

ABCT Leadership and Elections Committee

Updated Winter 2025

Committee Purpose: The primary charge of the Leadership and Elections Committee is to develop the Association's future leadership, broadly speaking. This is operationally defined by several committee goals:

- (1) To identify strong leaders for the Board of Directors* through a democratic election process. The Board consists of 7 members as follows: President (3 positions- Immediate Past, Current, President-Elect), Representative-at-Large (3 positions based on which current RAP liaison is rotating off), and the Secretary/Treasurer. The Executive Director serves as an ex-officio member of the Board. Each elected position is for a 3-year term.
- (2) To inform the membership about the elected officers' responsibilities, encourage nominations from the membership, and invite all qualified members to participate in voting.
- (3) To discuss the need to offer leadership development resources and/or seminars that encourage our members to run for office and address specific skills required as a leader. Activities regarding leadership development may include, but need not be limited to, lectures, seminars, workshops, retreats, and other modes of dissemination such as articles, the ABCT website, etc., in which issues of the Association's operations and development are discussed. The committee will determine the best means of inviting participants. The committee is mindful of ABCT's initiatives to address inclusion, diversity, equity, and access in our governance, and consults with the Membership Issues Coordinator, Membership Committee, and Student Membership Committee to discuss these initiatives.

Structure: The Leadership and Elections Committee Chair is nominated by the Membership Programs Coordinator, approved by the Board of Directors, and serves a three-year term**. Four committee members are nominated by the chair and are also approved by the Board of Directors to serve a three-year term. Committee members may not run for office while serving on this committee. Committee members' terms are staggered so that one member has one remaining year on the committee under the leadership of the new committee chair to ensure a smooth transition.

Reporting Structure: The Leadership and Elections Committee Chair reports to the Membership Issues Coordinator. The Leadership and Elections Committee will be in contact with the CEO of the Association, Membership Committee Chair, the Committee on Student Members, the Special Interest Groups Chair, the Clinical Directory and Referral Issues Committee Chair, Fellows Committee Chair, Social Networking Media Committee Chair, and the List Serve Committee Chair.

Limitations of Committee: The chair and committee members cannot sign contracts or other documents that explicitly or implicitly financially commit the organization. The chair and

committee members cannot speak on behalf of the organization except as authorized by the Executive Director or his/her delegates.

Nomination and Election: Policies and Procedures

Nominations:

- The committee recruits and solicits nominations and verifies that nominees are willing to run for election. This is done by submitting a “Call for Officer Nominations”, providing information on the elections page on the Association website, an email blast to all members, and postings to the Forum at least 4 months prior to the start of election. Self-nominations are allowed. The L&E committee also sends direct emails to encourage individuals to run for office, based on individuals who have been active in the organization, those who show strong leadership potential, and past or current committee leaders (including those who have previously run for office and lost).
- Each year, nominations are sought for a president elect and a RAL which specifies their liaison to either: Academic and Professional; Convention and Education; or Membership. The Immediate Past President serves as the liaison to the Publications Committee.
- Every third year, a call for the Secretary-Treasurer position is made a full year before they take office to ensure sufficient orientation and training in the position.
- The committee reviews the nominations received, ensuring that candidates are qualified to hold the positions for which they are nominated. A slate of candidates is then composed of those people who receive the greatest number of nominations for the positions.
- To be nominated for President-Elect of ABCT it is highly recommended that a candidate should either have:
 - served on the ABCT Board of Directors in some capacity
 - served as a coordinator
 - served as a committee chair or SIG chair
 - or have made other significant contributions to the Association as determined by the Leadership and Elections Committee.
 - Candidates for the position of President-Elect shall ensure that during his/her term as President-Elect and President of the ABCT, the officer shall not serve as President of a competing or complementary professional organization during these terms of office; and the candidate can ensure that their work on other professional boards will not interfere with their responsibilities to ABCT during the presidential cycle.
- If there are multiple nominations for a single position, the final ballot will be determined by counting the top 2 or 3 candidates who receive the greatest number of valid nominations. There will be only 2 candidates for a single position as long as the difference in nominations between the 2nd and 3rd ranked candidate is greater than 5% of the total number of valid nominations. If the difference is less than 5%, the 3rd ranked

candidate will be eligible to run and will have the option to be on the ballot. Elections will have no more than 3 candidates per position.

- The L&E Committee Chair will confer with committee members, the Membership Issues Coordinator, and the Executive Director to discuss the ballot as nominations are received. Either the Chair or another member of the committee will reach out to individuals who have been nominated to gauge willingness and interest in running.
- Interested nominees must receive at least 10 nominations and these nominations must be emailed to the L&E Committee Chair by two months before the start of the election. L&E Committee members may contribute five nominations to the potential nominee (1 from each member) and they can do so for multiple nominees even for the same position.
- The final ballot when there is a full slate is discussed with the Membership Issues Coordinator, Membership Issues RAL, and Executive Director, and made as a recommendation to the Board of Directors. However, if there is only 1 candidate for any single position, the full Board is informed and encouraged to have colleagues consider running for office. The Board is also provided with detailed reasons why a full slate was not obtained (e.g., only 1 individual who agreed to run for a single position). The Board can determine if 1 candidate is sufficient for a particular position to finalize the ballot.
- Nominees who are selected for the final ballot must confirm participation in the election by signing the “Election Memo” and provide contact information (generally due one month prior to the start of the election).

Elections:

- All members receive a call for voting that opens April 1 to April 30 in the Spring.
- Voting is a one-month process.
- Ballots are received electronically and anonymously through the online submission portal, managed by Central Office. The online voting process does not allow duplicate votes since you need to be logged into your membership account to submit a vote. The form outputs to an Excel file that records the date/time and votes for each position. A final tally must be calculated by entering a formula in the spreadsheet. The tallying is done by one Central Office staff member.
- A second staff member of the Central Office will calculate the final votes independently to confirm the election results. Should the final tallies differ by any amount, a recount will be permitted by having a third member of the Central Office calculate the final votes.
- Recounts will otherwise not be permitted (regardless of how close the votes are) due to the automated nature of ballot submissions. Members are not permitted to email Central Office staff to change their vote once their vote has been cast because there is no way to discern once a vote has been cast whose vote it was.
- At the termination of voting, the committee shall be informed of the final tallies. Candidates are first informed of the results (including current and historical voter turnout percentage and total # of votes) in an “Election Results Memo” before revealing results to the rest of the membership. This memo includes the total number of votes for

every position on the ballot, including votes that were abstained, as well as tallies for “write-in” candidates.

- Those elected cannot share the election results until they are informed that all candidates have been contacted with the current year’s results.
- Thank you, letters should be sent to slated nominees, who do not win the election, encouraging them to run again in the future.

Electioneering Policy:

- Candidates may begin campaigning as soon as the Election Memo confirming their participation in the election is received at Central Office. Biographical info, headshot, and statement materials may be submitted later.
- Central Office staff will upload all candidate materials to the ABCT website by mid-October.
- **There is no consensus guideline on electioneering within SIGs and among SIG chairs except that there will be no open endorsements of candidates on the SIG Basecamp.** In the past, candidates have worked out a fair policy between themselves in terms of sharing certain kinds of electioneering materials (e.g., pre-recorded videos) and giving presentations/talks at SIG meetings.
- Buttons at the in-person convention may be permitted. Board members and L&E committee members may not publicly support a candidate as outlined below in the Candidate Support Statement.
- **Candidate Support Statement:** The current ABCT Board of Directors will refrain from wearing buttons of support for any candidate during the annual election; will not like or dislike an individual candidate on any Facebook page or other social media outlet; and no individual Board member will come out in support of one or more candidate during the nomination and election process. It is acceptable for an individual Board member to be in support of a candidate(s) as a very passive act, such as a back-channel email or discussion with a colleague who is a friend. Private support was deemed acceptable. (Approved by the ABCT Board of Directors July 14, 2014.)
- Infractions of any electioneering policies should be brought to the Leadership and Elections Committee Chair to resolve with the involved parties.