Past President	2006 – 2010
Fowler, Raymond D.	USA	President Elect President Past President	2006 – 2010 2010 – 2014 2014 – 2018
Janel Gauthier	Canada	Secretary General	2006 – 2010
Elizabeth Nair	Singapore	Treasurer	2006 – 2010
Prieto, José M.	Spain	Communication Officer	2006 – 2010

#### **Voting Procedure**

The Secretary-General and the Treasurer are elected by the Board of Directors at the International Congress of Applied Psychology. The election will be conducted in accordance with the Runoff Voting System, known also as the *voting system in single seat elections*. Voters select their preferred candidate. If one candidate reaches the election threshold (fifty percent), this candidate is declared elected. Otherwise, the top two candidates are placed on a secondary ballot. Whoever receives the most votes on the second ballot is declared elected. As a cross-cultural reference, it is the procedure used for the election of president in France and for primary elections in the US.

## **Policy concerning Officers participation in elections**

There is a stated but not written agreement among the Officers that they should not take a public role in the elections of Officers and BoD Members, which has been consistently adhered to for a number of years. This is not to suggest that Officers abrogate their responsibility for ensuring, from a membership point of view, that the best candidates available fill the senior IAAP positions. One of the most important functions of the Officers is to invest a considerable amount of time, thought and effort into canvassing opinions as to who should be encouraged to stand for election. Rather, the policy refers to the formal support that Officers are seen to give particular candidates and, the intention of the policy is that this be as little as possible.

By way of example, it has been agreed that current Officers would refrain from using their office to support particular candidates for the positions of President-Elect, Secretary-General and Treasurer, but they may take a positive role initially in encouraging likely candidates to think about standing for these positions. Once it is apparent that more than one good candidate is willing to stand, the Officer should withdraw from the process. Candidates should be nominated and endorsed by other members of the Board of Directors.

With respect to the election of Members-at-Large to the BoD, the same policy applies. Officers may work initially in encouraging suitable candidates regarding the possibility of serving on the BoD, particularly to ensure a wide national or geographic representation. However, once the nominations process is under way, Officers should leave it to others to nominate and endorse any particular candidate. The exception to this policy is that, at the time of the election, the current President, speaking from a position of impartiality, could highlight the needs of the Association in introducing the election item on the agenda of the BoD meeting.