



Candidates' Council Policy and Procedures

The Candidates' Council is a collective group of Candidate Members who are a recognized entity within the American Psychoanalytic Association (APsAA). The affairs of the Candidates' Council are governed by the by-laws of the Association. Under these by-laws, a Candidate Member is "*A person who had been accepted for training in psychoanalysis at an approved or provisionally approved institute or new training facility or who is receiving training.*" Approved institutes and training centers are defined by APsAA by-laws (Article X).

For this document, a Candidate in "good standing" is defined as an individual who is matriculated in an approved or provisionally approved institute or new training facility. A Candidate Member can take a leave of absence from their institute and still be considered in good standing as long as they meet the requirements of their individual institution; being on a leave of absence does not affect membership. In addition, a Candidate Member must be current with Association dues.

The Secretary of the Association extends an invitation in writing on receipt of documentation from the institute or new training facility confirming the Candidates' status. A person who has accepted the invitation will be recognized as a Candidate Member at the next meeting of the Association members.

Candidate Members:

- Can attend and participate in Association meetings (including committee meetings) as well as attend any open meeting of the Executive Council and the Board of Professional Standards (BOPS)
- Can participate in APsAA elections. This includes elections related to Association officers and ratification of proposed by-laws amendments
- Can serve as an elected officer of the Candidates' Council
- Can serve on a Candidates' Council committee, upon appointment

The membership of a Candidate Member will be automatically terminated if the member is no longer in good standing at his/her institute and/or Association.

The Candidates' Council

The purpose of the Candidates' Council is:

- To increase Candidate membership and promote the involvement of Candidate Members in the business and function of the Association
- To facilitate organizational functioning of the Association
- To increase Candidates' awareness of the organizational issues facing Psychoanalysis as well as the Association
- To encourage communication among Candidate Members and the Association; specifically, promoting formal channels within the Association for Candidate Members to express concerns,

- viewpoints, and addressing the issues likely to be facing psychoanalysts in the next generation
- To provide a structure for national meetings in professional development, programming, transportation, housing and so on

The Candidates' Council convenes at the January and June APsaA meetings

The Candidates' Council membership consists of:

- Executive Committee of the Candidates' Council
- Candidates' Council members representatives or alternate
- Candidates' Council Committee Chairperson(s)

Executive Committee of the Candidates' Council

The Executive Committee of the Candidates' Council consists of President, President Elect, Secretary and Treasurer.

President

The President serves as the principal elected Officer of the Candidates' Council and presides over meetings of the Candidates' Council. In order to promote a common sense of purpose, anyone speaking, writing, or functioning on behalf of the Candidates' Council will do so in coordination with the President and with the majority approval of the Executive Committee.

President Elect

The President-Elect assists the President in carrying out his/her duties and in the absence of the President or in the event of ones' inability or refusal to act, the President Elect performs the duties of the President.

The President and President Elect of the Candidates' Council shall represent the position of the Candidates' Council to the Executive Council and the Board of Professional Standards.

Treasurer

The Treasurer supervises the preparation of the annual Candidates' Council budget request and shall submit a financial statement annually to the Candidates' Council.

Secretary

In general, the Secretary performs all duties related to the office of the Secretary and such other duties as assigned by the President. The Secretary keeps records of all Candidates' Council meetings and sees that all meeting notices are given in accordance with the "Candidates Council Policy and Procedures." The Secretary of the Candidates' Council is responsible for the preparation and verification of the Candidates' Council Official Roster. The Candidates' Council Roster consists of the members serving on the Executive Committee of the Candidates' Council, Candidates' Council members representatives and/or alternate and the Candidates' Council Committee Chairperson(s).

The Secretary of the Candidates' Council ensures that Candidates' Council members are in good standing via the following process:

- The Secretary of the Candidates' Council will forward the Candidates' Council Membership Roster to the Manager, Education & Membership Services at APsaA who will verify that the nominees are in good standing within APsaA and at their respective institutes. The Secretary of the Candidates' Council presents the Candidates' Roster to the President of the Candidates' Council prior to the January meeting of the Candidates' Council. The Secretary of the Candidates' Council will also attest in writing that all of the presented Candidates' Council members representatives and/or alternates are in good standing and eligible to vote on the

Candidates' Council. The verification process is repeated prior to the June meeting of the Candidates' Council Meeting.

Terms of Office

All elected officers of the Candidates' Council will serve two years. The President Elect will serve two years as President Elect and two years as President. New officers will take office at the conclusion of the subsequent January meeting of the Candidates' Council.

Qualifications

To be eligible to pursue an office, nominees must be a Candidate Member, must be in good standing and demonstrate leadership skills. Previous Association volunteer leadership service is preferred. In the event that an elected member of the Executive Committee of the Candidates' Council has a change in status (no longer in good standing) within their institute, the elected officer must resign their position immediately.

Duties and Responsibilities

The Executive Committee of the Candidates' Council is responsible for the conduct of the Candidates' Council and exercises executive power in the intervals between Council meetings. The Executive Committee of the Candidates' Council represents the Candidates' Council at the administrative meetings of the Association.

Meetings of the Executive Committee of the Candidates' Council may be called by the President or by two members of the Executive Committee on at least one week's notice. A majority of the members of the Executive Committee of the Candidates' Council constitutes a quorum for the transaction of business. In the event of a tie vote regarding an Executive Committee of the Candidates' Council decision, the President's vote will prevail.

Candidates' Council Members Representatives

The Candidates' Council consists of one Candidates' Council member representative and one alternate from each of APsaA's approved or provisionally approved institutes or new training facilities.

Candidates' Council members representative

The Candidates' Council member representative represents their institute within the Candidates' Council.

Candidates' Council members representative - alternate

In the event that the Candidates' Council members representative is unable to fulfill their role and duties, the alternate will assume the title and role as Candidates' Council members representative.

Terms of Office

Two years

Qualifications

A Candidates' Council member representative or alternate must be Candidate Member in good standing within his/her institute and the Association.

Duties and Responsibilities

- Candidates' Council members representative participates in Candidates' Council Meetings and represents their institutes' interest at Candidates' Council Meetings
- The Candidates' Council members representative sits on the Candidates' Council and represents one vote
- The Candidates' Council members representative is accountable to his/her local candidate organization and keeps his/her institute informed of the activities of the Candidates' Council and the Association.

Appointment of Candidates' Council members representative and alternate

The Secretary of the Candidates' Council will contact each of the APsaA Institutes requesting the names of the Candidates' Council members representative and/or alternate. An institute representative from each of the APsaA Institutes notifies the Secretary of the Candidates' Council in the form of written communication (email) of the elected/appointed Candidates' Council members' representative nominee and/or the alternate by October 30th of the same year. The Secretary of the Candidates' Council will forward the compiled list of identified Candidates' Council members representative and/or alternatives to the Manager, Education & Membership Services at APsaA who will verify that the nominees are Candidate Members in good standing within APsaA and at their respective institutes. Any Candidates' Council members representative and/or alternate not in good standing will be contacted by the Candidates' Council Secretary and informed that they are not eligible to serve as a Candidates' Council members representative/alternate; at that time, a new nominee will be identified and his/her status verified through the above procedure. The Secretary of the Candidates' Council will present the list to the President of the Candidates' Council by December 1st of that same year. The Secretary of the Candidates' Council will also attest in writing that all of the presented Candidates' Council members representatives and/or alternates are in good standing and eligible to vote on the Candidates' Council. The term of the Candidates' Council Representative and alternate will commence at the beginning of the January meetings, and expire at the beginning of the January meetings two years thereafter. If a representatives' standing with their local institute changes, the Manager, Education & Membership Services at APsaA will notify the Secretary of the Candidates' Council and a new Candidates' Council members representative alternate will then be nominated by the above procedure.

Candidates' Council Committees

With the exception of the Nominations and Elections Committee, the President appoints a Chairperson(s) to all Candidates' Council Committees. The President will seek the advice of each Committee Chairperson(s) when appointing new members to each of the committees. Prior to appointment, the name of the potential Committee Chairperson will be submitted to the Secretary of the Candidates' Council in order to verify that they are a Candidate Member in good standing. Appointment shall be for a two-year term unless re-appointed by the succeeding President. The chairperson(s) of a committee must be willing to serve the full-term, and /or help to serve as a consultant to the incoming committee chairperson in order to provide for a smooth transition.

Candidates' Council Program Committee

The Candidates' Council Program Committee plans and organizes events for the January and June Association meetings. The purpose is to ensure that Candidates relevant issues are included and addressed at national meetings.

Candidates' Council Program Committee – Chairperson(s)

The role of the Candidate's Council Program Committee Chairperson(s) is to oversee the committee.

Term of Office

Two years

Qualifications

A member of the Candidates' Council Program Committee must be a candidate member in good standing, and possesses good organizational and time management skills, ability to communicate in writing and verbal media, network with Association senior analyst and Candidates' across the country and internationally.

Duties and Responsibilities

- Ensuring that all Association policies and procedures are followed
- Providing all required documentation, such as Continuing Education Unit (CEU) Education Objectives, Program Descriptions and meeting attendance sheets are available upon request
- Serve as representative to the Association Program Committee and attend meetings

- Report to the President of the Candidates' Council and program committee when each group meets
- Submit a written report to the President of the Executive Committee of the Candidates' Council prior to the January and June meeting of the Candidates' Council

Submitted by Sarah Lusk, PhD. (July 2013)

Child and Adolescent Psychoanalytic Committee

The Child and Adolescent Psychoanalytic Committee is a recently formed committee of the Candidates' Council. The major goals of the committee include outreach and program development for child analytic Candidates as well as Candidate members interested in child analytic training. Through outreach and program development, the goal is to foster a cohort of Candidates' and build a community of peers. The purpose is to interface with more senior child analysts and create program opportunities around the country and within the Association.

Child and Adolescent Psychoanalytic Committee – Chairperson(s)

The role of the Child and Adolescent Psychoanalytic Committee Chairperson(s) is to communicate with the President of the Candidates' Council and the Association's Executive Council on committee developments. In addition, the Committee Chairperson(s) is the liaison between senior child analysts and committees within the Association, including the Committee of Child and Adolescent Analysis (COCAA).

Term of Office

Two years

Qualifications

A member of the Child and Adolescent Psychoanalytic Committee must be a Candidate Member in good standing.

Duties and Responsibilities

- Coordinating and communicating child analytic outreach and programming opportunities through the Candidates' Council and the Association
- Submit a written report to the President of the Executive Committee of the Candidates' Council prior to the January and June meeting of the Candidates' Council

Submitted by Adam Libow, MD (July 2013)

Candidates' Study Group on Psychoanalytic Education (COPE)

Candidates' Study Group on Issues of Candidacy – Chairperson(s)

The Chairperson(s) shall convene the group twice per year, once at each of the two meetings of the American Psychoanalytic Association (APsA). Additional meetings may be convened at the discretion of the chairperson or co-chairpersons.

Term of Office

2 years

Qualifications

A COPE member must be a Candidate Member in good standing.

Duties and Responsibilities

- Schedule Committee Meetings during bi-annual meetings of the American Psychoanalytic Association. Committees are expected to maintain the momentum of their work through the use of email communication between national meetings. Use of conference calls should be restricted to situations in which email cannot substitute. The committee chairperson(s) are responsible for ensuring appropriate funds which have been budgeted for conference calls
- All committee chairperson(s) must arrange for their committee conference calls through the National Office by contacting the Executive Director or the Assistant to the Executive Director. No direct reimbursement for conference calls will be provided to committee chairperson(s). It is the responsibility of committee chairs to ensure that all committee members are aware of this conference call policy

- Prepare a Budget Request for the next calendar year to submit to the Finance Committee (late January). The Association's fiscal year runs from September 1st through August 31st
- File an Expense Report for any reimbursable expenses. Expense reports should be submitted no later than 3 weeks after the expense has been incurred
- Prepare Brief Written Reports for Board of Professional Standards (BOPS) Meetings including:
 - A. DUE DATES: Written Reports should be submitted to the National Office and to the Secretary of BOPS. The Coordinating and Executive Committee reviews the reports in the early spring and fall and then the revised reports go to BOPS for its meetings in January and June
 - B. FORMAT: Reports should consist of a brief summary of significant activities. Action items coming up at the next BOPS meeting should be noted
- Attend the BOPS Meetings (or send a designated committee representative) during APsaA national meetings
- Communication
 - Chairperson(s) must have and regularly check e-mail in order to facilitate communication
 - Chairperson(s) find it helpful to set up an e-mail list among committee members for communication between meetings
- Surveys
 - Conduct well-constructed surveys when they can be useful in clarifying important matters for the committee
 - Chairperson(s) of COPE will consult with the Chairperson(s) of the Board on Professional Standards or the Executive Director about survey construction
- Identify Future Leadership
 - It is a responsibility of the Chairperson(s) to seek out, identify and develop future leadership
- Records
 - Maintain a file, binder, or files with all committee products, minutes, and other materials for your ongoing work and to aid your successor in assuming leadership of the committee

Submitted by Phoebe Cirio MSW, LCSW (October 2013)

Digital Media and Communication Committee

The overall goal of the Digital Media and Communication Committee is to enhance communication and collaboration among Candidates' through the utilization of technology (e.g. social media) in order to stay connected. Future implementation of online discussion boards, Facebook posts, and other activities will be used to share Candidate experiences' in training, as well as to learn from each other's work.

Digital Media and Communication Committee – Chairperson(s)

The role of the Digital Media and Communications Committee Chairperson(s) is to recruit other Candidates to join the Committee, as well as to help steer the overall goal and structure and development of this committee.

Term of Office

Two years

Qualifications

A member of the Digital Media and Communication Committee must be a Candidate member in good standing. In addition, it would be helpful to have a background in computer science and a strong interest in digital and media communication.

Duties and Responsibilities

- Solicit Candidate feedback with regards to improve/change the activities of the Committee
- Develop and maintain a blog designed to update Candidates on current issues in the world of psychoanalysis as well as changes that occur within the Association
- Submit a written report to the President of the Executive Committee of the Candidates' Council prior to the January and June meeting of the Candidates' Council

Submitted by Anton Babushkin MSW, LMSW (July 2013)

International Psychoanalytic Studies Organization (IPSO)

Currently under revision and will be available soon

Master -Teacher Award Committee

The Master -Teacher Award Committee is in its infancy, but is intended to recognize Master-Teachers of Psychoanalysis who have inspired a generation of Candidates to become analysts. One of the goals of this committee is to archive video footage of Master-Teachers in order to create a lasting legacy of these individuals' contributions. While there are numerous teaching awards within the Association, this will be the first Candidate-driven award for excellence in teaching.

Role of the Master - Teacher Award – Chairperson(s)

The role of the Master-Teachers Award is to develop and to oversee committee membership.

Term of Office

Two years

Qualifications

A member of the Candidates' Master – Teacher Award Committee must be a Candidate Member in good standing.

Duties and Responsibilities

- Establish and maintain a functioning committee
- Work collaboratively to define the parameters of this first-ever Candidates' award for psychoanalytic teaching
- Seek and obtain approval from the Executive Committee of the Candidates' Council prior to submission to Association for budget approval
- Submit a written report to the President of the Candidates' Council prior to the January and June meeting of the Candidates' Council

Submitted by Valerie Golden, JD, PhD. (July 2013)

Policies and Procedures Committee

This Committee reviews the existing Policies and Procedures Document of the Candidates' Council bi-yearly and submits recommendations regarding proposed changes to the Executive Committee of the Candidates' Council prior to the January and June meetings. The Executive Committee of the Candidates' Council reviews the proposed changes and presents a final version to be approved at the start of the January and June meetings of the Candidates' Council.

Policies and Procedures Committee – Chairperson(s)

The role of the Chairperson(s) of the Policies and Procedures Committee is to oversee the review of the Candidates' Council Policy and Procedures document.

Term of Office

Two years

Qualifications

A member of the Policies and Procedures Committee must be a Candidate Member in good standing and possess good organizational and communication (written and verbal) skills and a familiarity and understanding of organizational policies and procedures.

Duties and Responsibilities

- Review existing and new policies and procedures bi-yearly
- Submit a draft for review and approval to the Executive Committee of the Candidates' Council prior to the January and June meeting of the Candidates' Council
- Provide parliamentary guidance and oversight at the Candidates' Council meetings
- Be current and up to date on Associations' Policies, Procedures and By-laws

Submitted by Angela Retano, RN, PMHNP-BC (July 2013)

Scientific Paper Prize and Writing Workshop

The mission of this committee is to encourage psychoanalytic candidates to write psychoanalytic papers that are suitable for publication in major psychoanalytic journals and thereby contribute to the psychoanalytic literature. The papers can be theoretical, clinical, or in applied psychoanalysis. The paper prize is partially funded by the American Psychoanalytic Foundation. The annual winner of the paper prize is awarded \$1000 and the semi-finalist \$500.

Candidates' Council Scientific Paper Prize and Writing Workshop – Chairperson(s)

The role of the chairperson(s) consists of the annual administration of the paper prize, the organization of the paper prize session during the January meeting and biannually, organization of a writing workshop for the spring meeting.

Term of office

2 years

Qualifications

Members of the Candidates Council Scientific Paper Prize and Writing Workshop Committee must be a candidate member in good standing. Interest in reading and reviewing scientific papers is a prerequisite, as are good interpersonal skills and organizational skills.

Duties and responsibilities

- Solicitation of paper submissions via electronic media from approximately January to July of each calendar year on a monthly basis, and solicitation of readers from May to July of each year
- Distribution of all papers to multiple readers in early August of each year. Reading of submissions, collecting and reviewing of judgment forms, and decision making regarding the award winning paper
- If there is an award winning paper, organizing of award presentation session for the annual January meeting, including identifying an appropriate discussant
- In case there is no award winning paper, the chairperson(s) will organize a writing workshop where a work in progress is presented and discussed by a panel of editors and authors in order to assist the writer and the audience in the writing process
- Bi-annual organizing of a writing workshop during the spring meeting
- Annual Submission of a short grant application to the American Psychoanalytic Foundation (due at the end February)

Submitted by Sabina E. Preter MD, PhD, (October 16, 2013)

Social Issues Committee

The Candidates' Social Issues Committee is a newly formed committee. The goal is to inform Candidates of the Association's work regarding Social Issues and to involve Candidates' in psychoanalytic advocacy.

Candidates' Social Issues Committee – Chairperson(s)

The Candidates' Social Issues Committee Chairperson(s) oversees the Committee's involvement regarding Social Issues. The Chairperson(s) is a liaison between the Association's Social Issues Committee and publicizes advocacy opportunities to the Candidate community. The chairperson(s) serves on the Association's Committee for Social Issues.

Term of Office

Two years

Qualifications

A member of the Candidates' Social Issues Committee must be a Candidate member in good standing, and have a strong interest in psychoanalytic advocacy and strong leadership skills. Candidates with special interest in psychoanalytic advocacy, and Candidates appointed to any of the Social Issues standing committees are encouraged to serve on this committee. Examples include: Service Members and Veterans Initiative, Committee on Racial and Ethnic Diversity, Committee on Gender and Sexuality, Committee on the Status of Women and Girls, Committee on Psychoanalysis in the Community, and Committee on Advocacy for Children.

Duties and Responsibilities

- Attend the leadership meetings on Social Issues, at the January and June national meeting.
- Participate in conference calls throughout the year
- Attend the January and June Candidates' Council meeting
- Report on Committee activities at the Candidates' Council
- Submit brief report on Committee's activities to the Candidate Connection
- Submit a biannual progress report to the President of the Executive Committee of the Candidates' Council
- Inform Candidates' of opportunities for involvement in psychoanalytic advocacy
- In conjunction with the Associations Committees regarding Social Issues, assist in the development of programs and materials

Submitted by Alexandra H. Sawicki, MD (July 2013)

The Candidate Connection

The *Candidate Connection* is the Candidates' Council's newsletter written by and for Candidates. It serves to communicate to Candidates about issues of interest to Candidates, as well as share Candidate news and perspectives with the broader Association membership. The newsletter provides a means for the President of the Candidates' Council to speak to Candidates about timely and important issues, for the Chairpersons of Candidate committees to share committee activity and progress, and for Candidates' Council members representatives to communicate updates from their institutes. Each issue is unified by a theme on which topic articles are submitted, and creative work from Candidates such as artwork and poetry can be included.

Candidates Connection Editor/Co-editor

The editorial role is to guide the process of formulating and creating the bi-annual newsletter.

Term of Office

Two years

Qualifications

The Candidate Connection Editor/Co-editor must be a Candidate Member in good standing, and have strong written and communication skills.

Duties and Responsibilities

- To publicize the theme of the issue, seek articles, submissions, and perspectives from Candidates
- To gather and transmit news from Candidate committees and Candidates' Council members representatives regarding local institutes
- To select and edit the submitted material and collaborate Association staff during preparation for newsletter publication
- Attend "The American Psychoanalyst" meetings

Submitted by Holly Crisp-Han, MD (July 2013)

Association Committees

Candidate Members Serving on an Association Committee

Candidate Members are encouraged to sit on Association Committees. The President of the Candidates' Council can make a recommendation to the APsA President about appointment to an Association committee. The Candidate appointee shall be voting members of such committees and shall serve as liaison between such committees and the Candidates' Council and present the Candidates' Council position when requested to do so.

Term of Office

Two years

Qualifications

To be eligible to sit on an Association Committee, nominees must be Candidate Member in good standing. Any Candidate Member who comes to serve on a Committee of the Association through channels other than appointment by the President of the Candidates' Council will advise the President of the Candidates' Council of their appointment.

Duties and Responsibilities

Candidate Members serving on Association Committees do not act on behalf of the Candidates' Council unless requested to do so by the Candidates' Council.

Candidates' Council Elections

Candidates' Council Nominations and Elections Committee (NEC)

The purpose of the NEC is to plan, execute, and record the election of officers of the Candidates' Council as well as the election of the next generation NEC. The NEC is comprised of at least two but no more than four Candidate Members, including the chairperson(s).

Term of Office

Two years

Qualifications

Current officers of the Candidates' Council are not eligible to serve on the NEC. To be eligible to serve on this committee, a nominee must be a Candidate Member in good standing.

Duties and Responsibilities

- The NEC is empowered by the Executive Committee of the Candidates' Council to develop a slate of nominees for each of the officer positions of the Candidates' Council
- The NEC through its Chairperson(s), is responsible to oversee the election process of the officers of the Candidates' Council and for the election of the next NEC
- In **even** number years, the task of the NEC is to solicit nominations from Candidate membership to serve as a committee member on the next generation NEC
- In **odd** number years, the task of the NEC is to solicit nominations from Candidates membership for the office of President, President Elect, Treasurer and Secretary of Candidates' Council

The NEC is responsible to oversee the entire election process; this includes

- The Official "Call for Nominations"
- Review of all nominations and verification of candidate status and eligibility
- Contacting the nominated Candidates' to secure their willingness to serve
- Prepare a final slate which will be presented via email and the "Candidates' Listserve" to the entire Candidate membership (One month prior to the January meeting of the Candidates' Council)
- Confer Candidates' Council members' voting eligibility prior to the commencement of the election
- Tally of the cast votes
- Verification of accuracy in election results
- Announce election results prior to the conclusion of the January meeting of the Candidates' Council
- Publish, in a timely manner, the election results to Association membership.

Election Process

The elections of officers of the Candidates' Council and members of the NEC occur at the January meetings of the Candidates' Council. Election of officers of the Candidates' Council occurs in **odd** numbered years and NEC members are elected in **even** numbered years.

Voting members of the Candidates' Council Include the officers of the Candidates' Council, the Candidates' Council members representative and one identified chairperson(s) from each of the committees

Election of NEC Committee

Election of NEC members occurs at the January meeting of the Candidates' Council in even numbered years. Voting is limited to the Candidates' Council members representative and the four officers of the Candidates' Council. Members of the Candidates' Council cast their vote via secret ballot. The NEC tallies the votes and announces the results to the Candidates' Council immediately. Upon the conclusion of the Candidates' Council meeting, the NEC chairperson(s) notifies the entire Candidate membership via the "Associations' Candidate Member Listserve" in a timely manner.

Prior to the conclusion of the Candidates' Council Meeting, the current NEC members appoint a chairperson(s) from the newly elected NEC.

Election of Officers of the Executive Committee of the Candidates' Council

The election of officers of the Candidates' Council begins immediately after the NEC is elected. The newly elected NEC is responsible to begin the process of soliciting nominations. This includes, but is not limited to the NEC Chairperson(s) outreaching the Candidates' Council members representatives requesting nominations. The NEC sends out an official "Call for Nominations" to Candidate membership (via email) in the fall prior to the January meeting of the Candidates' Council. The "Call for Nomination" will include a description of each of the four offices on the Executive Committee of the Candidates' Council.

Nominations

Candidate Members are to submit formal nominations to the Chairperson(s) of the NEC during the "Official Call of Nominations."

Formal nomination shall include:

- A statement by the proposed nominee indicating his/her willingness to serve through the end of his/her term, regardless of graduation during elected term of office
- A platform statement of 250 words or less (note that statement will be made available to membership in the form of written and/or electronic communication)
- A curriculum vitae or its equivalent
- A statement in writing that the nominee is not currently involved in any disputes relating to his/her ethical conduct
- A statement from his/her Institute Director indicating that the nominee is in good standing at his/her institute

Elections

Elections occur at the January meeting of the Candidates' Council. Prior to the official voting, Candidates running for an office or a committee seat, are invited to make a two-minute statement summarizing their platform. Voting takes place immediately upon the conclusion of the last Candidates' statement.

Voting members of the Candidates' Council Include the officers of the Candidates' Council, the Candidates' Council members representative and one Committee Chairperson.

Guidelines for Candidates' Council Meetings

Notice and Agenda

The Candidates Council meets each January and June at Association meetings. The President of the Candidates' Council or a quorum of Council members may deem that an additional meeting is necessary. The President, in consultation with the Executive Committee of the Candidates' Council, sets the agenda for each meeting of the Candidates' Council. Candidates' Council members are notified of any meetings

in writing not less than 30 days prior to meetings; as well as receive meeting agendas not less than 10 days prior to meetings. All Candidates' Council meetings are conducted in accordance with "Roberts Rules of Order" unless otherwise specified in the policies and procedures.

Voting

A quorum shall consist of 10 Candidates' Council members or one half of the Candidates' Council; whichever is less. In order for action of the Candidates' Council to occur, there must be a two-thirds majority. Voting members of the Candidates' Council include:

- All members of Executive Committee of the Candidates' Council
- One Candidates' Council members representative
- One Candidates' Council Committee Chairperson.

Open Meetings

The Candidates' Council occurs at the January and June Association meetings. Candidate Members are welcomed and encouraged to attend. Candidates' Council meetings are opened to the Candidate membership for the purpose of briefing Candidate Members on Candidates' Council business, reviewing actions of the Candidates' Council, and for raising and discussing issues of common concern and interest to all Candidate Members. In addition, the meetings provide a forum for the dissemination of information regarding organizational functioning of the Association. The Candidate' Council meetings will begin with the Secretary of the Candidates' Council presenting the Candidates' Council Membership Roster to the President for the official roll call.

Fees and Dues

Fees and dues are determined and set by the American Psychoanalytic Association.

*Submitted by the Policies and Procedures Committee
Angela Retano, RN, PMHNP-BC
Ani Chouldjian-Baghdassarian, MD*