

ALABAMA COUNSELING ASSOCIATION

Guidelines for Nominations and Elections

Section 1. Officers and Terms of Office

- The officers of this Association shall be: (1) President, (2) President-Elect, (3) Secretary, (4) Treasurer and (5) Historian. All elective officers shall be members in good standing of the American Counseling Association at the time of their nomination, election and during their terms of office.
- All officers, shall be elected from among the individual members of the Association.
- All elective officers, with the exception of the Treasurer shall serve for one year, beginning May 1 and ending April 30. The Treasurer shall serve for two years.
- The President-Elect shall assume the office of President at the completion of the one- year term as President-Elect.

Guidelines for the Nominations and Elections Committee:

Nominations:

- Nominations for ALCA offices shall be made by Chapters/Divisions.
- Each Chapter or Division shall have the right to submit to the Nominations and Elections Committee the name of no more than one (1) candidate to be placed on the ballot for each office.
- The deadline for receipt of nominations for ALCA offices shall be ten days prior to the Fall Workshop Nominations and Elections Committee meeting. Nominations shall be in writing.
- Consent of nominees, in all cases, shall be required.
- Candidates shall have been a member for a minimum of two years of the Chapter and/or Division, State, and National organization.
- Candidates shall have been a member for a minimum of two years of the Chapter and/or Division and State organization.
- Candidates for President-Elect shall have had experience in professional associations from among at least two of the following categories:
 - President or President-Elect of a Chapter or Division
 - Chairperson of a Chapter or Division committee
 - Member of a committee of the State organization

- All candidates for the position of Treasurer must be bondable.

Selection:

The Nominations and Elections Committee shall meet prior to each Fall Workshop Annual Business Session, and shall recommend two (2) candidates for each office. Divisional and geographic representation, work settings, ethnic groups, and sex shall be important considerations in the selection process. Statewide representation will be given consideration.

The Nominations and Elections Committee is authorized to contact other persons for the slate of nominees one or more of the names presented choose not to become a candidate. This insures nomination of two people for each office.

Election:

- The election shall be conducted by secret ballot mailed to voting members during the first week in January of each year in envelopes clearly designated as "ALCA Ballot." The ballot shall state that only ballots postmarked by January 31 will be counted.
- The results of the election shall be certified to the President and other Executive Council members no later than February 15.
- The chairpersons shall retain ballots of the election results prior to public release.
- Election results will be announced in the Spring edition of The Quarterly.

Guidelines for Campaign Procedures

Preamble

In order to enhance the professional image and welfare of the Association, the nominees for offices in ALCA shall be expected to conduct their campaigns in the highest ethical and professional manner. The Association will provide opportunity through the Quarterly and/or Candidate Profiles mailed with ballots for each candidate to state his/her position on significant professional issues.

Should a candidate or supporter of a candidate wish to provide still further evidence of a candidate's qualifications, the following guidelines will regulate these endeavors:

- The Association, its Chapters/Divisions, shall not engage in the practice of budgeting and/or appropriating organizational funds for support of any candidate for the offices in ALCA.
- The Association, its Chapters/Divisions, shall not engage in the practice of accepting campaign funds and/or campaign support of any candidate for an office from commercial firms, corporations, foundations, institutions, or agencies. Violation by acceptance of funds from any of these sources will subject the candidate to possible invalidation of his/her eligibility as a candidate; authority to

withdraw the said candidate rests with the Nominations and Elections Committee.

- The Quarterly and Candidate Profiles mailed with the ballots will be the only ALCA medium through the nominees can offer their qualifications and present their position on professional issues. Chapters/Divisions may not promote the nominees through their newsletters, journals, or other campaign literature, by their budgeting or appropriating organizational funds.
- Any member who is a nominee or a candidate for office in ALCA charged with violating the written nominations and election procedures approved by the Executive Council shall be given the opportunity to confront witnesses, and shall have the right to appeal and have a hearing before the Executive Council, whose decisions shall be final. The Nominations and Elections Committee shall consider all charges made over the signatures of five members in good standing. It shall have the power to determine whether the charges shall be dropped, whether the charges are true and if found to be true, shall have the power to disqualify the nominee/candidate and cancel his/her eligibility as a candidate in the election in question. However, the nominee/candidate has the right to appeal to the Executive Council any final decision of the Nominations and Elections Committee.
- No campaign literature shall be distributed prior to the time that an individual has been nominated, selected, and announced as a candidate.

Petition Recount

- A written request for a recount must be submitted by the candidate.
- The request must be received by the ALCA President no later than fifteen days after the notification of results in writing is sent out.
 - A petition recount will be at the expense of the candidates requesting it. Said candidate may appeal to a Chapter/Division for funding and it would be up to the Chapter /Division for funding and it would be up to the Chapter/Division to decide whether or not to assist in the expense.
 - Observers are permitted in case of petition recount; such observers to be designated by the candidate(s) and provided at the candidate's expense.
 - RESULTS: In case of approved petition recount. The results of the recount shall be the final result and no further count shall be undertaken.