

**ELIGIBILITY CRITERIA AND NOMINATION PROCEDURES FOR ACES OFFICERS
FROM THE ACES HANDBOOK, revised March, 2018**

PROCESS of REGIONAL NOMINATIONS

3. In the fall of each year, the Nominations and Elections Committee sends out a call for nominations for the following offices: 1) President-Elect; and 2) Secretary-Elect. The Governing Council nominates two (2) eligible and willing persons whose names are placed on the final ballot for Representative to the ACA Governing Council whenever an incumbent Representative's term expires. The call for nominations is conducted through the electronic communication with members, *Counseling Today*, and through communications with Association officers as well as Regional and State officers.
4. Each Regional Association has the right to submit the name of not more than one (1) candidate each to be placed on the ballot for President-Elect and Secretary-Elect annually. The candidates must review the job descriptions associated with their desired positions, meet the eligibility criteria described above, be willing to serve, and submit a statement to the Chair of Nominations and Elections addressing the following items:

- a. **How the candidate how meets the eligibility criteria listed above (one page)**
- b. **Why the candidate wishes to serve as President, Secretary, or Governing Council representative**
- c. **What the candidate's contribution would be to ACES?**
- d. **How the candidate would address the existing strategic plan**
- e. **A description of the candidate's commitment to diversity and inclusion**
- f. **A description of the candidate's leadership style**
- g. **A description of the candidate's experience and skills that would prepare the candidate to be ACES president, secretary, or ACA governing council representative**
- h. **Submit to the Nominations and Elections committee a letter of support from your institution (dean or direct supervisor) indicating they understand the commitment involved in being ACES President, Secretary, ACA Governing Council Rep and indicating how s/he would be able to support you financially in this role (e.g. course release, Grad Assistant, Research Assistant, work study student, stipend)**
- i. **Attach a current curriculum vitae**

4. Nominations shall be submitted to the ACES Past-President, in writing by the Regional Association President or Principal Circulator of a Petition to the Committee Chairperson prior to the ACA Annual Conference each year to meet all deadlines of the election process. The Chair of the Nominations and Elections committee will acknowledge all nominations prior to distributing the ballot. The past-president, as Chair of the Nominations Committee, will be responsible for notifying the regions of the deadlines each year. Regions may submit nomination via e-mail in order to meet the deadlines.

5. Upon receipt of nominations, the Nominations and Elections Committee prepares the slate of persons whose names will be placed on the ACES election ballot. The Committee includes on the nominating ballot the names of any member presented to it and supported by a petition carrying the signature of at least fifty (50) voting members, providing that the candidate is eligible and willing to serve. The Committee has the power to place on the primary ballot the names of eligible

and willing candidates as may be possible of the several Regional Association and employment categories listed in Article II, Section 3(c) of the Bylaws. All persons whose names have been selected are contacted to receive written permission for the inclusion of their names on the final ballot. The Nominations and Elections Committee also submits a candidate for the office of President-Elect of ACA to the Governing Council and the National Conference for its endorsement.

6. The ACES candidate for ACA President-Elect is submitted to the Nominations and Elections Committee of ACA and the balloting and election process is handled under the auspices of ACA.
7. ACES election results are announced to the membership through the ACES website, electronic communication with members, and/or printed by ACA in *Counseling Today*.