



## **APsA ELECTION GUIDELINES**

### **PART I. INTRODUCTION**

The intent of the guidelines is to encourage and to maintain a fair election process in an ethical, dignified and courteous manner.

These guidelines are operative during the election period, which begins with the announcement of a proposed slate of candidates at the Annual Meeting of Members in June. It concludes with the close of balloting and after a candidate for each contested position has received a majority of the votes cast, as required by the Bylaws for a completed election. They may be amended or replaced by majority vote of the Board of Directors and are operative until the Board takes such action.

### **PART II. RESOURCES**

#### **A. Use of Personal Resources**

The use of the personal financial resources of candidates and those of his or her family is permitted.

#### **B. Use of Resources of Supporters**

##### **1. Allowed:**

- a. Groups of members may form to provide support, including financial support, to the cause of one or several candidates.
- b. Candidates may promote such informal groups of supporters.
- c. Letters of support and emails over multiple signatures are permitted.
- d. There is no restriction on the frequency of use of telephone and direct, personal contacts with members.

##### **2. Not allowed:**

- a. Use of the resources of any institution, such as a university or a psychoanalytic society, with which the candidate is affiliated to defray campaign expenses such as postage, stationery and labor.
- b. No campaign communication should be anonymous or posted in the name of supporters without their permission.

C. Use of Communication Media

“Communications media” refers to all physical methods of communicating to others, whether oral, written or electronic. These are unrestricted.

D. Use of the Resources of the Association

Candidates and their supporters shall have equal access to resources of the Association available for election campaigns. These resources include:

1. Mailing list of members (available as printed labels that the Association may charge for) for print mailings.
2. APsA Email List Serves. The Association does not sell or otherwise make available the membership email address database. Candidates and their supporters may compile their own email database or make use of the Association’s email listservs as follows:
  - a. The Members’ List  
Campaigning is prohibited on the Members List during the election period. Comments on proposed bylaw amendments, when submitted by candidates, should be posted on the Elections Discussions List.
  - b. The Open Line List  
Candidates for office and any other voting member may post as often as they wish on the Open Line List.
  - c. The Election Discussion List  
Any voting member may discuss the statements and positions of the candidates for office on the Elections Discussions List. This list shall remain operative until a candidate for each contested position has received a majority of the votes cast, as required by the Bylaws.
  - d. As there is no Election Oversight Committee, the existence of the Election Discussion List is crucial so that candidates who are involved in a perceived violation of the Guidelines will be able to take their case or their defense promptly and directly to the members, who will be in a position to evaluate the complaint and take it into account before they vote.
3. Candidates who are incumbent in an office, or serve as a committee or task force chair, should refrain from covert campaigning while communicating to the members in the service of their office. Some communication by office holder/candidates is inevitable. For example, the Secretary must post Minutes. In such cases, however, the incumbent candidate must be scrupulous in avoiding any use of his or her incumbency as a podium for campaigning.
4. The Association will not take responsibility for, nor review, contents of election materials. Inappropriate, defamatory or libelous statements will be the responsibility of the candidate.

E. Use of Resources of Affiliate Societies, Institutes and Centers

APsA cannot regulate the activities of its independent constituent societies, institutes and centers but strongly encourages that they use the following guidelines.

1. Newsletters of societies, institutes and centers may provide accounts of candidates' positions, accompanied by photographs, provided that equal coverage is given to each candidate.
2. Affiliate societies, institutes and centers may invite candidates to speak. Candidates are permitted to solicit or create such invitations from affiliates. In the interest of fairness such invitations should be given to all candidates, though not necessarily at the same time. The inability or refusal of one candidate to attend should not preclude the holding of such meetings, but the society is encouraged to document the inability or refusal of the other candidate to attend. Scientific presentations that have been arranged prior to nomination for office are exempt from balance requirements for the speaking engagements that pertain to campaigning. Such scientific presentations are exempt from the requirement for balance as long as they are not combined with campaign events sponsored by the local society or institute.
3. Groups of members in any locale may sponsor receptions for a candidate, provided that society, institute or center resources are not utilized in any way. Such private groups do not have to provide opposing candidates with a similar invitation.
4. It is permissible for candidates to communicate their positions by circulating video or electronic media to affiliate societies. Societies, institutes, and centers are strongly encouraged to make this opportunity available to all candidates.

**PART III. Standards of Conduct**

A. Members

1. All candidates are expected to adhere to common standards of decency and ethical behavior. The use of innuendo, personal attacks, untruth or damaging rumors in any form is unacceptable.
2. Members who are not candidates for office are subject to the same guidelines as are candidates in their use of personal, Association and local society resources in their campaigning for the election of candidates.

B. Participation of Officers and Elected or Appointed Officials

Members of the Executive Committee, Directors-at-Large, the Editor of the Journal of The American Psychoanalytic Association (JAPA), the Editor of The American Psychoanalyst (TAP), the Chair of the Program Committee, Chair of the Public Information Committee, members of the Nominations Advisory Committee, and others of significant visibility, while incumbent in these positions, may not utilize their offices as a platform for endorsing or otherwise advocating any candidate in elections for national office within the Association.

All individuals mentioned in provision (III:B) of these Election Guidelines should refrain from publicly endorsing a candidate for office, making financial contributions to campaigns, or posting opinions about any candidates on the Association's email lists.

None of these officers, elected and appointed officials, are prohibited from seeking reelection, if eligible, or from running for another office, in or outside of the Association. In such cases, however, the incumbent candidate must be scrupulous in avoiding any use of his or her incumbency as a podium for campaigning.

#### C. Method of Dealing with Alleged Violations of these Guidelines

On occasion candidates for office and their supporters may believe that these Guidelines have been violated. In the past an Election Oversight Committee served an educative function, but it was ineffective over the course of many elections. These Revised Election Guidelines eliminate that method for dealing with alleged violations. The following procedures are now in operation to address this problem.

1. Upon nomination by the Board or after nomination by petition, each candidate for office will sign a statement that they have read the Election Guidelines and agree to abide by them.
2. If a candidate believes that an opponent or a supporter of an opponent has violated the Guidelines, he or she may write a letter to the members via the Election List. If a member believes that a candidate or another member has violated the Guidelines he or she may post an email to that effect on the Election Discussion List.
3. These communications should clearly spell out the nature of the alleged violation and specify the section of the Election Guidelines that have been violated.
4. All parties who are alleged to have violated the Guidelines must be named. The sources of information, personal or documentary, must be specified by name, if a person, or by copy, if a document. The actions that are the subject of the complaint must be described in detail. The complaint must be based on facts, not on rumors.
5. A candidate or the supporter of a candidate who is accused of a violation of these Election Guidelines, may use the Election Discussion List to defend against the allegation. The specifications for this defense are identical to those in # 4 (above.)
6. The members of the Association will serve as the evaluators of these statements and decide for themselves if a violation has occurred or not, and will choose their preferred candidate based on this and other criteria. Thus, the members will provide election oversight for themselves.
7. For this system to work, it is essential that the Election Discussion List function during the entire period of the election as venues for this method of dealing with charges of election violations.

#### D. Ethical Disclosure

1. When a member agrees to have their name proposed to the Board of Directors (to be nominated for an officer position or for Director-at-Large), staff will request that the member complete the attached Disclosure Form. Candidates who are nominated by petition will also be asked to complete the attached Disclosure Form.
2. Staff will check completed Disclosure Forms against the APsA membership database: a) to confirm the candidate is a member in good standing; and b) to verify if the member has had an ethical finding by the APsA Ethics Committee. In a situation

where a candidate has provided information different than what is in the APsA membership database or has made a positive response to the Disclosure questionnaire or has a documented finding by APsA's Ethics Committee, staff will bring the information back to the Nominations Advisory Committee and the Association's Secretary. The Secretary will consult with the Chair of the Ethics Committee. Potential candidates found to have made false statements will be removed from the ballot.

#### **PART IV. ANNOUNCEMENT OF VOTE TALLIES**

Election and voting procedures are the responsibility of the Secretary. The Secretary of the Association will disclose the results of elections to the candidates as soon as possible after the count is completed and a candidate for each contested position has achieved a majority of the votes cast, as required by the Bylaws. After the candidates have been informed, results will be circulated to the membership using those forms of communication or publication that are appropriate and available.

Approved by the Executive Council  
June 14, 2012



## Disclosure **CANDIDATES FOR OFFICE**

Signing this statement signifies that you have read the latest *Principles of Ethics for Psychoanalysts of the American Psychoanalytic Association* and *Provisions of Implementation of the Principles of Ethics for Psychoanalysts* as amended and revised, and certifies that you agree to abide by these stated ethical principles. Please note, candidates are not necessarily disqualified as a result of any specific answer.

Nominees for APsA office must:

1. Be professionally respected.
2. Have demonstrable leadership abilities.
3. Have experience working in and with APsA.
4. Commit themselves to work for APsA and attend its business meetings.

The candidate for office must answer each of the following questions:

1. Have you ever had an adverse finding against you by any professional society or licensing board?  
 No    Yes   If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

2. Have you ever had an adverse legal finding against you or settled a claim for malpractice?  
 No    Yes   If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

3. Have you withdrawn an application for any professional license or been denied a license for any reason?  
 No    Yes   If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

4. Have you ever been disciplined by a professional organization?  
 No    Yes   If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

5. Have you ever been convicted of a felony?  
 No    Yes   If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

6. Are there any pending ethical or felony charges or investigations against you?  
 No    Yes   If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

7. Do you know of any reason that you might not be able to complete your term?  
 No    Yes   If yes, please elaborate. \_\_\_\_\_

\_\_\_\_\_

Disclosure Statement  
Candidates for Office  
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The procedure regarding this disclosed information is as follows:

1. This full disclosure statement will be circulated to voters along with the candidates' position statement at the time that ballots are mailed to the APsA membership.

I agree and understand that a candidate's untruthful response to the above questions or a false statement of qualification shall be grounds for removal from the ballot by the Board of Directors or a committee it designates. I have read both pages of this document and agree to the outlined procedures.

**Name:** \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**