

APGA BOARD OF DIRECTORS MEETING

Action Minutes

December 9-11, 1976

Call to Order

The meeting was called to order at 1:25 p.m., December 9, 1976, at the Metropolitan Hotel, Washington, D. C. President George M. Gazda presided. Board of Directors members present for all or part of the sessions were as follows:

Michael Altekruse, Midwest Region	Alan Horwitz, NECA
Frank J. Antonucci, Jr., No. Atl. Reg.	James L. Lee, NCGC
Merrill C. Beyerl, ACPA	Charles L. Lewis, Exec. V.P., APGA
Evelyn Black, Southern Region	Donald C. Linkowski, ARCA
Norman C. Creange, ASCA	Clarence A. Mahler, ASGW
Thelma T. Daley, Past Pres., APGA	Mary F. Maples, Treasurer, APGA
Shirley T. Downs, Southern Region	Carl McDaniels, NVGA
C. A. Edwards, Southern Region	Thomas C. Neil, POCA
John S. Epps, ANWC	Albert F. Slawson, Western Region
George M. Gazda, President, APGA	Lloyd A. Stone, Midwest Region
Norman C. Gysbers, Pres.-Elect, APGA	Daisy E. Takacs, Midwest Region
Edwin L. Herr, ACES	Lawrence Winkler, No. Atl. Region
Thomas E. Hipple, Western Region	Frank B. Womer, AMEG
Joseph W. Hollis, AHEAD	David G. Zimpfer, No. Atl. Region

John T. Palmer was unable to attend, and I. Thomas Quinn represented him as an alternate from the Western Region.

Others attending as observers with some participation in the meeting included:

Jack A. Duncan, Chairperson, APGA Press Advisory Board
Louise B. Forsyth, President-Elect, ASCA
Alan T. Quay, Chairperson, APGA By-Laws Committee
Donald W. Severson, Past President, ASCA
Emmett E. Tucker, Jr., APGA Legal Counsel
Ruth Ann White, President, AHEAD
Willie S. Williams, President, ANWC

Staff members in attendance were: Frank E. Burtnett, Paul L. Collins, Julia Davidson, William W. Hunter, Nancy King, Leif W. Lindberg, Patrick J. McDonough, Judy Rosenbaum, and C. Stephen Trigonoplos.

76-2 - Agenda, Approval of

It was moved by Lee and seconded by Takacs that: The Board of Directors votes to approve the agenda for this meeting, as amended. (The agenda presented to the Board in advance was amended to add several items received after it had been prepared and distributed.) Motion passed.

76-3 - Minutes of Last Meeting

Attention was called to the Minutes from the Board of Directors meeting of July 7-11, 1976. It was noted that those Minutes, as distributed, contain two errors as follows:

(1) Agenda Item 76-30, p. 4, first motion. In the third line of this motion the words "to the first" should be changed to read: "first to the".

(2) Agenda Item 76-18, p. 4, Section H, which reads "At present, the momentum.... .near future within the Association." should be removed and the particular motion should end after Section G.

It was then moved by Lee and seconded by Altekruze that: The Board of Directors votes approval of the Minutes from the Board of Directors meeting of July 7-11, 1976, as corrected. Motion passed.

76-4 - President's Report

President Gazda called attention to his written report and briefly summarized some of the highlights of that report. Following his summarization, it was moved by Stone and seconded by Altekruze that: The Board of Directors votes to accept the President's Report. Motion passed.

76-5 - Treasurer's Report

Treasurer Mary Maples called the attention of the Board to the proposed revisions in the FY 1977 Budget and the preliminary budget for FY 1978. She pointed out the areas where changes are proposed in the 1977 Budget and noted that the Board of Directors will need to take action on these. She indicated that the preliminary budget for FY 1978 is presented for information only at this point.

Following the presentation, it was moved by Beyerl and seconded by Altekruze that: The Board of Directors votes to accept the Treasurer's Report with the understanding that there will be further study and evaluation of the proposed Budget revisions later in the meeting. Motion passed.

76-6 - Executive Vice President's Report

Executive Vice President Lewis reported on a number of activities and operations of the headquarters office. He discussed financial status and the audit, personnel, publications, legislative activities, property, and membership. He also reported on the status of the 1977 convention operation. Following the report, it was moved by Beyerl and seconded by Antonucci that: The Board of Directors votes to accept the Executive Vice President's Report. Motion passed.

76-7 - Divisional Reports

Representatives from each of the Divisions presented brief reports on the activities within their respective Divisions and the Division's plans for the remainder of the year. No action was required on these reports and they were given to the Board for information only.

President Gazda reported that the Executive Committee had discussed the adequacy of progress of the Public Offender Counselor Association and he reported on that discussion to the Board of Directors. There was no action taken in the Board concerning this topic.

76-9 - Regional Reports

Representatives from each of the four Regions reported on activities and plans within their respective Region. No action was required on these reports as they were given to the Board for information only.

It was moved by Daley and seconded by Slawson that: The Western Regional proposals received by President Gazda during this meeting requesting a new policy on Western regional support and an increased level of funding be placed on the Board of Directors agenda for March 1977 policy consideration.

It was then moved by Zimpfer and seconded by Antonucci that: The motion on the floor proposed in behalf of the Western Region be expanded to include consideration of funding for all the Regions. Motion passed, and the motion on the floor was so amended.

Vote was then called for on the motion to place the request for a new policy on the regional support, as amended to include all regions, on the agenda for the Board of Directors meeting in March 1977. Motion passed.

76-10 - Conventions

As a part of the Executive Vice President's Report, a progress report was given on the status of the 1977 Convention to be held in Dallas. Following that report, it was moved by Takacs and seconded by Altekruze that: The Board of Directors votes to accept the Convention progress report for the 1977 Convention. Motion passed.

It was moved by Daley and seconded by Downs that: The Board of Directors approves the appointment of Dr. Lawrence Winkler as Convention Coordinator for the 1978 APGA Convention, and further, that the Board approves the following appointments for 1978 Convention Committee Chairpersons: Treasurer-Anita Hughes; Program Coordinator-George Marx; Convention Services Coordinator-Bea Gustafson; Publicity and Public Relations-Grace Phillips; Special Activities and Meals-Mary K. Albritton; Association Liaison Coordinators-Robert Humbles and Willie Howard. Motion passed.

It was moved by Daley and seconded by Gysbers that: The Board of Directors reaffirms its policy not to reimburse State Branches or Associations for inviting and hosting our national convention. It is the Board's policy to inform present officers of such Branches and State Associations of intent to visit and to seek counsel regarding dates and locations. It is further moved that the Board consider an alternative site to the now designated 1982 Convention in California if the California Personnel and Guidance Association must have reimbursement for hosting such Convention, which is contrary to the general APGA tradition and policy. Motion passed (Two against, Quinn & Zimpfer).

76-30 - APGA Budget

It was moved by Beyerl and seconded by Winkler that: The Board of Directors accepts the FY 1977 Budget revision and commends the Financial Affairs Committee and the headquarters staff for their work and planning. Motion passed.

It was moved by Daley and seconded by Winkler that: The Board of Directors accept and acknowledge President Gazda's report of supplemental budget requests from Government Relations Committee, Industry-Education Cooperation Committee, Regional Coordinating Council, Government Relations Task Force on Regulations PL 94-482, Press Advisory Board Needs Assessment, etc. It further encourages the President to make supplemental allocations from the Committee reserve funds after further study of the level of expenditures and specific working plans. Motion passed.

It was moved by Winkler and seconded by Lee that: The Board of Directors moves to accept the preliminary FY 1978 APGA Budget report and to commend all those responsible, including the Financial Affairs Committee and headquarters staff who were involved, for their work and planning in preparing a budget so far in advance. Motion passed.

76-41 - Government Relations

It was moved by Daley and seconded by Gysbers that: The Board of Directors in keeping with the fact that APGA is an Internal Revenue Service designated 501(c)(3) organization, at the Board's direction, hereby rescinds the motion in paragraph three of the July 1976 Board action under agenda item 76-41 regarding staff recording and monitoring of activities until the lobbying regulations and laws are clarified. Motion passed (one against-Zimpfer; one abstaining-Winkler).

76-42 - Insurance Trust

Dr. Lawrence Winkler, Chairperson of the Insurance Trust, presented a written report and briefly summarized this. Following his report, it was moved by Lee and seconded by Stone that: The Board of Directors votes to accept the report from the Insurance Trust. Motion passed.

The Chairperson of the Board subcommittee assigned to consider the Insurance Trust reported that this group does not fall within the definition of APGA Committees and therefore no action was recommended. The question was raised concerning the recommendation that the membership of the Insurance Trust be reduced to three persons instead of the present size. Following discussion, it was moved by Antonucci and seconded by Downs that: The Board of Directors approves reduction of the size of the APGA Insurance Trust from its present size to five (5) members. Motion passed.

76-53 - Board of Directors Meeting Procedures

It was moved by Edwards and seconded by Quinn that: A substitute to the Board of Directors must have the approval of the Division President or the Chairperson of the respective Region. The approval of the substitute to

the Board must come in writing from the Division President or the Chairperson of the respective Region to the President of the Association. Acceptable methods of written form will be a letter received by the President of the Association prior to the opening session of the Board meeting on which the substitute is to serve or a telegram to the President of the Association prior to the opening session of the Board meeting on which the substitute is to serve. Motion passed.

76-55 - Committees and Commissions

It was moved by Daley and seconded by Altekruze that: The Board of Directors votes to approve the appointment of Christine Adams and Jamesanna Kirven as Co-chairpersons of the Senate Credentials Committee; and that Irvine C. Gordon be appointed as Parliamentarian and Alice Cox and Clifton Sparks as Senate Monitors. Motion passed. (These appointments apply to the 1977 Convention to be held in Dallas.)

The Board was advised that a series of motions were to be presented dealing with proposed By-Laws revisions concerning committees and commissions. This is as a result of request for such action adopted by the July 1976 Board of Directors meeting. Prior to beginning these presentations, it was agreed by the Board that all such proposed By-Laws revisions that the Board may choose to approve will be approved with editorial privileges being granted the By-Laws Committee when it prepares such for presentation to the Senate.

It was moved by Epps and seconded by Lee that: The Membership Committee be removed from the list of Standing Committees in the Association, and that the liaison structure be kept whereby information on membership would continue to be disseminated from headquarters staff to the Divisional, Regional and Branch Membership Chairpersons, for inclusion in their respective membership programs. Motion passed. [The rationale presented by the subcommittee for this action is as follows: APGA operates to a great degree on the capital it receives from dues. Consequently, there is a direct relationship between membership and finance/operations. This relationship, therefore, predicates a genuine need to have paid staff who can devote a substantial amount of time (on a continuous basis) to coordinating, implementing, and processing various activities, operations and services which increase the overall membership. It is felt that the mission of the Membership Committee has been assumed by APGA headquarters staff and Divisional, Branch and Regional membership chairpersons.]

It was moved by Epps and seconded by Lee that: The Board of Directors recommends that Article XII, Section I of the Association By-Laws be changed to read (with editorial changes as necessary):
Section I - The Standing Committees of the Association shall be those identified in these By-Laws by Title, membership, term of office and mission statement. Unless otherwise specified, the President-Elect shall appoint, subject to confirmation by the Board of Directors, one-third of the members of a Standing Committee for a term of three (3) years. Any vacancy occurring shall be filled by the then incumbent President-Elect, in the same manner, and the person appointed shall serve for the unexpired term of the person originally appointed. Chairpersons for a fiscal year are to be appointed by the incumbent President-Elect, subject to confirmation by the Board of

Directors. Said appointments are to be made at the Convention meeting of the Board of Directors prior to the fiscal year appointment of the Chairperson. A Chairperson may be reappointed to one additional term only during any three (3) year period. Motion passed.

It was moved by Epps and seconded by Horwitz that: The Board of Directors votes to recommend that the following mission statement be included in the By-Laws: The By-Laws Committee shall receive proposals for amending the By-Laws and Standing Rules, and make additional recommendations for change and present proposed amendments to the Senate. It shall consist of three (3) members, including the Chairperson. Motion passed.

It was moved by Epps and seconded by Lee that: The Board of Directors votes to recommend the following policy statements for the By-Laws Committee: (1) The By-Laws Committee shall confer not less than thirty (30) days, nor more than sixty (60) days following the initial Board of Directors meeting of any fiscal year to: (a) receive and review any proposed by-law amendments, and (b) review the existing By-Laws for possible development of proposed amendments. (2) At the direction of the President or Board of Directors, the By-Laws Committee shall provide technical assistance to Divisions, Regions, and Branches, to insure that their By-Laws fully conform with those of APGA.

Following discussion, it was moved by Daley and seconded by Takacs that: The motion on the floor be amended to delete section (b) "review the existing By-Laws for possible development of proposed amendments," and to substitute a new section (b) "Review the By-Laws with the power to identify areas of technical change that might be needed and recommend such changes to the Board of Directors for its action. Amendment passed.

Vote was then called for on the motion concerning policy statements for the By-Laws Committee, as amended. Motion passed.

It was moved by Womer and seconded by Downs that: The Board of Directors votes to rescind its action in July 1976 concerning the recommendation for a By-Laws change as reported in the July Minutes on page 11, agenda item 76-84, as concerns Article XI-Media, Section 1, and instead recommends the By-Laws be amended at this same point to read as follows:

Article XI-Media

Section 1. APGA Media Committee.

The Media Committee shall advise the Board of Directors and the Executive Vice President on such matters as media policy, planning, development and management. It shall consist of five voting members plus the Editor of the Personnel and Guidance Journal as a non-voting member. Initially (July 1 of the year of implementation) the APGA Past President shall appoint one member for one year, the President shall appoint one member for two years, and the President-Elect shall appoint one member for three years. Thereafter one member shall be appointed by each President-Elect for a three year term. In addition, the Past President shall serve as a voting member of the Media Committee for a one-year term, and the Chairperson of the Council of Journal Editors shall serve as a voting member during his/her tenure as Chairperson, unless that person is the Editor of the Personnel and

Guidance Journal. In that event the Council of Journal Editors shall elect another of their members to serve on the Media Committee each year. The Chairperson of the Media Committee shall be appointed each year (July 1) by the President, from the voting members of the Media Committee, subject to confirmation by the Board of Directors. Motion passed.

It was moved by Daley and seconded by Gysbers that: The Executive Committee be asked to analyze all the proposed By-Law changes regarding Committees, and present to the Board of Directors at the March 1977 meeting, the proposed "phasing in" steps. Motion passed.

It was moved by Womer and seconded by Lee that: The Board of Directors votes to rescind its action in July 1976 concerning the recommendation for a By-Laws change as reported in the July Minutes on page 11, agenda item 76-84, as concerns Article XI-Media, Section 2, and instead recommends the By-Laws be amended at this same point to read as follows:
Section 2. Council of Journal Editors.

The Council of Journal Editors shall coordinate the publication of Divisional journals and shall communicate to the Media Committee their suggestions and concerns related to the publication of the Association's periodicals. The Council of Journal Editors shall be comprised of the Editor of the Personnel and Guidance Journal and the editors of each Division journal. The Council of Journal Editors shall elect its own Chairperson. In addition, the Chairperson of the APGA Media Committee shall be an ex officio non-voting member of the Council of Journal Editors. Motion passed.

The Chairperson of the Board subcommittee discussing the proposed Media Committee, reported that the subcommittee was proposing no change to the recommended Section 3, from the July 1976 Board of Directors action on this topic.

It was moved by Womer and seconded by Quinn that: The Board of Directors votes to rescind its action in July 1976 concerning the recommendation for a By-Laws change as reported in the July Minutes on page 11, agenda item 76-84, as concerns Article XI-Media, Section 4, and instead recommends the By-Laws be amended at this same point to read as follows:
Section 4. Official Journal.

The official journal of the Association shall be the Personnel and Guidance Journal, which shall be distributed without additional charge to every member in good standing of the Association.

(a) The Editor. The chief officer of the Personnel and Guidance Journal shall be the Editor, who shall be appointed for an initial three year term, subject to periodic review by the Media Committee, and who may be reappointed for not more than one additional consecutive term. The Editor shall be responsible for editorial policy and content. The Editor shall further be responsible for appropriate editing and timely preparation of each issue of the Personnel and Guidance Journal and for preparing an annual report and budget statement to the Board of Directors through the Media Committee.

(b) The Consulting Editors. The Editor shall be assisted by consulting editors. There will be twelve such members with one-third of the members to be appointed each year for initial terms of three years, subject to periodic review, and who may be reappointed for not more than one additional

term. The consulting editors will be appointed by the President subject to confirmation by the Board of Directors. In the event of a vacancy, the President will appoint a successor to complete the unexpired term. Motion passed.

The Chairperson of the Board subcommittee discussing the proposed Media Committee reported that the subcommittee was proposing no change to the recommended Section 5, from the July 1976 Board of Directors action on this topic.

It was moved by McDaniels and seconded by Epps that: The Board of Directors recommends that the By-Laws Committee prepare an amendment to the By-Laws to state the following: "Special Committees are established by the Senate, Board of Directors and/or President with the expectation that their work will be completed within three years. If a committee is continued beyond one year, a membership appointment rotation system and mission statement will be in effect as is for standing committees." Motion passed.

It was moved by McDaniels and seconded by Slawson that: Present Special Committees be asked to submit to the APGA President by February 1, 1977, statements as to their mission and scope. These statements should be submitted to the Board of Directors for action by the March 1977 Board of Directors meeting. A policy manual on committees should be developed for action by the July 1977 Board of Directors meeting. Motion passed.

It was moved by McDaniels and seconded by Gysbers that: The Board of Directors recommends that the Senate Resolutions and Credentials Committees be dropped and suggests that these functions be made a part of the Senate Rules and Operating Procedures. Motion passed.

The Chairperson of the subcommittee considering Special Committees advised that the subcommittee recommended that the following be continued as Special Committees. Therefore, no action was required by the Board at this point. Those recommended Special Committees were: Aging, Licensure, Testing, Women, International Education, Industry and Education, and Conventions. The Board took no action to change the status of any of the above Committees.

It was moved by McDaniels and seconded by Altekruise that: The Board of Directors votes to recommend to the By-Laws Committee the following amendment to the APGA By-Laws: That the Government Relations Committee be designated as a Standing Committee of the Association, and that the number of members, term, and method of appointment continue as at present; with the Chairperson being appointed in the usual way. Further, that the Mission Statement for this Committee be as follows: "To be concerned with matters of government activities at all levels." Motion passed.

It was moved by McDaniels and seconded by Altekruise that: The Board of Directors votes to recommend to the By-Laws Committee the following amendment to the APGA By-Laws: That the Human Relations Committee be designated as a Standing Committee of the Association, and that the Committee consist of six (6) members, with the regular procedures for appointment and rotation, as used for Standing Committees. Further, that the Mission Statement for this Committee be as follows: "To be concerned with all matters of human rights." Motion passed.

The Chairperson of the committee considering Coordinating Committees advised that the subcommittee had no recommendations concerning any possible change for the Regional Coordinating Council, and considered this a separate group and different from Committees and Commissions. No Board of Directors action was taken on this subject.

It was moved by Herr and seconded by Hipple that: The Board of Directors moves to recommend to the By-Laws Committee the following amendment to the APGA By-Laws: That in Article XII, Section 2(a), that the Ethics Committee be continued as a Standing Committee with the following specifications: "The Ethics Committee shall be responsible for educating the membership to the Ethical Standards, monitoring and periodically upgrading the documents and procedures pertinent to Ethical Standards, and receiving and processing complaints and charges of alleged violations of the Ethical Standards of the Association. The Committee shall consist of six (6) members including the Chairperson, and one (1) ex officio member without voting privileges. The term of appointment to be three years with two members appointed each year. The Chairperson to be appointed from the existing members of the Committee. The Chairperson of the sub-committee on the Ethical Casebook will serve as the ex officio member of this Committee." Motion passed.

It was moved by Herr and seconded by Quinn that: The Board of Directors moves to recommend to the By-Laws Committee the following amendment to the APGA By-Laws: That in Article II, Section 5, the words "Committee on Ethics" be changed to read "Ethics Committee" in the two places in which they appear. Motion passed.

It was moved by Herr and seconded by Downs that: Since the current Ethics Committee consists of thirteen (13) persons, the current President should appoint two (2) persons to serve one (1) year, the incumbent President-Elect should appoint two (2) persons to serve (2) years, and the Chairperson, and the newly elected President-Elect should choose two (2) persons to serve for three (3) years; and the remaining persons now on the Ethics Committee shall be discharged July 1, 1977. Motion passed.

It was moved by Herr and seconded by Altekruze that: The Board of Directors moves to recommend to the By-Laws Committee the following amendment to the APGA By-Laws: That in Article XII, Section 2(a) the Professional Preparation and Standards Committee be deleted from the By-Laws as a Standing Committee. Motion passed (one against-Gysbers).

It was moved by Herr and seconded by Lee that: A Special Study Committee be put in place to assess the status of Standards among the Divisions and Regions of the Association, identify possible mechanisms for cooperation in generating and applying standards among Divisions and Regions, examine the possibilities for accreditation and/or program approval which might be implemented by the Association, and recommend how these tasks can be best accommodated within the Association structure. Motion passed.

It was moved by Antonucci and seconded by Lee that: The Board of Directors votes to recommend to the By-Laws Committee the following amendment to the APGA By-Laws: That Article XII, Section 3, be revised to read as follows: "The members of the Financial Affairs Committee shall be the Treasurer-designate, Treasurer, and the immediate past-Treasurer. The President-Elect

shall appoint a person to serve for a term of three (3) years, subject to confirmation by the Board of Directors at its July meeting. This person shall serve as Treasurer-designate in the first year of appointment and shall serve as Treasurer of the Association in the second year of his/her appointment. Any vacancy occurring on the Committee shall be filled by the President-Elect, subject to Board confirmation, and the person shall serve for the unexpired term of that person originally appointed. The Financial Affairs Committee shall advise the Board of Directors, the President, President-Elect, and the Executive Vice President on such matters as budget planning and development and financial management." Motion defeated, and this proposal for By-Laws revision will not be referred to the By-Laws Committee.

It was moved by Stone and seconded by Neil that: The Board of Directors moves to approve the proposed revision to the By-Laws as follows, and to refer this to the By-Laws Committee for preparation:
Nominations and Elections Committee.

Membership. Four members including the Chairperson.

Terms of Office. One year for members and one year for Chairperson.

Method of Appointment. The immediate Past President of the Association is automatically the Chairperson. One member - a Past President - is appointed by the President and is subject to confirmation by the Board of Directors. Divisional and Regional representatives (one each) to the Nominations and Elections Committee shall be elected by the respective Division and Regional representatives to the Board of Directors at the first meeting of the Board of Directors for the respective fiscal year. No member of the Nominations and Elections Committee may serve for two consecutive years nor may any member be a candidate for President-Elect of APGA while a member of the Nominations and Elections Committee.

Mission. To conduct the nominations and elections of the Association and to review and recommend procedures for carrying out the annual election in accordance with the nominations and elections procedures as adopted by the Board of Directors. Motion passed.

[It was noted that the July 1976 Board of Directors meeting adopted a proposed change in the By-Laws concerning nominations and elections as follows: Article VIII, Section 3(b) - change to read as follows:

(1) Each Division shall have the right to submit to the Nominations and Elections Committee the name of no more than one candidate to be placed on the ballot for President-Elect.

(2) Each Region shall have the right to submit to the Nominations and Elections Committee the name of no more than one candidate to be placed on the ballot for President-Elect.]

The Board intends that this proposed amendment be referred to the By-Laws Committee also.

It was moved by Stone and seconded by Neil that: The Board of Directors moves to refer the following proposed By-Laws revision to the APGA By-Laws Committee for its action:

Awards Committee. Recommend that this Committee be made a Standing Committee.

Membership. Fifteen members including the Chairperson, plus the Association President who is an ex officio member.

Term of Office. Three (3) years. Committee members may not serve consecutive terms.

Method of Appointment. APGA President-Elect appoints five (5) new members each year, subject to confirmation by the Board of Directors at the first meeting of the fiscal year. (Attempt should be made to select individuals who are representative of a cross section of APGA.)

Mission. It is the mission of this Committee to: review for possible continuation any previous awards, solicit and consider new awards, prepare and revise, when appropriate, guidelines for each award, and submit this information to the Board of Directors for action.

This committee is to solicit nominees for the various APGA Awards, gather supporting materials concerning nominees, in accordance with the guidelines of each award, and select recipients based upon the criteria outlined for each award. Motion passed.

It was moved by Stone and seconded by Neil that: Presuming the proposed amendment to the APGA By-Laws regarding the Awards Committee is adopted, that as of July 1, 1977, the President-Elect appoint one-third (five members) of the Committee membership for three (3) years; the President appoint one-third (five members) of the Committee membership for two (2) years; and the immediate Past President appoint one-third (five members) of the Committee membership for one (1) year; thus making the total of fifteen (15) Committee members. Motion passed.

76-68 - Nominations and Elections Rules

It was moved by Daley and seconded by Takacs that: Article VIII, Section 3(c) be amended to delete the word "secret". The statement in the By-Laws would then read: "The Nomination and Election Board shall conduct the election of officers by ballot, mailed to the individual members of the Association." This proposed amendment to be referred to the By-Laws Committee for appropriate action. Motion passed.

It was moved by Daley and seconded by Edwards that: In case of a tie vote in the primary election for the determination of the top two candidates for APGA President-Elect, the tie vote will be submitted to the Board of Directors by mail ballot. In case of a tie in the general election for the top candidate for APGA President-Elect, the vote will be submitted to the Senate. In each of the above, the specific time lines and other technical procedures will be determined and monitored by the Nominations and Elections Board. Motion passed. (This policy to be incorporated into the Nominations and Elections Procedures handbook.)

It was moved by Daley and seconded by Edwards that: As of the 1977 Primary, the primary election for APGA President-Elect conducted by written ballot mailed to individual members through the Guidepost, will be in the form of a colored, self-addressed, folded envelope type ballot glued in the Guidepost, yet very visible and readily detachable. Motion passed.

It was moved by Daley and seconded by Takacs that: The Board of Directors moves that the Primary Election for APGA President-Elect be conducted with the total membership consistent with the current procedure, and that technical changes be made to give the primary ballot greater appeal. Motion passed. [It was reported that the Nominations and Elections Committee had

considered several options for revising the current primary procedures. Such options were the submission of ballots to the following groups and/or combination of groups: (1) the entire membership; (2) the Senate; (3) the Board of Directors; (4) the Branch Presidents; (5) the Senate and Board of Directors; (6) the Senate and Branch Presidents; (7) the Board and Branch Presidents; (8) a combination of the Senate, the Board, and the Branch Presidents. On the basis of proposed organizational changes within the Association, and a full attempt to find the most equitable manner of conducting nominations and elections, it was recommended that no change be made at this time pending possible change in structure.]

It was moved by Daley and seconded by Lee that: An educational process be mounted within the Association by the Nominations and Elections Board through the Board of Directors, the Regional Coordinating Council, the Divisional Presidents, the Regional officers, and the State Branch Presidents to emphasize the importance of the election process; to overcome the number of people nominated; to encourage divisions, etc. to consult and share in the nomination process; and regardless of the size of the division or region, to foster the idea that although one has the right to be nominated, it is a good practice to nominate the best leadership regardless of the divisional or regional affiliation. Motion passed.

76-85 - Membership Representation and Services Outside Continental United States

It was moved by Daley and seconded by Altekruze that: The Board of Directors instruct the staff to initiate research on the options and alternatives and differential impact of improved support for Branches outside the Continental United States. Staff is expected to present a cost analysis and estimate for the various options. President Gazda is instructed to continue his efforts to obtain clear proposals to supplement the response from the Hawaii Branch. Motion passed.

76-86 - Leadership Development and Long Range Planning

The July 1976 Board action requested appointment of a subcommittee to study this area of leadership development and to present regular progress reports to the Board. The Chairperson of the subcommittee reported that it is anticipated that a progress report will be ready for the March 1977 meeting of the Board. There was no action required on this item at this Board meeting.

76-102 - Structure, Function and Relationship of APGA Board of Directors and Senate

A progress report was presented to the Board by the Chairperson of this subcommittee. Attention was called to the several possible options for reorganization of the governing bodies of the Association. Board members were invited to submit additional options or suggestions prior to the March Board meeting, where a further report will be presented.

Following discussion, it was moved by Lee and seconded by Antonucci that: The President reconstitute the subcommittee on Structure, Function and Relationship of APGA Board of Directors and Senate to include two Senators

and that he and the Committee keep the Senate informed as to this committee's activity and alert them to discussion and some action at the March 1977 meeting. Motion passed.

76-103 - Insurance Coverage for Board of Directors and Officers

It was moved by Daley and seconded by Gysbers that: The Board of Directors reaffirms its policy of providing blanket accident insurance for the President, Board of Directors and employees as indicated in the backup report on this topic for this Board meeting. The Board further instructs the staff to recommend to the Board in March 1977 a procedure to provide similar coverage for Senate members, Committee Chairpersons, and if administratively and economically feasible, for Committee members on official travel for APGA. The Board authorizes such coverage to be under blanket policies or by individual travel policy purchase being reimbursed by APGA upon submission of appropriate receipt. Motion passed.

76-104 - Association Property

It was moved by Daley and seconded by Altekruise that: The Board of Directors accept the recommendations regarding the property as presented in the backup material for this meeting, regarding next steps. Headquarters staff is authorized to arrange an appraisal of the three properties in Washington at a cost of approximately \$1,500.00. The headquarters staff is authorized to engage the real estate firm of Colquitt-Carruthers, Inc. to attempt to sell the present property and to locate appropriate relocation quarters (initial contract for six months). The Board of Directors reaffirms the policy adopted on July 12-14, 1974 concerning the possible sale of the property. Motion passed.

76-105 - Continuing Education Units (Workshops)

It was moved by Daley and seconded by Edwards that: The Board of Directors endorse the concept and use of Continuing Education Units for American Personnel and Guidance Association sponsored counselor development workshops. The Board further approves in principle the procedures outlined in the working document presented as backup material for this meeting, and moves that a committee be appointed by the President as specified in (1) of the operational procedure section, and this committee will develop the final operational procedures guidelines for action at the March 1977 Board of Directors meeting. Motion passed. [The section (1) of the operational procedure section as mentioned in the motion reads as follows: "A standing committee of three to five members will be appointed by the Executive Vice President to advise on policy and procedures concerning the Continuing Education Unit. The committee will have the added responsibility for assisting the program sponsor and/or project coordinator for a specific program in the interpretation and application of these guidelines, as requested or when deemed necessary by the Executive Vice President." This Board action changes the appointing agent from Executive Vice President to President.]

76-106 - Regional Coordinating Council - Structure and Function of Regions

It was moved by Daley and seconded by Lee that: The Board of Directors votes to refer the Regional Coordinating Council suggestions on restructuring to the Board Subcommittee on Structure, Function and Relationship of APGA Board of Directors and Senate. Motion passed.

76-107 - Recognition of Foundations and/or Grants, Policy on

It was moved by Daley and seconded by Herr that: The Staff is authorized to prepare and arrange appropriate delivery of plaques and/or certificates for donors and foundations who make substantial financial contributions to APGA and the improvement of the profession; such to be announced at the 1977 Dallas Convention Banquet. Motion passed.

76-108 - Press Advisory Board

Dr. Jack Duncan, Chairperson of the Press Advisory Board, presented a report. He first called attention to the written report and elaborated on several specific sections of that, particularly concerning feeling of the Board of Journal Editors about the Board of Directors suggested By-Law changes. Following the report, it was moved by Black and seconded by Edwards that: The Board of Directors votes to accept the report from the Press Advisory Board. Motion passed.

76-109 - Financial Policy Manual

The Board was advised that the Executive Committee had considered a report to update the Financial Policy Manual. A motion was made, then withdrawn, that the Board accept this progress report. It was agreed that this material will be sent out to the Board in advance of the March 1977 meeting and will be placed on the agenda for Board of Directors consideration at that March meeting.

76-110 - Miscellaneous Items

Dr. David Zimpfer, representative from the North Atlantic Region, asked to have the following statement read into the record and reported in the published Minutes of this Board meeting, as a personal privilege:

"On behalf of the North Atlantic Region, I respectfully request the following be read into the record and reported in the published minutes of the Board of Directors meeting of December 11, 1976:

Several issues of great significance to the branches of APGA and to their regional representatives were introduced at this Board meeting:

1. proposed reversal of the present policy which provides for regional funds unexpended in the current year to be carried over to the next year;
2. proposed alteration of the basis for funding and the amount of funds allocated to regions;
3. proposed action relating to the structure of the Regional Coordinating Council; and
4. proposed additions to the policy of providing travel insurance for attendance at official APGA functions.

In each of these instances, whether by oversight or because materials

arrived too late or for whatever other reason, backup materials and proposals were not made available to the total Board in a way which permitted fully informed deliberation.

We believe that the purposes of the regions, namely to represent adequately the several branches of APGA, and to promote leadership development within the branches, are placed in jeopardy.

North Atlantic Region respectfully requests that planners and implementers of Board of Directors agendas provide for timely and full deliberation by the Board of all issues to be presented for Board action. This request includes but is not necessarily limited to:

1. early mailing (according to accepted policy) of backup materials pertinent to each issue to come before the Board;
2. specific presentation of every proposed change of rule, policy, procedure, position, or prior action of the Board as a separate motion before the Board;
3. reaffirmation of the By-Laws provision that the Executive Committee "shall act for the Board of Directors but within the limits of such written policies as may be established by the Board of Directors." (Read by David G. Zimpfer for the North Atlantic Region. December 11, 1976.)"

Adjournment

It was moved by Takacs and seconded by Winkler that: The December 1976 meeting of the Board of Directors be adjourned. Motion passed. The meeting was adjourned at 4:04 p.m., December 11, 1976.