



2021 APPA Elections – Call for Nominations

All active individual, affiliate or agency members are encouraged to nominate individuals to serve the APPA Board for the following positions:

- President-Elect
- Vice President
- Secretary
- Treasurer
- Second Past President (elected by APPA Past Presidents only)
- Member at Large Representative
- Line Staff Representative
- Affiliate Representative (elected by Affiliate Members only)
- Regional Representatives (5)

APPA is also soliciting the nominations of 53 Area Representatives, one per state and one each for Washington D.C., Canada, and the U.S. Pacific Islands. Area Representatives do not serve on the Board of Directors but are in direct communication with their corresponding Regional Representative. For a complete description of each position, see page 3.

According to APPA's Constitution, Article III, Section 1: "To qualify for a position on the Board, the candidate must be an individual member of the Association in good standing, willing and able to fulfill the duties of the office for which nominated, and be willing and able to serve in the office for the length of time necessary to fulfill the duties of the office."

You may self-nominate or recommend a colleague. If recommending a colleague, members must include written documentation that this individual has accepted the offer to run for office and is willing to perform the required duties. If a tie between candidates occurs, a run-off vote will be held. ***Each individual can only be nominated for one elected position. Duplicates will be addressed by the Nominations Committee.***

Nominations must be received by February 19, 2021

According to the APPA Constitution, Article V, Section 9: To qualify for elected office in this association, the candidates must be an active individual member in good standing, willing and able to fulfill the duties of the office for which nominated, and be willing and able to serve in the office for the length of time necessary to fulfill the duties of the office.

Candidates must provide a photo and biography or statement of fewer than 150 words **when submitting their nomination**. The schedule below will be followed for the 2021 election.

TIMELINE

FEBRUARY 19	Cut-off date for nominations.
MARCH 1	Nominations Committee presents slate to Board of Directors
MARCH 15	Board of Directors accepts slate
APRIL 1	Ballot sent to eligible voters
APRIL 21	Last day for electronic ballot receipt or postmarked ballots
MAY 1	Election results certified, candidates contacted, and results released to membership
JULY 1	New members of the Board of Directors installed
AUGUST 1	Completion of orientation for new members of the Board of Directors

All nominations must be submitted by **February 19, 2021**
using this online form:

<https://www.surveymonkey.com/r/F62NNH2>

POSITION DESCRIPTIONS:

A) President-Elect

The President-Elect shall serve as an aide to the President. They may have duties as assigned by the President, Executive Committee or Board of Directors. The President-Elect shall assume the duties of the President when the President is unable to act. If the President resigns or cannot continue, the President Elect shall take over the term of President. The President-Elect shall assume the duties of the President of the Association on July 1 of each year.

B) Vice President

The Vice President shall assume the general responsibilities as assigned by the Executive Committee or Board of Directors. The Vice President shall coordinate overall Regional Representative and Area Representative activities in furtherance of Association goals and to ensure that the voice of the membership is communicated to the Board of Directors. The Vice President shall act in the capacity of the President should the President and President-Elect be absent.

C) Secretary

The Secretary shall take the minutes for all Executive and Board of Director meetings. They will provide copies of all minutes upon request. They will act as clerk for the Association should there be a need for a roll call vote.

The Secretary shall be responsible for oversight of all records of the Association with the exception of financial and membership records and shall ensure the proper maintenance of the records of all official meetings of the Board of Directors and Executive Committee. They shall ensure the distribution of special and regular meeting notices and act upon all communications as directed by the President. The Secretary shall ensure all members are provided access to issue papers, position statements, resolutions and constitutional amendments adopted by the Association.

D) Treasurer

The Treasurer, in conjunction with the Association's Finance Committee, shall prepare the annual budget. The Treasurer shall have access to all financial records and shall maintain those records for the Association. The Treasurer shall provide regular financial updates to the Board of Directors. The Treasurer shall assist with the submission of financial records for an external audit when requested.

E) Second Past President

The Second Past President shall be an individual who has previously served as President at some point prior to the Immediate Past President. This position shall be elected by the Past Presidents of the Association. The Second Past President duties are to assist the Board of Directors with institutional knowledge, continuity of operations and long range perspective.

F) Member at Large Representative

The Member at Large Representative is an elected position open to all individual members. Their duties are to attend all Board of Director Meetings and bring forth issues and concerns.

G) Line Staff Representative

The Line Staff Representative shall be an individual in a non-supervisory or non-management role at the time of their election. This individual shall have served 10 years or less in the corrections field. The Line Staff Representative duties are to attend all Board of Director meetings and bring forth issues and concerns.

H) Affiliate Representative

An Affiliate Representative shall be elected to the Board of Directors by affiliate organizations connected with the Association. The Affiliate Representative is responsible for communicating information between the Association and affiliate organizations and identifying potential initiatives for mutual interest and benefit.

I) Regional Representatives

There shall be five (5) Regional Representatives elected to the Board of Directors by members in their Region. The duties of the five (5) Regional Representatives are to be the primary contact between the Association and constituents within their regions.

Working with Area Representatives, they are to collect issues and needs such as training, advocacy, research, guidance, etc. from their region and bring forth to the Board of Directors, Executive Committee or Executive Director for discussion and resolution. Further, Regional Representatives shall gather input from Area Representatives on voting matters that come to the Board of Directors. The Regional Representative is to have a minimum of two meetings per year with the Area Representatives in their region. The Regional Representatives are to establish regional goals and objectives in coordination with the Vice-President.

The five (5) geographic regions in the Association are set up as follows:

1. Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, West Virginia, North Carolina, South Carolina, Washington D.C., U.S Caribbean Territories, Canada, and other countries
2. Michigan, Indiana, Illinois and Ohio
3. Texas, Oklahoma, Missouri, Louisiana, Alabama, Mississippi, Tennessee, Kentucky, Georgia and Florida
4. North Dakota, South Dakota, Minnesota, Wisconsin, Iowa, Nebraska, Colorado, Kansas and Missouri
5. Alaska, Washington, Oregon, California, Hawaii, Arizona, New Mexico, Nevada, Utah, Idaho, Wyoming, Montana and U.S. Pacific Island Territories

J) Area Representatives

Area representatives are not members of the Board of Directors or Executive Committee. There shall be 53 Area Representatives, one for each U.S. State and one each for Canada, the District of Columbia and U.S. Pacific Island Territories. Area representatives must be an individual member and be elected by the eligible members in their geographic coverage area. They are to promote Association memberships, training, and the Association in general. Area Representatives are to set goals with their Regional Representative, recommend training needs in their areas and discuss ideas and issues with their assigned Regional Representative.

Length of Term and Limitations:

The offices of President-Elect, Vice President, Secretary and Treasurer shall serve on the Executive Committee for two years per term. The President-Elect shall be limited to one term. All other Executive Committee Members shall be limited to no more than two consecutive terms in the same position and cannot hold two elected positions simultaneously.

Other Board of Director positions shall serve three-year terms in their elected position and shall be limited to no more than two consecutive terms. Partial terms due to an appointment or special election are excluded from calculating term limits.