

**POLICIES AND PROCEDURES  
SOUTHWEST REGION ACPE  
REPRESENTATION AND NOMINATION COMMITTEE (RANC)**

**I. Structure and Order**

**A. Purpose**

1. It shall be the responsibility of the RANC to consult with the members of the Region regarding their desire to serve in the Regional and National organizations.
2. It shall be the responsibility of the RANC to prepare a RANC report that includes the following:
  - a. Nominations for Regional offices;
  - b. Nominations for Regional committees;
  - c. Nominations for National offices, Commissions and representatives.
3. This report shall be presented to the Region at its Fall meeting. Nominations at both Regional and National levels are to be in concert with the Governance Manual of the Southwest Region and the Constitution, By-Laws, and Governance Manual of the Association.

**B. Membership**

The Representation and Nomination Committee shall consist of a Chair, six (6) members, and the immediate past Regional Chairperson as an ex-officio member. The Chair shall be elected by the Region for a single three (3) year term, having served at least one year as a current member on the regional RANC before becoming Chair. Each member will serve a three (3) year term. The members may not succeed themselves until rotating off the committee for at least one year. Two new members will be elected from the floor at the Fall Regional meeting. In the event of a vacancy on the committee, a new member will be elected from the floor at the next Regional meeting to complete the unfilled term.

**C. Duties of Officers**

1. The Chairperson shall preside at all the meetings of the committee, shall establish a tentative agenda to be enlarged as necessary by the committee membership and shall discharge such duties as are delegated to him/her by the Region or the Leadership Council of the Region.
2. The Chairperson shall have responsibility to prepare a proposed budget for the committee each year, to submit said proposed budget to the Finance Committee for inclusion in the regional budget and to supervise the expenditure of budgeted funds after approval by the Region.

**D. Meetings**

**Working meetings shall be called by the Chairperson as necessary to accomplish the tasks of the committee in a timely manner; notice of said meeting to be mailed to the committee membership at least thirty (30) days in advance.**

**II. Procedures**

**A. Time Line**

**Suggested guidelines for a formal time line are:**

- 1. Determine the date of the Fall Regional meeting.**
- 2. Determine the publication date of the Regional newsletter immediately prior to the Fall Regional Meeting, or at least thirty (30) days prior to the meeting.**
- 3. The completed RANC Report needs to be sent to the newsletter publisher (Terry Henderson) and the Regional Director two weeks prior to the publication date of the Regional Newsletter.**
- 4. Set the first meeting date for the RANC at least 60 days prior to the date the completed report needs to be in the regional publisher's office.**

**B. Prior to the Regional Fall meeting, the RANC shall solicit from the membership the following:**

- 1. The names of persons who would like to have a position.**
- 2. The names of persons whom members of the Region would like to see placed in nomination for leadership of the organization.**
- 3. This information is to be solicited from the membership (see forms attached). In the mailing to the Regional Membership, include the following:**
  - a. A current RANC report outlining the current members who are serving in leadership and the vacant positions at the National and Regional level.**
  - b. A brief description, tenure, and function of each committee.**
  - c. A blank nominations worksheet.**

- C. Once this information has been gathered, the Chairperson shall call a meeting of the RANC to compile a RANC Report**
  - 1. Every effort needs to be made to hold the meeting in a geographical area that will keep expenses at a minimum.**
  - 2. Conference calls should be used when feasible.**
- D. Attention will be given to insure the following:**
  - 1. Committee Chairpersons (with the exception of the Budget and Investment Chair) may not succeed themselves in that office. Persons who become Chair to fill a vacancy shall be eligible to succeed themselves once as Chair.**
  - 2. Committee members (with the exception of RANC members) may succeed themselves twice in that office.**
  - 3. When making nominations, care should be taken to ensure inclusivity with regard to: gender, race, ethnicity, categories of clinical membership, and a broad range of experience levels.**
- E. There are no term or tenure criteria for participants in Networks (i.e. History Network).**
- F. Terms of service for National Board and Commissions have the following tenure:**
  - 1. Board of Representatives: Two (2) year term. Board Members may succeed themselves twice, for a total of six years of continuous q service.**
  - 2. Accreditation Commission: The Regional Chair of Accreditation fills this position.**
  - 3. Budget and Investment: The Regional Chair of the Budget and Investment Committee fills this position.**
  - 4. Certification Commission: One (1) member from each of the three (3) classes on the Regional Certification Committee is to be nominated as a representative of the Commission.**
  - 5. Professional Ethics Commission: Three (3) year term. Commission members may succeed themselves one time after serving a full or partial term.**
  - 6. National RANC: The Chair of the Southwest Region RANC will serve as the National RANC representative.**

**G. Term Limitations for Regional Standing Committees**

- 1. Chair and Chair-Elect may serve three (3) year terms and are not eligible to succeed themselves (except for the Budget and Investment Committee). Persons who become Chair to fill a vacancy shall be eligible to succeed themselves once as Chair.**
- 2. Chair and Chair-Elect for Budget and Investment Committee may succeed themselves twice.**
- 3. RANC members may serve three (3) year terms and may not succeed themselves.**

**H. Clinical members, Supervisory Candidates, Associate Supervisors and Full Supervisors are eligible to serve on all committees and networks, with the exception of the Certification Commission. Only full supervisors may serve on the Certification Commission.**

**I. The compiled RANC Report is to be mailed to the membership in the Regional Newsletter thirty (30) days prior to the Fall meeting.**

**J. The Chairperson of RANC shall present the report at the Fall meeting of the Region for action by the Region.**

**K. Vacancies in offices are to be filled in compliance with the Regional By-laws.**