

**LEADING THE WAY:
A GUIDE TO LEADERSHIP
IN THE
IDAHO COUNSELING
ASSOCIATION**



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INTRODUCTION TO THIS HANDBOOK

Congratulations! You've been recognized as a leader or potential leader in the Idaho Counseling Association (ICA). You were chosen to serve in a leadership role because you can bring many skills and ideas to your role in ICA. This handbook is designed to maximize your potential to put those skills and ideas to work on behalf of ICA.

This handbook has been prepared specifically for the Idaho Counseling Association's Leadership Development Institute. Its purpose is to assist ICA leaders and potential leaders in understanding the Association, their individual leadership responsibilities, and ways in which ICA can best serve its members. Because our time at this conference will be limited, it is unlikely that we will cover the entire contents of this handbook. Our hope is that you will save this handbook as a resource and that you will refer to it frequently in your future role(s) in ICA.

We would like to thank the Arkansas Counseling Association for allowing our association to use their handbook as a model!

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INTRODUCTION TO ICA

The first two chapters of this handbook are designed to provide you with an introduction to the mission and purpose of ICA, to the strategic plan guiding ICA, and to the organizational structure of ICA. As a leader in the Association, it is important that you be able to effectively respond to questions about why ICA exists, about the organizational structure of ICA, and about why a counselor would want to join the Association. In addition, whether you'll serve in a leadership capacity for a division, region or committee, a working knowledge of these concepts will provide a solid foundation for you to effectively serve your group!

MISSION OF ICA

The Idaho Counseling Association (ICA) is an organization of counseling and human development professionals who work in education, health care, residential treatment, private practice, community agency, governments and business/industry settings. The mission of ICA is to enhance human development throughout the life span and to promote the counseling and human development profession.

STRATEGIC PLAN

Although the mission and core values of the Idaho Counseling Association remain fairly stable, the Association's prioritization of each goal may change over time. ICA therefore periodically engages in a strategic planning process in order to reassess the mission and purposes of the organization, to prioritize them, and to identify specific ways in which the association will work toward them

See the entire strategic plan in **Appendix B**.

ORGANIZATIONAL STRUCTURE OF ICA

The organizational structure of ICA is somewhat complex. The key concepts to be addressed in this chapter include: ICA Membership, ICA Divisions, the ICA Executive Committee, ICA Council of Leaders and ICA Committees

ICA MEMBERSHIP CATEGORIES

In thinking about membership, it is also important to know that there are four types of individual members: (1) Regular; (2) Retired; (3) Student; and (4) Associate

Professional Member: Must hold a master's degree or higher in counseling or a closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council for Higher Education Accreditation.

Retired Member: A retired member is a person who has been an ICA professional member for five consecutive years and who has retired from the counseling profession.

Student Member: Must be enrolled half-time or more in a counseling or a closely related mental health field, but does not hold a master's degree in counseling.

Associate Member: Any person who works in a closely related mental health field, but does not hold a master's degree in counseling.

ICA DIVISIONS

There are 5 separate divisions of ICA:

- Idaho Association for Counselor Education & Supervision
- Idaho Career Development Association
- Idaho Association of Marriage and Family Counseling
- Idaho Mental Health Counselors Association
- Idaho School Counselor Association

IACES - Idaho Association for Counselor Education and Supervision

IACES emphasizes the need for quality education and supervision of counselors in all work settings. Through the accreditation process, professional development activities, and research, IACES is working to continue to improve the education, credentialing and supervision of counselors.

ICDA - Idaho Career Development Association

The purpose of ICDA is to promote a greater understanding of the meaning of work and vocation, to foster career development over the life span, and to establish and improve the standards of professional service in the field of career guidance in Idaho.

IDAMFC - Idaho Marriage, Family & Child Counselors

IDAMFC is dedicated to promoting and supporting the highest quality, ethical practice of couple and family counseling; including training, research, and promoting collaboration among various constituents involved with couples and families to improve coping skills and interpersonal relations.

IMHCA - Idaho Mental Health Counselors Association

IMHCA is a state branch of the American Mental Health Counselors Association - AMHCA. Membership in IMHCA is multi-disciplinary and open to professional counselors, counselor educators and counseling students who have an interest in the advancement of the mental health counseling profession.

ISCA - Idaho School Counselors Association

ISCA serves its members and the public through programs that advance guidance and counseling in all school work settings: elementary, middle/junior, secondary and post-secondary.

LEADERSHIP CATEGORIES

The Guidelines and Expectations for each Leadership Role can be found in **Appendix A**.

ICA EXECUTIVE COMMITTEE

The ICA **Executive Committee** shall consist of the Officers of the Association and the ICA Division Presidents or their duly appointed representatives. The officers of ICA include the President, President-Elect, immediate Past President, Secretary and Treasurer. These positions are an elected office. The Executive Director is an ex-officio member of the Executive Committee.

ICA COUNCIL OF LEADERS

The second level of leadership in ICA involves the **Council of Leaders**. The Council of Leaders shall consist of the Officers of the Association, presiding officer or the appointed representative of each of the Divisions of the Association, the Chairpersons of ICA Committees, and the Executive Director.

ICA COMMITTEES

Within ICA, there are a number of committees. The ICA President is responsible for appointing committee chairs. Committees specified by the ICA Bylaws are:

Awards

The Awards Committee shall select recipients for annual ICA awards, obtain annual awards and special awards, and assist the President in presenting awards. (Article VII, Sec. 2a)

Awards presented are: *Lifetime Achievement Award, Counselor of the Year, Distinguished Service Award, Volunteer Service Award, Advocate of the Year, Public Policy and Legislation Award and Supervisor of the Year* for each Idaho University (UI, ISU, BSU, NNU). Nomination applications are sent out in advance to the membership. The committee then evaluates and determines the recipient of each award. This committee also oversees the distribution of Graduate Student scholarships and Poster Sessions recognition for the conference.

Bylaws

The Bylaws Committee shall receive proposals for amendments to Bylaws, assist the President and Council of Leaders with Bylaws, seek consistency between ACA and ICA Bylaws and ICA Policies and Procedures Manual. (Article VII, Sec. 2b)

It is the responsibility of the chair to submit ICA Bylaws to the ACA Bylaws Committee for periodic review and to provide copies of the Bylaws to the membership. In addition to the above the chair can serve as parliamentarian to the Council of Leaders. This Committee is also responsible for the maintenance of the Policy and Procedure manual.

Conference

The Conference Committee shall organize and provide Association conferences and conventions. (Article VII, Sec 2c)

The Conference Committee is responsible for soliciting programs, obtaining sponsors, determining schedule, publishing registration brochures and programs based on the President's theme. They work with the conference site on room allocations for breakouts, menus for luncheons and other such details. The committee members represent the various divisions of ICA and other partners.

Finance

The Finance Committee shall assist the President, President-Elect, and Treasurer in financial affairs, and annually audit the ICA financial records. (Article VII, Sec. 2d)

The ICA Treasurer is the chair of this committee. The members are the treasurers of each of the ICA Divisions. Not only does the committee audit ICA financial records, but also performs audits for each of the divisions.

Human Rights

The Human Rights Committee shall seek to improve human conditions in the Association and in the counseling profession. (Article VII, Sec. 2e)

The Human Rights Committee is responsible for raising awareness of human rights issues in the Association and in the counseling profession through workshops, the media, and other means at their disposal.

Leadership Development

The Leadership Development Committee shall assist the President in identifying and developing competent leaders. (Article VII, Sec. 2f)

The Leadership Development Chair shall plan and develop the annual leadership institute in conjunction with the Council of Leaders and the respective division leaders. The chair shall work closely with the executive director in obtaining site.

Media

The Media Committee shall supervise the publications of ICA, the distribution of these, and shall enhance the public understanding of counseling and human development. (Article VII, Sec. 2h)

The Media Chair is the editor of the ICA Newsletter coordinating with the division newsletter editors. The Committee is responsible for the production, printing and mailing of the journal quarterly—November, February, May and August. Advertising for coming conferences in print, electronically and on the website is the responsibility of this committee.

Membership

The Membership Committee shall solicit new and continuing members of the Association and ACA. (Article VII, Sec. 2I)

The Membership Committee plans campaigns to attract new members and to retain present ones. It is also the responsibility of the chair to advise the Council on amount of membership dues. The chair is responsible for making name tags for conference. The chair works with the Executive Director in maintaining accurate records of the membership.

Nominations and Elections

The Nominations and Elections Committee shall establish a slate of candidates for Officers and shall conduct an election of officers by secret balloting, as provided for in Article V, Section 3. Members of this Committee shall be the immediate Past President as its chair, and each of the Division Presidents, or their duly appointed representatives. (Article VII, Sec. 2J)

The Committee sends out a call for nominations at the annual conference in January and the election is conducted in March.

Professional Preparation and Standards

The Professional Preparation and Standards Committee shall make suggestions to the President and ICA regarding counselor entry standards, shall provide ACA Ethical Standards Workshops, and shall receive and process complaints of the ethical behavior of members. (Article VII, Sec. 2k)

The Professional Preparation and Standards Committee reviews applications for qualifying conferences and workshops to grant CEU's under ICA's NBCC provider status. It is also the committee's charge to maintain provider status with ACA.

Public Policy and Legislation

The Public Policy and Legislation Committee shall serve as a liaison between ICA and public agencies. The PPLC shall be concerned with matters of public policy at all levels. This committee shall make recommendations to the Council of Leaders concerning public policy and legislative issues. (Article VII, Sec. 2l)

The PPL Chair maintains a close working relationship with and gives direction to the legislative watchdog hired by ICA. The chair holds regular meetings with the committee made of up division PPL chairs and other interested parties, and reports to the Council of Leaders on its activities. The PPL Committee is responsible through its chair for submitting an annual budget and reporting on its expenditures. The committee is responsible establishing legislative priorities for all the divisions, for speaking on behalf of the Association and its divisions to state and local governments. It also provides legislative training and workshops to the membership at annual and regional conferences.

Strategic Planning

The Strategic Planning Committee shall suggest plans for the future development of the Association to the President and Council of Leaders. (Article VII, Sec. 2g)

The Strategic Planning Committee develops strategies for accomplishing the mission of the ICA based on input of the members. Members of this committee are the Council of Leaders and committee chairs.

WHERE DO I START?

If you're reading this handbook, it's likely that you've been elected to an office within ICA, been appointed to a leadership committee within ICA, or are interested in having such a role in the future. Some people think carefully about the commitment involved in being a leader within this association. They check with their employer, talk with their family, and carefully assess the time commitment involved. Other people agree to a leadership position more spontaneously, often at the urging of a professional colleague or at the plea of their favorite division. Regardless of the process used prior to accepting a leadership role, it is not uncommon to suddenly feel "lost" once you take office.

If you're experience this, you may be asking the following questions:

- Where do I start?
- What is expected of me?
- How am I supposed to know what to do?
- Who can I turn to for help?

If these questions sound familiar to you, don't worry! By attending this Leadership Development Institute and by reading this manual, you will be answering these questions so that you can enter your leadership role with confidence! This chapter is designed to help you identify and prioritize what you should be doing in your role.

Learn about ICA as an Organization

A good place to start is to invest some time in learning about ICA as an organization. This will provide you with an understanding of the mission and purpose of ICA, the organizational structure of the Association, and an understanding of how your division or committee relates to ICA as a whole.

Learn the Rules (and Follow Them!)

Next, you'll want to review the various sets of rules that govern ICA as well as those of your division. Committee chairs need only review ICA rules. It's always good to know the rules ahead of time! To learn the rules, you will want to thoroughly read the ICA Bylaws and Polices. Regardless of what division or committee you are leading, you are responsible for adhering to these rules. ICA Bylaws can be found in **Chapter 6** and ICA Policies are included in **Chapter 7** of this manual.

In addition to learning the ICA rules, your division has a set of Bylaws. Please contact your division's president for a copy of the division Bylaws.

What are my responsibilities as a volunteer leader?

Volunteer leaders have an implicit responsibility to act in the best interest of the organization they represent. This is commonly referred to as fiduciary responsibility of a volunteer and is difficult to define but easy to breach. Among the duties falling under a volunteer's fiduciary responsibility are:

- **Duty of Care:** The duty of care requires an individual to exercise ordinary and reasonable care in the performance of their duties, exhibiting honesty and good faith. The “ordinary man” rule often applies when measuring this responsibility.
- **Duty of Loyalty:** The duty of loyalty requires a duty to avoid conflicts of interest and provide undivided allegiance to the mission of the organization. Loyalty in appearance, as well as fact, is equally critical.
- **Duty of Obedience:** The duty requires an individual to operate within and in accordance with an organization's governing documents which include Articles of Incorporation, Bylaws, and policies and procedures. Compliance with federal and state laws, regulations and procedures are also required.
- **Reliance of Experts:** A volunteer leader is entitled to rely on information, opinions, reports or statements prepared by committees, consultant and/or staff that the leader believes to be reliable and competent in the matters being presented. Once identified or accepted as an expert, any information, opinions, reports or statements cannot be ignored and must be given ample proper consideration.

Fiduciary responsibility attempts to address the manner in which a volunteer leader carries out his/her responsibilities. Outlined below are the 10 basic duties of the Board of Directors of any tax exempt organization:

- ✓ **Determine the organizations mission and purposes:** Establish a Mission, Strategic Plan, Articles of Incorporation, Bylaws and Tax Exemption
- ✓ **Select the Executive Staff through an appropriate process:** The Executive Director represents the only employee of the board. All other association staff report to the Executive Director, who then reports to the Executive Committee.
- ✓ **Provide ongoing support and guidance for the Executive:** Establish clear direction and lines of communication, adopt the organization's policies and procedures, approve an annual budget, etc.
- ✓ **Ensure effective organizational (strategic) planning:** Routinely evaluate the Strategic Plan and identify tangible goals, tied to the budget, that need to be met to achieve this plan.
- ✓ **Ensure adequate resources:** Develop the annual budget in a conservative, realistic and dynamic manner.
- ✓ **Manage resources effectively:** Routinely review the internal financial statements, audit reports and any consultant reports. Routinely evaluate operational and organization efficiencies.

- ✓ **Determine and monitor the organization’s program and services:** Periodically survey members to ensure the benefits provided are valued and meet members’ expectations
- ✓ **Enhance the organization’s public image:** Promote and protect the organization
- ✓ **Serve as a court of appeal**
- ✓ **Assess its own performance**

Practical Considerations for Volunteer Leaders

1. Attend meetings. Rely on information presented and the integrity of others; however, always use reasonable judgment
2. Read minutes ensuring completeness and accuracy.
3. Record objections and ensure controversial issues are debated. The assumption under the law is not that the correct decision was made but serious consideration of an action before the action was taken
4. Maintain current policies and procedures that have been reviewed by professionals (legal, audit, database managers, etc.) and that are thoroughly understood by the Association’s staff
5. Ensure all laws and regulations are followed in a complete and timely manner. Employment and income taxes must be paid and a thorough understanding of the distinction between independent contractor and employee is understood.
6. Ensure adequate insurance is maintained to properly safeguard Association assets.
7. Review financial statements and ensure that you have a thorough understanding of the financial position and performance of the Association.

Study the Strategic Plan

The strategic plan is the document that identifies the priorities of the association and operationalizes the mission and purpose of the organization. In short, it serves as a concrete guide to what is important to ICA and to the divisions. It helps answer the question, “How am I supposed to know what to do?” You should always be able to articulate how the activities of your committee or division are consistent with the strategic plan. The strategic plan is available in **Appendix B**.

Identify and Lean on Your Sources of Support

Being a leader in ICA can be one of the most rewarding experiences of your career. Simultaneously, it can be stressful and time consuming. It is therefore essential that you have a support network. In addition to your friends and family, you will want to identify other sources of support: other division presidents if you are a division president, the ICA President if you are a committee chair, other committee chairs to collaborate, etc. These vital connections are likely to enhance your effectiveness as a leader. Remember:

- ✓ Learn about ICA as an Organization
- ✓ Learn the Rules
- ✓ Study the Strategic Plan and specified responsibilities
- ✓ Identify and Lean on Your Sources of Support

SHOW ME THE MONEY!

Another aspect of effective leadership in ICA involves attention to financial issues. Although we, as counselors, may tend more toward being “people” people than “data” people, money still makes the world go around. Indeed, you’ll want to understand what current resources exist for your committee or division. In addition, you’ll want to attend to the overall welfare of ICA by paying keen attention to ICA’s financial status.

Tax Status

ICA is incorporated as a 501(c) (6) entity within the Internal Revenue Code. This means that the federal government recognizes the Idaho Counseling Association as a not-for-profit organization for tax purposes.

It is important to realize that our status does not mean we are exempt from paying state sales taxes.

Fiscal Year

ICA’s fiscal year begins on July 1 and ends on June 30. You’ll note that new officers assume their roles on July 1 in order for their term to coincide with the Fiscal Year.

ICA Budget

ICA’s budget is set annually during the Leadership Development Institute in June and reviewed throughout the year, to ensure the organization remains on track financially. ICA’s primary source of revenue comes from Membership Dues and the Annual Conference held in January.

SUPPORTING THE DIVISIONS

ICA also works hard to support the divisions. Just a few of the ways in which ICA offers assistance are listed below:

1. **Web Page—www.idahocounseling.org**
 - a. Divisions may post conferences or workshops to ICA’s web page
 - b. Web page lists information about each division and contains membership information for each
 2. **Listserv**
 - a. Divisions may post information regarding upcoming workshops to ICA’s listserv by e-mailing information to ICA’s Executive Director
 3. **Lobbyist**
 - a. ICA hires a lobbyist to monitor counselor related pieces of legislation
 4. **Membership**
 - a. All membership is processed through ICA’s office
 - b. ICA maintains a database of all members of ICA and each division. Divisions receive monthly membership reports
 - c. ICA mails out renewal notices for all ICA members and division members
 - d. If divisions have members join them directly, please notify ICA’s office so the member can receive a renewal notice
 5. **Labels**
 - a. ICA provides divisions with their respective mailing labels upon request
 6. **Trainings with CEU’s**
 - a. ICA’s NBCC provider number allows ICA and its divisions to offer approved CEU trainings to Idaho counselors.
 7. **Newsletter**
 - a. ICA’s newsletter is distributed to its entire membership, giving each division opportunity to share to members and potential members.
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PLAYING BY THE RULES

Leadership in the Idaho Counseling Association, as you now see, requires a great deal of content knowledge. It also requires considerable procedural knowledge. This chapter is designed to provide you with information about the procedural rules involved in leadership within the Idaho Counseling Association.

What are generally accepted business practices which an organization should maintain?

1. Development and implementation of a strategic plan
2. Routine meetings
3. Hiring of qualified management
4. Development, review and monitoring of an annual budget
5. Complete and adequate record retention
6. Maintenance of complete and accurate minutes
7. Routine and accurate financial reporting and cost analysis of programs and/or benefits
8. Maintenance of sufficient and adequate insurance coverage
9. Written and established policies and procedures
10. A system of checks and balances to ensure compliance with all laws, regulations, policies and procedures

ICA BY-LAWS

All activities in the Idaho Counseling Association are governed in accordance with the ICA By-Laws. The By-Laws were last revised in 2010 and represent specific guidelines regarding the operation of ICA. All ICA leaders, regardless of chapter or division affiliation, are responsible for conducting chapter and division business in accordance with these By-Laws.

The By-Laws address a number of important issues. These include:

- | | |
|--|--------------------------|
| ✓ The Name and Purpose of ICA | ✓ ICA Officers |
| ✓ Membership in ICA | ✓ ICA Council of Leaders |
| ✓ Annual Association Meeting | ✓ ICA Committees |
| ✓ Divisions, Chapters and Interest Sections of ICA | |

The complete set of By-Laws is included on the following pages.

**ByLaws of the
Idaho Counseling Association
A State Branch of the American Counseling Association**

**Article I
NAME AND PURPOSE**

Section 1. **Name.** The name of this Association shall be the Idaho Counseling Association.

Section 2. **Relationship to ACA.** The Idaho Counseling Association (ICA) is organized as a State Branch of the American Counseling Association (ACA), and shall continuously identify itself as a "Branch of the American Counseling Association" ICA shall be autonomous in the conduct of its affairs, consistent with the ByLaws of ACA.

Section 3. **Purposes.** The purposes of the Idaho Counseling Association, in accord with those of ACA, are to enhance human development through the lifespan, to promote the counseling profession, and to enhance public confidence and trust in the counseling profession.

**Article II
MEMBERSHIP**

Section 1. **Eligibility.** Professional members shall hold a master's degree or higher in counseling or a closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council for Higher Education Accreditation.

Section 2. **Special Categories**

(a) **Retired Member:** A retired member is a person who has been and ICA professional member for five (5) consecutive years and who has retired from the counseling profession. Retired members retain their professional status_for purposes of voting and holding office.

(b) **Student Member:** A student member is a person who is enrolled half-time or more in a counseling or a closely related field during the current academic year.

(c) **Associate Member:** An associate member is any person who works in a closely related mental health field, but does not hold a masters degree in counseling.

Section 3. **Ethics.** Members must agree to abide by ACA's *Ethical Standards*, as from time to time amended.

Section 4. **ACA Membership.** Members of this Association shall be invited and urged to apply for membership in the American Counseling Association and one or more of its divisions.

Section 5. **Dues.** Annual Association dues for members shall be established by the action of the Council of Leaders. *Retired and Student members pay 50% of the dues that professional and associate members pay.*

Section 6. Severance of Membership.

(a) A member may be dropped from membership for any conduct that tends to injure the Association or to affect adversely its reputation, or that is contrary to or destructive of its objectives according to the ByLaws or Ethical Standards of the ACA. Any member charged with engaging in any such conduct shall be given notice of the precise nature of the charge, shall be given the opportunity to confront through witnesses or otherwise before the Association's Professional Preparation and Standards Committee. The Committee shall consider any charges made over the signature of two members in good standing, and shall determine whether the charges should be dropped, or are true, and shall report to the President. The charged member may appeal the decision of the Committee to the Council of Leaders' Executive Committee, whose decision is final.

(b) A member will be dropped from membership for the nonpayment of dues.

Section 7. Membership shall be individual.

Section 8. Professional members in good standing may vote in an election and hold office. Student and Associate members may also vote in an election. Student and Associate members may not be an officer of ICA.

**Article III
ANNUAL ASSOCIATION MEETING**

Section 1. Meetings. An annual Meeting of the Association shall be convened at the call of the President, Council of Leaders, or its Executive Committee, who may also call additional meetings. Notice of meetings shall be sent to members at least 30 days prior to convening.

Section 2. Cancellation of a regularly scheduled meeting. Cancellation of a regularly scheduled annual meeting, in the event of weather or an emergency can be made by the Executive Committee. Members will be notified of the cancellation electronically.

Section 3. The Executive Committee has the right to reschedule the meeting.

**Article IV
CHAPTERS, DIVISION, AND INTEREST GROUPS**

Section 1. Divisions

(a) A State Division shall consist of members who organize on a statewide basis in accordance with the purposes and ByLaws of an ACA National Division and consistent with the ByLaws of the ACA and ICA.

(b) All officers of a State Division shall be members in good standing of the corresponding National Division, ACA and ICA.

Section 2. Chapters. A State Chapter shall consist of members of ICA who organize on the basis of a local geographic unit within the state in accordance with the ByLaws and policies of the ICA.

Section 3. Interest Section. A State Interest Section shall consist of members who organize on either a statewide or local basis in accordance with the ByLaws and policies of the ICA to promote a professional interest not otherwise provided for in the ICA Divisional structure.

Section 4. **Duties to ICA.** The presiding officer of each Division, Chapter, and interest Section shall keep the President, President-Elect, and Secretary of ICA informed of its officers and activities. Changes in ByLaws of these units shall not be effective until approved by the ICA Council of Leaders.

Section 5. **Starting a New Division**

(a) The Council of Leaders shall have the power to grant charters to State Divisions in accordance with policies and procedures established by the Council of Leaders relative to the formation of a new State Division. Two-thirds of the votes cast by members of the Council of Leaders who are present at a meeting where there is a quorum shall be necessary to grant a charter to a new State Division.

(b) Application for Divisions under ICA should be submitted at least 90 days prior to ICA board meetings. Said application must include the following:

- i. Letter of interest identifying the proposed name of the division and a statement of purpose or mission statement that is in accordance with that of ICA, ACA, and the National Division.
- ii. Membership roster indicating at least 30 Professional ICA Dues-paying members each in good standing with ICA. Initially, a group moving toward Divisional status may be designated as an Interest Group until such time as it qualifies for Division status.
- iii. New Division ByLaws will be approved in accordance with ICA and the corresponding National Division Bylaws.

(c) Completion of Division approval requirements must be submitted 90 days prior to an ICA board meeting. Requirements include the following:

- i. Membership roster indicating at least 30 professional ICA members and division dues-paying members.
- ii. Roster of Officers who are ACA and ICA members including members of National Division.

Article V
OFFICERS

Section 1. **Officers and Terms of Office.**

(a) Officers. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer.

(b) Elected. Officers shall be elected at large from among the professional members of this Association. All Officers shall be members in good standing in ICA and ACA.

(c) Terms. The term of office of any elected officer shall begin on the first day of the official ICA year and each officer shall serve until the successor takes office. The President, President-Elect, and immediate Past President shall serve terms of one year and shall not succeed themselves, except as a result of a vacancy (Section 4). The President-Elect succeeds to the Presidency in the ensuing year and to the Past Presidency the year after the Presidency. The Secretary shall serve a two-year term and shall not be eligible to immediately repeat this office. The Treasurer shall serve a two-year term, and may repeat the office for successive terms if reelected.

Section 2. Duties of Officers.

(a) The President shall be the Chief Executive officer of the Association and shall preside at meetings of the Council of Leaders and its Executive Committee, and at general meetings of the Association. The President shall appoint committee members, with the advice and consent of the Executive Committee and shall hold ex-officio membership on all committees. The President shall be responsible for transmitting the Association's Annual Report to the President of the ACA. The President shall serve as a voting representative of ICA at the ACA Western Regional Branch Assembly.

(b) The President-Elect shall act in the place of the President at all Association, Council of Leaders, or Executive Committee meetings which the President is unable to attend, and shall serve as one of the ICA voting representatives in the Western Regional Branch Assembly.

(c) The immediate Past President shall preside in the absence of the President and the President-Elect, and shall chair the Nominations and Elections Committee and serve on the Conference Committee.

(d) The Secretary shall keep the records of the current activities of the Association, Council of Leaders, and its Executive Committee and shall issue all notices of meetings. The Secretary shall report all notices of meetings. The Secretary shall report all amendments to the Association's Articles of Incorporation or ByLaws to the ACA President in writing with 30 days after the date of adoption.

(e) The Treasurer shall collect and disburse funds of the Association, subject to the approval of the President, and shall make a financial report to the Council of Leaders and the Association annually, and as required by the President or Council of Leaders.

Section 3. Nomination and Election of Officers.

(a) Nominations. The Nominations and Elections Committee shall invite nominations from Divisions, Chapters, Interest Sections and the general membership. The Committee shall select a slate of candidates.

(b) Elections. The Nominations and Elections Committee shall conduct the election of officers by secret ballot, mailed to the individual members or electronically.

Section 4. Vacancies.

(a) Partial terms. Vacancies in the offices of President-Elect, Secretary or Treasurer prior to the completion of the term of office shall be filled by appointment by the remaining members of the Executive Committee. Officers so selected shall serve until the next annual election, when officers shall be elected. Persons completing a partial term shall be eligible for a full term of office, except the President-Elect who becomes eligible to be elected as President

(b) Presidency. Should the Presidency become vacant, the President-Elect shall become President for the remainder of the term, and shall serve a full term as President the next year.

(c) Past Presidency. Should the immediate Past President vacate the office, the next most immediate Past President shall assume it

(d) If an office is unfilled due to no candidate running for the office, the Executive Committee can appoint someone. The candidate with the majority shall take office.

Article VI
COUNCIL OF LEADERS

Section 1. **Composition.** The Council of Leaders shall consist of the Officers of the Association, presiding officer or the appointed representative of each of the Divisions and Chapters of the Association, the Chairpersons of ICA Committees, a graduate student representative (approved 2007) and the Executive Director (if any). A majority shall constitute a quorum.

Section 2. **Powers and Functions.** The Council of Leaders shall:

- (a) Identify issues and establish priorities for the Association;
- (b) Establish policies for Association governance;
- (c) Formulate operational policies for executive action, and evaluate results
- (d) Grant and revoke charters of Divisions, Chapters, and Interest Sections;
- (e) Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.

Section 3. **Meetings.** The Council of Leaders shall meet at the call of the President. Notice of a meeting of this Council, with a statement of known business to be transacted, shall be sent to each member of the Board at least ten days prior to the meeting. It is empowered to act by mail or technology between meetings.

Section 4. **Executive Committee.** The Executive Committee shall consist of the Officers of the Association and the ICA Division Presidents or their duly appointed representatives. The committee shall meet at the President's call for assignments by the Council of Leaders, or to meet emergencies. It may act by mail and/or technology. It is responsible to the Council of Leaders for its actions and minutes. Notice of its meetings shall be provided to each Executive Committee member. A majority shall constitute a quorum. The Executive Committee is empowered to act by mail or technology between meetings.

Section 5. **Executive Director.** The Council of leaders may, at its discretion, solicit the assistance of an individual for a continuous term, as Executive Director for advice in ICA administration and to enhance continuity to the leadership. This person shall serve as an ex-officio, non voting member of the Council of Leaders.

Section 6. **Removal from office.** A member of the Council of Leaders may be removed from office for any conduct that tends to injure ICA or to affect adversely its reputation, or that is contrary to or destructive of its mission according to the ICA Bylaws and the ACA Code of Ethics. Removal from office requires a two-thirds vote by the Council of Leaders.

Article VII COMMITTEES

Section 1. Appointment of Committees. Committee members shall be appointed by the President, with the advice and consent of the executive committee, except as the ByLaws provide, to conduct necessary activities of the Association. The President is an ex-officio member of each committee.

Section 2. Standing Committees.

(a) The Awards Committee shall select recipients for annual ICA awards, obtain annual awards and special awards, and assist the President in presenting awards.

(b) The ByLaws Committee shall receive proposals for amendments to ByLaws, assist the President and Council of Leaders with ByLaws, seek consistency between ACA and ICA ByLaws, and between ICA ByLaws and ICA Policies and Procedures Manual.

(c) The Conference Committee shall organize and provide Association conferences, conventions.

(d) The Finance Committee shall assist the President, President-Elect, and Treasurer in financial affairs, and annually audit the ICA financial records.

(e) The Human Rights Committee shall seek to improve human conditions in the Association and in the counseling profession.

(f) The Leadership Development Committee shall assist the President in identifying and developing competent leaders.

(g) The Strategic Planning Committee shall suggest plans for future development of the Association to the President and Council of Leaders.

(h) The Media Committee shall supervise the publications of ICA, the distribution of these, and shall enhance the public understanding of counseling and human development

(i) The Membership Committee shall solicit new and continuing members of the Association and ACA.

(j) The Nominations and Elections Committee shall establish a slate of candidates for Officers and shall conduct an election of officers by secret balloting, as provided for in Article V, Section 3. Members of this Committee shall be the immediate Past President as its chair, and each of the Division Presidents, or their duly appointed representatives.

(k) The Professional Preparation and Standards Committee shall make suggestions to the President and ICA regarding counselor entry standards shall provide ACA Ethical Standards Workshops, and shall receive and process complaints of the ethical behavior of members.

(l) The Public Policy and Legislation Committee shall serve as a liaison between ICA and public agencies. The PPLC shall be concerned with matters of public policy at all levels. This committee shall make recommendations to the Council of Leaders concerning public policy and legislative issues.

Section 3. Special Committees. The President may appoint any necessary special committees. Special committees have duration of the remainder of the Association year, but may be reinstated the next year if necessary.

Section 4. **Reports.** Each committee shall make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it

Section 5. **Committee Supervision.** Each Standing Committee shall be supervised by the President, President-Elect or immediate Past President, as annually determined by the Council of Leaders.

Article VIII

BUSINESS AFFAIRS

Section 1. **Severable or Transferable Interest.** No member shall have any severable or transferable interest in the property of the Association.

Section 2. **Control and Management.** All property of the Association shall be subject to the control and management of the Council of Leaders.

Section 3. **Disposal upon dissolution.** Upon dissolution of the Association, none of its property shall be distributed to any of the members and all of such property shall be transferred to such other nonprofit organization or organizations, as the Council of Leaders shall determine to have purposes and activities most nearly consonant with those of the Association.

Section 4. **Appropriation of Association Funds.** No appropriation of Association funds shall be made except pursuant to the authority of the Council of Leaders.

Section 5. **Association Year.** The fiscal year and the governance year of the Association shall be that of ACA.

Section 6. **Audit.** The Treasurer's accounts shall be examined annually by the Finance Committee.

Article IX

NONDISCRMNATION

Section 1. There shall be no discrimination against any individual on the basis of ethnic group, color, creed, gender, sexual orientation, age, record of public offense, and/or disability.

Article X

BYLAWS

Section 1. **Amendment.** These ByLaws can be amended at any regular meeting of the Council of Leaders by a two-thirds vote, provided that the amendment has been discussed and submitted in writing at the previous regular meeting.

(a) Proposal. An amendment may be proposed by majority vote of the Council of Leaders, or by the governance body of a Division, Chapter, or an individual member, provided that the individual member's proposed amendment is presented over the signature of at least ten members in good standing. All proposed amendments must be submitted in writing to the ByLaws Committee, who shall transmit it to the Council of Leaders, with or without a recommendation, for the Council of Leaders to adopt or reject.

(b) The Effective Date of an adopted amendment shall be as soon as President is informed that ACA's Governing Council has approved the amendment as consistent with ACA ByLaws.

Article XI

RULES OF ORDER

Robert's Rules of Order, Newly Revised, 1971 Edition (by Henry Martin Robert), as from time to time amended, shall govern the proceedings of all bodies of the Association except where otherwise specified by these ByLaws.

End of ByLaws

Revised 2015

ICA POLICIES & PROCEDURES

General Policies are established through practice or are directed through Council of Leaders action—motions.

The Policy and Procedure manual is available online on the ICA website – www.idahocounseling.org.

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A

GUIDELINES AND EXPECTATIONS FOR LEADERSHIP ROLES WITHIN ICA

DUTIES AND RESPONSIBILITIES OF OFFICERS

- **Duties of the Executive Committee**
 - **President**
 - **President Elect**
 - **President Elect Elect**
 - **Past President**
 - **Treasurer**
 - **Secretary**
 - **Executive Director**

- **Duties of the Committee Chairs**
 - **Awards Committee**
 - **ByLaws Committee**
 - **Finance Committee**
 - **Graduate Students Committee**
 - **Human Rights Committee**
 - **Leadership Development Committee**
 - **Media Committee**
 - **Membership Committee**
 - **Nominations and Elections Committee**
 - **Professional Preparation and Standards Committee**
 - **Public Policy and Legislation Committee**
 - **Strategic Planning Committee**
 - **Conference Committee**

ICA PRESIDENT

The role of the President of the Idaho Counseling Association is to lead the Association toward fulfillment of the Strategic Plan and to further the mission of the Association. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer. Officers shall be elected at large from among the professional members of this Association. The President, President-Elect, and immediate Past President shall serve terms of one year and shall not succeed themselves, except as a result of a vacancy. The President-Elect succeeds to the Presidency in the ensuing year and to the Past Presidency the year after the Presidency.

Responsibilities

- **Bylaws**
 - Be a member in good standing of ICA and ACA.
 - Is chief executive officer.
 - Serves a term of one year, beginning on the first day of the ICA year and shall serve until the successor takes office.
 - Shall serve as a member of the Executive Committee and Council of Leaders
 - All members of the Council of Leaders are expected to submit a written report for each meeting whether or not in attendance
 - Preside at all meetings of the Council of Leaders, Executive Committee and general meetings of the Association.
 - Transmit through the Secretary an agenda of business to be transacted 10 days prior to all meetings.
 - Appoint committee members with consent of the Executive Committee.
 - Hold ex-officio membership in all committees.
 - Transmit the Association's annual report to the President of ACA.
 - Serve as voting representative of ICA at the ACA Western Region Branch Assembly
- **Functions**
 - Identify issues and establish priorities for the Association.
 - Establish policies for Association Governance with approval of the COL.
 - Formulate operational policies for executive action, and evaluate results.
 - Grant and revoke charters of Divisions, Chapters and Interest Sections.
 - Promotes and protects the counseling profession
 - Speaks/writes on behalf of counselors to legislators, government representatives, schools, universities professional associations, licensing board and government agencies
 - Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.
 - Receive a copy of the annual ICA audit with comments and observations about the report
 - Present Awards at Annual Conference
- **Policies**
 - Present a budget for Council of Leaders approval at the first meeting of the term of office.
 - Determine time, place and agenda of Executive Board, Council of Leaders, Executive Committee and annual meetings
 - Approve or disapproves all reimbursement requests

- Write an article for each issue of the ICA Newsletter
- Attend the annual ACA Conference, Regional Meetings and other meetings where state representation is required as representative of ICA. In the event that the President cannot attend, he will appoint an officer to speak in behalf of the President in place such appointment in writing.
- Choose a keynote speaker and theme for the annual ICA conference
- Submit a report of activities to each Council of Leaders meeting.
- To oversee the evaluation of the Executive Director one month prior to the end of the contract

Duration of Appointment: 12 months

ICA PRESIDENT-ELECT

The role of President-Elect is to prepare for the role of President. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer. Officers shall be elected at large from among the professional members of this Association. All Officers shall be members in good standing in ICA and ACA. The President, President-Elect, and immediate Past President shall serve terms of one year and shall not succeed themselves, except as a result of a vacancy. The President-Elect succeeds to the Presidency in the ensuing year and to the Past Presidency the year after the Presidency.

Responsibilities

- **Bylaws**
 - Shall be a member in good standing in ICA and ACA.
 - Shall serve a term of one year.
 - Shall serve as a member of the Executive Committee and Council of Leaders
 - All members of the Council of Leaders are expected to submit a written report for each meeting whether or not in attendance
 - Preside at all meetings that the president is unable to attend.
 - Serve as ICA voting representatives at ACA Western Region Branch Assembly in the absence of the ICA President.
 - Serve as member of the Executive Committee.
- **Functions**
 - To represent ICA at ACA meetings at the written request of the ICA President
 - Identify issues and establish priorities for the Association.
 - Establish policies for Association Governance.
 - Formulate operational policies for executive action, and evaluate results.
 - Grant and revoke charters of Divisions, Chapters and interest Sections.
 - Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.
 - Ensure the continuity of the ICA Presidency by mentoring the President Elect-Elect
- **Policies**
 - Attend the annual ACA Conference as a representative of ICA.
 - Responsible for appointing Annual Conference Chair.
 - Plan and implement a Leadership Development Institute for the beginning of term as president.
 - Become familiar with the bylaws and policies of the Association.
 - Shall submit a report of activities to each Council of Leaders meeting.

Duration of Appointment: 12 months

ICA PRESIDENT-ELECT-ELECT
(*Informal – not currently in Bylaws*)

The role of President-Elect-Elect is to be in the process of preparation for the role of President.

Functions

- To become knowledgeable about fiscal details and governance, actions over the last three years
- To become knowledgeable about ICA bylaws, policies and procedures and other association documents as appropriate
- To observe the Council of Leaders meeting at the Leadership Development Institute and at the Annual Conference
- Attend committee meetings, when possible
- Shall be a member in good standing in ICA and ACA.

Duration of Appointment: 12 months

ICA IMMEDIATE PAST-PRESIDENT

The role of the Past President is to be available as a mentor to the Association. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer. Officers shall be elected at large from among the professional members of this Association. All Officers shall be members in good standing in ICA and ACA. The President, President-Elect, and immediate Past President shall serve terms of one year and shall not succeed themselves, except as a result of a vacancy. The President-Elect succeeds to the Presidency in the ensuing year and to the Past Presidency the year after the Presidency.

Responsibilities

- **Bylaws**
 - Be a member in good standing of ICA and ACA.
 - Serve a term of one year.
 - Shall serve as a member of the Executive Committee and Council of Leaders
 - All members of the Council of Leaders are expected to submit a written report for each meeting whether or not in attendance
 - Preside at meetings in the absence of the President and the President Elect.
 - Serve as chair of the Nominations and Elections Committee.
 - Serve on the Conference Committee.
- **Functions**
 - Identify issues and establish priorities for the Association.
 - Establish policies for Association Governance.
 - Formulate operational policies for executive action, and evaluate results.
 - Grant and revoke charters of Divisions, Chapters and interest Sections.
 - Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.
 - Serve as the Annual Awards Luncheon Master of Ceremonies, coordinating with the Awards Chair, Conference Chair and the President
- **Policies**
 - Solicit nominees for President and present to the Council of Leaders for approval.
 - Create ballot and present to the membership in February/March for voting.
 - Submit a report of activities at each Council of Leaders meeting.

Duration of Appointment: 12 months

ICA TREASURER

The role of the Treasurer is to oversee the financial affairs and fiscal health of the Association. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer. Officers shall be elected at large from among the professional members of this Association. The term of office of any elected officer shall begin on the first day of the official ICA year and each officer shall serve until the successor takes office.

Responsibilities

- **Bylaws**
 - Shall be a member in good standing of the ICA and the ACA.
 - Shall serve a term of two years and may succeed to a second term.
 - Shall collect and disburse funds of the Association subject to the approval of the President.
 - Shall make a financial report to the Council of Leaders and the Association annually and as required by the President or Council of Leaders.
 - Shall serve as a member of the Executive Committee and Council of Leaders
 - All members of the Council of Leaders are expected to submit a written report for each meeting whether or not in attendance
 - Chairs the Finance Committee.
- **Functions**
 - Identify issues and establish priorities for the Association.
 - Establish policies for Association Governance.
 - Formulate operational policies for executive action, and evaluate results.
 - Grant and revoke charters of Divisions, Chapters and interest Sections.
 - Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.
 - Receive financials from Division Treasurers required to file annual taxes and audits
- **Policies**
 - Assist the President in establishing the operational budget for the current term.
 - The Treasurer is responsible for maintaining permanent records that track income, receipts and disbursements of the Association's funds
 - The Treasurer is responsible for ensuring annual tax return is completed and filed and appropriate tax forms are distributed to contractors by Federal Deadlines. The return must also be filed with the Attorney General's office.
 - Shall present financial report at each Council of Leaders meeting as to the current financial status.
 - Responsible for filing state sales tax permit if needed for ICA Conference and for paying state taxes as required.

Duration of Appointment: 24 months

ICA SECRETARY

The role of the Secretary is to keep an official record of significant documents of the Association. Officers of this Association shall be the President, President-Elect, immediate Past President, Secretary and Treasurer. Officers shall be elected at large from among the professional members of this Association. The term of office of any elected officer shall begin on the first day of the official ICA year and each officer shall serve until the successor takes office.

Responsibilities

- **Bylaws**
 - Shall be a member in good standing of the ICA and the ACA.
 - Shall serve a term of two years and shall not be eligible to immediately repeat this office
 - Shall serve as a member of the Executive Committee and Council of Leaders
 - All members of the Council of Leaders are expected to submit a written report for each meeting whether or not in attendance
 - Keep records of current activities of the Association, Council of Leaders and Executive Committee.
 - Shall issue notices of all meetings 10 days prior.
 - Report all amendments to the Articles of Incorporation or Bylaws to the ACA President in writing within 30 days after the date of adoption.
- **Functions**
 - Identify issues and establish priorities for the Association.
 - Establish policies for Association Governance.
 - Formulate operational policies for executive action, and evaluate results.
 - Grant and revoke charters of Divisions, Chapters and interest Sections.
 - Perform such other duties as are necessary and proper for the orderly and impartial operation of the Association.
 - Provide an electronic copy of board minutes to media chair to be placed on ICA Website
- **Policies**
 - Shall provide a written copy of the minutes to each member of the Council of Leaders or Executive Committee at least 10 days before the next meeting.
 - Shall maintain copies of all motion forms.
 - Copies of all minutes of meetings will be provided to Executive Director upon completion of term

Duration of Appointment: 24 months

ICA EXECUTIVE DIRECTOR

The Council of leaders may, at its discretion, solicit the assistance of an individual for a continuous term, as Executive Director for advice in ICA administration and to enhance continuity to the leadership. This person shall serve as an ex-officio, non voting member of the Council of Leaders.

Responsibilities

- **Bylaws**
 - Shall be a member in good standing of the ICA and ACA.
 - Shall assist in ICA administration to enhance continuity to the leadership.
- **Policies**
 - Is an employee of the Association.
 - Shall serve as an ex-officio non-voting member of the Council of Leaders.
 - Shall serve as central contact person to ACA office.
 - Shall maintain an office and act as a clearinghouse for questions from membership and the public.
 - Shall maintain a database of all motions made in the Council of Leaders, Executive Committee meetings and ICA Annual Meeting.
 - Shall maintain database of those registering for CEUs and shall verify, sign, along with Council of Leaders, and return all certificates.
 - Shall serve as coordinator of activities among the divisions and the Association.
 - Shall maintain accounts for printing, publishing and mailing of correspondence, newsletters and brochures.
 - Shall be the authorized signer for all contracts.
 - Shall serve as liaison with the web master.
 - Shall solicit bids for future conferences for a 3-year period.
 - Shall write an article for each issue of the ICA Newsletter.
 - Shall submit a report of activities at each Council of Leaders Meeting.
 - Shall be evaluated by the President one month before the end of the contract period.
 - Provide copies of the leadership manual to members of the COL in time for review prior to the Leadership Development Institute in July

Duration of Appointment: Yearly contract

ICA AWARDS COMMITTEE CHAIR

The Awards Committee shall select recipients for annual ICA awards, obtain annual awards and special awards, and assist the President in presenting awards. (Article VII, Sec. 2a)

Awards presented are *Counselor of the Year, Advocate of the Year, Legislator of the Year, Graduate Student Poster Session Awards and Supervisor of the Year (4)*. The Conference Committee then evaluates and determines the recipient of each award.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it
- Generate nominations from membership for annual awards:
 - Counselor of the Year, Lifetime Achievement Award, Volunteer Service Award, Distinguished Service Award, Advocate of the Year, Public Policy & Legislation Award,
 - Supervisor of the Year (one from each)
 - University of Idaho, Idaho State University, Boise State University, Northwest Nazarene University
- Graduate Student Poster Session Awards
- Graduate Student Scholarships
 - Recruit 1 person from each university to judge and an ICA Representative Judge

Duration of Appointment: 12 months

Significant Membership: ICA Past President, Nominations & Elections Committee Members

Budget: \$400

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: Conference Chair

Other Contacts: ICA President, Council of Leaders, Executive Director, Site Coordinator, Program Committee

Significant Deadlines:

- Website Updates with all new information
- Call for Nominations - Summer before conference
- Deadline for Award Nominations – December 15
- Deadline Conference Program – December 31
- Thank you notes at the conference or within 2 weeks of it

ICA BYLAWS COMMITTEE

The ByLaws Committee shall receive proposals for amendments to ByLaws, assist the President and Council of Leaders with ByLaws, seek consistency between ACA and ICA ByLaws, and between ICA ByLaws and ICA Policies and Procedures Manual.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it
- The Bylaws Chair shall serve as a member of the ICA Council of Leaders
- All members of the Council of Leaders are expected to submit a written report for each meeting whether or not in attendance
- It is the responsibility of the Bylaws Chair to submit ICA Bylaws to the ACA Bylaws Committee for periodic review and to provide copies of the Bylaws to the membership upon request.
- Maintain the ICA Policy and Procedure Manual, seeking the consistency between the ICA and ACA Policies and Procedures;
- Recommend motions passed by the COL to become a part of the Policy and Procedure Manual
- Transfer approved passed motions into the Policy and Procedure Manual, adjusting index and table of contents
- Shall serve as parliamentarian if questions of order arise during a COL or membership meeting

Duration of Appointment: 12 months

Significant Membership: ICA President

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: ICA President

Other Contacts: Executive Director, Executive Committee

Significant Deadlines:

- If Bylaws need to be amended, meet deadlines instituted by ACA

ICA FINANCE COMMITTEE

The role of the Finance Committee is to advise and assist the President, President-Elect and Treasurer in financial affairs, such as budget planning, development and financial management. The Finance Committee shall monitor the Association's finances and fiscal health as well as annually audit the ICA financial records.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- ICA Treasurer serves as Chair of the Finance Committee
- Committee responsible for auditing ICA financial records and performing audits for each of the divisions
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it
- Receive financials from Division Treasurers required in order to file taxes and annual audits in a timely manner so that taxes may be filed appropriately
- Receive annual budgets from Division Treasurers

Duration of Appointment: 12 months

Significant Membership: ICA Treasurer, ICA President, ICA President-Elect, Treasurers from each of the ICA Divisions

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: ICA President

Other Contacts: Executive Director, Executive Committee

Significant Deadlines: Committee members must meet deadlines instituted by ICA Treasurer

ICA GRADUATE STUDENT COMMITTEE

The Graduate Student Committee shall strive to facilitate graduate student interest and involvement within the Idaho Counseling Association.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it.
- The Graduate Student Chair shall serve as a member of the ICA Council of Leaders
- All members of the Council of Leaders are expected to submit written report for each meeting whether or not in attendance

Duration of Appointment: 12 months

Significant Committee

Membership: ICA President, Graduate Student Representatives from each University

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: ICA President

Other Contacts: Executive Director, Executive Committee, Conference Chair

ICA HUMAN RIGHTS COMMITTEE

The Human Rights Committee shall promote programs which proactively address human rights, societal trends and social issues most relevant to the profession and react to the barriers that interfere with human rights

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it
- The Human Rights Committee Chair shall serve as a member of the ICA Council of Leaders
- All members of the Council of Leaders are expected to submit a written report for each meeting whether or not in attendance
- Responsible for raising awareness of human rights issues in the Association and in the counseling profession through workshops, the media, and other means at their disposal
- Develop an activity for membership participation to give back to the community where the annual conference is held

Duration of Appointment: 12 months

Significant Membership: ICA President

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: ICA President

Other Contacts: Executive Director, Executive Committee, Conference Chair

ICA LEADERSHIP DEVELOPMENT COMMITTEE

The Leadership Development Committee shall assist the President in identifying and developing competent leaders. (Article VII, Sec. 2f) The Leadership Development Chair shall plan and develop opportunities at the conference and throughout the year to provide leadership introductions, connections and mentorship prospects as well as orient new members and conference attendees to the organization.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Offer opportunity to connect mentors with emerging leaders
- Orient new conference attendees and new ICA members to the organization
- Coordinate with Membership Chair to advertise and market Leadership Development Institute
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it
- The Leadership Development Chair shall serve as a member of the ICA Council of Leaders
- All members of the Council of Leaders are expected to submit written report for each meeting whether or not in attendance
- Coordinate with the President trainings at LDI to include, but not limit, to the following:
 - Orientation and linkage to ICA and ACA
 - Leadership skills and styles
 - Government relations
 - Member retention and recruitment
 - Communication, including state conference and state newsletters
 - Ethical and legal issues for leaders
 - Advocacy
 - State branch and division relationships
 - Not for profit tax exempt training
 - Multicultural diversity training
- Develop a mentoring social or event at, but not limited to, the Annual Conference

Duration of Appointment: 12 months

Significant Membership: ICA President

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: Conference Committee Program Coordinator

Other Contacts: Executive Director, Conference Committee Site Coordinator,
Membership Chair

Significant Deadlines:

- Website Updates with all new information
- Submission of Leadership Development events to Program Coordinator – August
- Invitations sent to mentorees – October
- Confirmation of invited members to Conference Chair and Program Coordinator - December
- Thank you notes at the conference or within 2 weeks of it

ICA MEDIA CHAIR

The Media Chair shall supervise the publications of ICA, the distribution of these, and shall enhance the public understanding of counseling and human development. The Media Chair is charged with the responsibility of creating promotional materials that inform Idaho counseling professionals, graduate students, and other interested parties about the program, services and benefits of the Annual Idaho Counseling Association Conference.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it
- The Media Chair shall serve as a member of the ICA Council of Leaders
- All members of the Council of Leaders are expected to submit written report for each meeting whether or not in attendance
- The Media Chair is the editor of the ICA Newsletter and oversees the collection of news articles from the committee, leadership and other appropriate sources
- The Media Chair has the responsibility of providing webmaster with information to be included on ICA website
- The Media Chair may serve as webmaster or may participate in hiring a webmaster in consultation with the Executive committee. The webmaster maintains and updates the website.
- Generate press releases for submission to the local media, once reviewed by the ICA President
- Media Chair may be hired as the webmaster or may participate in hiring a webmaster along with the Executive Committee.

Duration of Appointment: 12 months

Significant Membership: Division Newsletter Editors

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: ICA President

Other Contacts: Executive Director, Executive Committee, Conference Chair

Significant Deadlines:

- The Media Chair is responsible for the production of the ICA Newsletter quarterly- November, February, May and August

ICA MEDIA CHAIR—ICA CONFERENCE

The primary responsibilities of the ICA Media Chair are to design the publications necessary for the marketing and operation of the organization, the majority of which is done for the annual conference in January. The Media Chair is charged with the responsibility of creating promotional materials that inform Idaho counseling professionals, graduate students, and other interested parties about the program, services and benefits of the Annual Idaho Counseling Association Conference.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it
- Create registration brochure; oversee printing and mailing of brochure.
- Create save the date cards; oversee printing and mailing of save the dates cards.
- Create conference program; oversee printing of conference program.
- Create signage and banners; oversee printing of signage and banners.

Duration of Appointment: 12 months, from 1 month after the preceding conference to 1 month after the current conference

Budget: \$3,500 (estimate) – for printing of brochure, program, signage and for recognition elements: letterhead, envelopes and stamps
Final budget to be determined at the Leadership Development Institute in June.

Principal Contact: Conference Chair

Other Contacts: Executive Director, Site Coordinator, Program Committee, Sponsor/Exhibitor Coordinator, Volunteer Coordinator, Social Committee Director, Awards Chair, Silent Auction Director

Significant Deadlines:

- “Save the Date” postcard printing and distribution – August or September
- Brochure creation, printing and distribution - November
- Program creation and printing – January

ICA MEMBERSHIP COMMITTEE CHAIR

The Membership Committee shall solicit new and continuing members of the Association and ACA. (Article VII, Sec. 2I) The Membership Committee plans campaigns to attract new members and to retain present ones. It is also the responsibility of the chair to advise the Council on amount of membership dues. The chair is responsible for making name tags for conference. The chair works with the Executive Director in maintaining accurate records of the membership.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Recruit emerging/active professionals to serve as Association leaders.
- Approach graduating counseling master's students through counselor educators.
- Conduct visits to each of the universities prior to the conference to recruit volunteers, provide information on scholarship opportunities and to enlist emerging leadership
- Obtain ideas on best practices, strategies, etc. through membership annual survey
- Obtain ideas through member participation
- Creation and maintenance of ICA Membership booth
- Ensure that sufficient resources are provided in support of its programs and services.
 - Generate sufficient revenue to support Association programs and services.
 - Maintain membership, Communications
- Communicate regularly with its members and constituents.
 - Members will be regularly informed of Association programs and services, and the value of affiliation
 - ICA presentations to graduate students at the 4 universities
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it.
- The Membership Chair shall serve as a member of the ICA Council of Leaders
- All members of the Council of Leaders are expected to submit written report for each meeting whether or not in attendance

Duration of Appointment: 12 months

Significant Membership: ICA Membership Chair

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contacts: ICA President & Conference Chair

Other Contacts: Site Director, Sponsor/Exhibitor Coordinator, Executive Director, Executive Committee

ICA NOMINATIONS AND ELECTIONS COMMITTEE

The Nominations and Elections Committee shall establish a slate of candidates for Officers and shall conduct an election of officers by secret balloting, as provided for in Article V, Section 3. Members of this Committee shall be the immediate Past President as its chair, and each of the Division Presidents, or their duly appointed representatives.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it.
- Shall invite nominations from divisions, chapters, interest sections and the general membership. The committee shall select a slate of candidates and present to the Council of Leaders for approval
- Create ballot and present to the membership in March for voting
- The election of officers will be conducted by secret ballot, by mail or electronically

Duration of Appointment: 12 months

Significant Membership: ICA Immediate Past-President, Division Presidents

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: ICA President

Other Contacts: Division Presidents, Executive Committee

Significant Deadlines:

- Nomination forms available at the Annual Conference in January
- Ballot to be available in February/March
- Vote to commence in March
- Election results to be published in March

ICA PROFESSIONAL PREPARATION AND STANDARDS COMMITTEE

The Professional Preparation and Standards Committee shall make suggestions to the President and ICA regarding counselor entry standards shall provide ACA Ethical Standards Workshops, and shall receive and process complaints of the ethical behavior of members.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it.
- The Professional Preparation and Standards Committee Chair shall serve as a member of the ICA Council of Leaders
- All members of the Council of Leaders are expected to submit written report for each meeting whether or not in attendance
- Review and approve applications for qualifying ICA, or ICA sponsored, conferences and workshops to grant CEUs under the Association's NBCC provider status
- Maintain Association's NBCC provider status
- Promote the profession of counseling
- Counselor advocacy
- Monitor graduate program accreditation standards and national voluntary counselor certification programs

Duration of Appointment: 12 months

Significant Membership: ICA President

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: ICA President

Other Contacts: Executive Director, Executive Committee

Significant Deadlines:

- Workshops to be approved within 3 weeks

ICA PUBLIC POLICY AND LEGISLATION COMMITTEE

The Public Policy and Legislation Committee shall serve as a liaison between ICA and public agencies. The PPLC shall be concerned with matters of public policy at all levels which promotes the profession and enhances human development. This committee shall make recommendations to the Council of Leaders concerning public policy and legislative issues.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it.
- PP&L Chair shall serve as a member of the ICA Council of Leaders
- All members of the Council of Leaders are expected to submit written report for each meeting whether or not in attendance
- PP&L Chair maintains close working relationship with and gives direction to the legislative lobbyist hired by ICA
- PP&L Chair holds regular meetings with committee made up of division PP&L chairs and other interested parties and reports to Council of Leaders on its activities
- The Committee is responsible for establishing legislative priorities for ICA and its divisions and submitting to the Council of Leaders for approval
- The committee is responsible for speaking on behalf of the Association and its divisions to state and local governments
- Provides legislative training and workshops to the membership and representatives at annual and regional conferences
- National and State Legislative efforts related to counseling, including state licensure
- Attend and report on all IBOL Meetings to the Council of Leaders
- Attend and report on community meetings that address counseling issues as needed

Duration of Appointment: 12 months

Significant Membership: ICA President, Division PP&L Chairs, ICA Lobbyist

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: ICA President

Other Contacts: Executive Director, Executive Committee

ICA STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee shall suggest plans, strategies and ways to measure them for future development of the Association to the President and Council of Leaders.

Responsibilities:

- Shall be a member in good standing of ACA and ICA.
- Make an Annual Written Report of its committee activities and status to the President, and shall also report when the President or Council of Leaders require it.
- Strategic Planning Chair shall serve as a member of the ICA Council of Leaders
- All members of the Council of Leaders are expected to submit written report for each meeting whether or not in attendance
- Develops strategies and monitors implementation for accomplishing the mission of the ICA based on input of the members
- Facilitates communication among Council of Leaders regarding strategic planning initiatives

Duration of Appointment: 12 months

Significant Membership: ICA President

Financial Guidelines/Budget:

- Budget set annually - It is expected that all Council members will maintain appropriate fiscal responsibility in their expenditures on behalf of the Association. Therefore: Any member of the Council of Leaders who spends personal money in carrying out Association business or an approved program shall submit a request for reimbursement and copies of receipts on the appropriate form within 30 days to the President who shall forward the request if approved to the Treasurer for disbursement.

Principal Contact: ICA President

Other Contacts: Executive Director, Executive Committee

Significant Deadlines:

- Strategic plan to be reviewed at Board Meeting in January
- Strategic Plan to be developed and presented at the Leadership Development Institute in June

IDAHO COUNSELING ASSOCIATION
CONFERENCE COMMITTEE

Under the leadership of its Conference Chair, the ICA Conference Committee is responsible for the organization and operation of the ICA Annual Conference. The Conference Committee reports to the Conference Chair. The Conference Committee is responsible for soliciting programs, obtaining sponsors, determining schedule, publishing registration flyers and programs based on the President's theme. They work with the conference site on room allocations for breakouts, menus for luncheons and other such details. The committee members represent the various divisions of ICA and other partners.

PURPOSE OF A CONFERENCE

The purpose of the conference should be clearly defined. The objectives should be based on the needs of those attending. Technical excellence, applicability, relevance and timeliness should characterize all presentations. Typical purposes for conducting a conference are:

- To provide a meeting that will further the progress of all ICA Organizational Units, including Divisions, Committees and the Council of Leaders, and thereby, better serve the interest of all ICA members and the community at large
- To provide a meeting that will stimulate growth and advance the state of knowledge in the field of counseling covered by the conference
- To provide a forum for free discussion of new ideas, research, development and applications, including techniques and methods to stimulate and inspire pioneering work
- To acquire or stimulate high quality papers for publication in ICA and other appropriate publications, such as Conference Proceedings
- To provide an atmosphere to enhance the interpersonal rapport of a large number of counselors interested in specialized and loosely related fields
- To provide an exhibition arena as a part of the first purposes above
- To provide opportunities for students and young counselors to meet their experienced peers and to stimulate them to join ICA activities

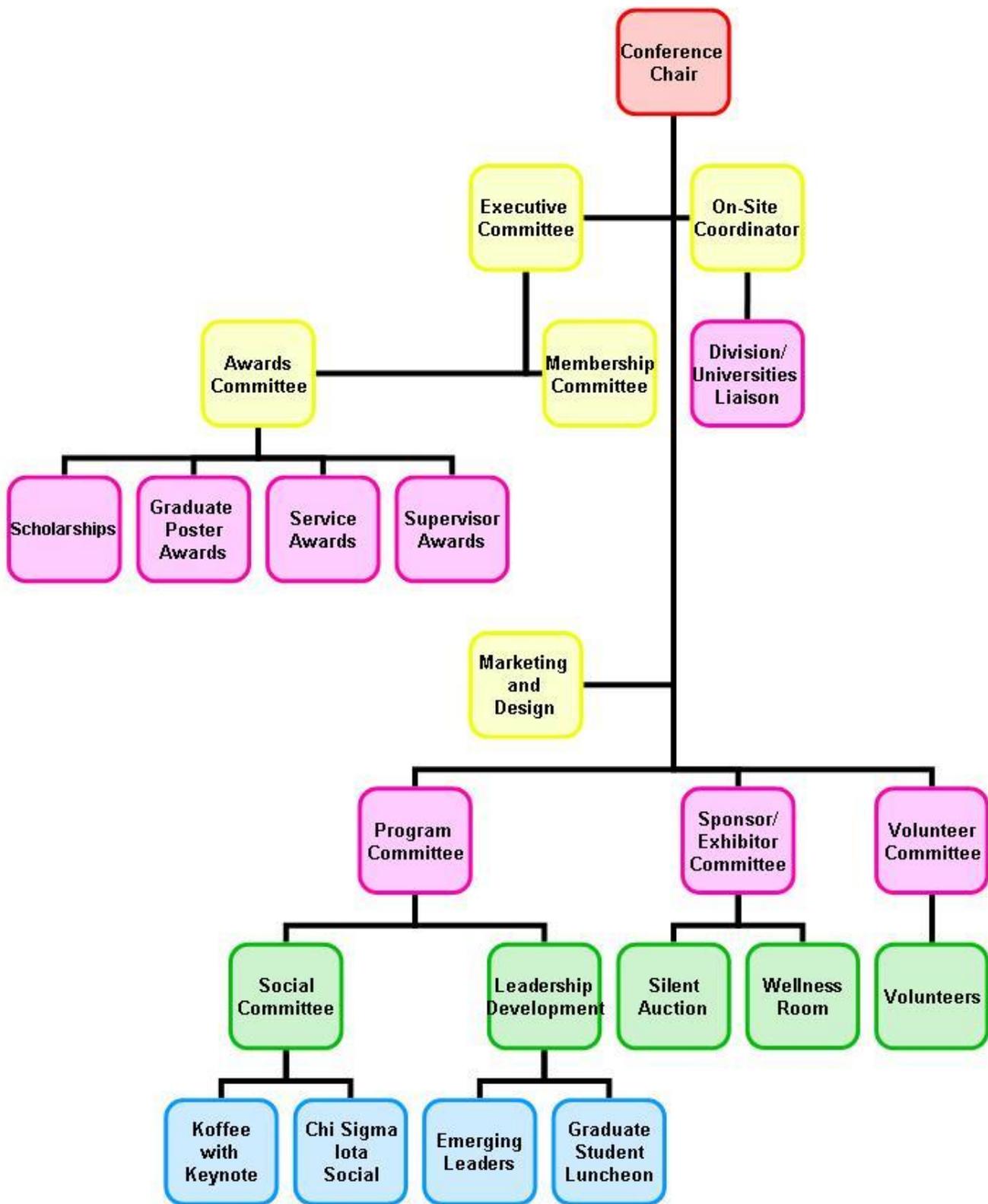
The Conference Committee should include the following officers:

- On-Site Coordinator
- Program Coordinator
- Sponsorship Coordinator
- Volunteer Coordinator
- ICA President
- ICA President-Elect
- ICA Treasurer
- ICA Secretary
- ICA Past President/ICA Awards
Chair
- ICA Executive Director
- ICA Membership Chair
- ICA Leadership Development Chair
- ICA Media Chair
- ICA Graduate Students Chair

The Conference Committee may include additional officers as deemed necessary such as:

- Social Director
- Silent Auction Director
- Wellness Room Director
- Divisions/Universities Liaison

ICA Conference Committee



CONFERENCE COMMITTEE CHAIR

The Conference Chair is appointed by the President, is responsible for planning and operating the conference and is accountable to the Council of Leaders. Perhaps the most important function of the Conference Chair is the recruitment and selection of the ICA Conference Committee. The Conference Chair is entrusted with the responsibility of ensuring the trustworthy and otherwise satisfactory performance of all members of the Conference Committee.

The Conference Chair also assigns responsibility for particular tasks, monitors the progress of Conference Committee members in comparison with their schedules, verifies that pertinent requirements are satisfied, and reports to the Council of Leaders on the activities of the Conference Committee. As is done by all good executives, the Conference Chair takes whatever appropriate steps are necessary to ensure a successful conference.

Responsibilities

- Shall be a member in good standing of ACA and ICA.
- Conduct an annual assessment of needs conducted in conference evaluation
- Prepare evaluation form for inclusion in registration packets
- Conduct process and product level evaluations of programs and services
- Generate sufficient revenue to support Association programs and services
- Communicate regularly with ICA members of programs and services
- Access Divisional support and input
- Model other professional association materials, practices, etc.
- Regularly inform and connect the conference committee of events
- Create articles for ICA newsletter
- Comply with budget
- Update webmaster
- Schedule Council of Leaders board meeting
- Schedule annual business meeting
- Coordinate with ICA Professional Preparation and Standards Chair approval of all workshops and presentations
- Coordinate with Executive Director to produce CEU forms
- Provide contact for Graduate Credits
- The conference budget is based on conference revenues from registration fees and is subject to readjustment
- Send thank you letters to committee members and their supervisors after the conference

Duration of Appointment: 12-18 months

Budget: Determined yearly at the Leadership Development Institute

Principal Contact: ICA President

Other Contacts: ICA Executive Director, Executive Committee, Council of Leaders, Conference Committee Coordinators and Supervisors

Benefits:

\$1,000 stipend, room and travel expenses, gratis conference registration, service CEU's

CONFERENCE COMMITTEE ON-SITE CHAIR

Even if the Annual Conference takes place in the city in which the chair lives, it is strongly recommended that there be an on-site chair.

The On-Site Coordinator is responsible for all local arrangements. These include space and logistics, audio and visual aids, hotel arrangements, and all housekeeping aspects of the ICA. The On-Site Committee must also coordinate registration logistics with the Registration Chairperson, exhibits logistics with the Exhibits Coordinator, volunteer assignments with the Volunteer Coordinator, and logistics for all the receptions, dinners, and lunches with the Social Activities Supervisor.

Responsibilities

- Be a liaison between the hotel and the committee. It is strongly recommended that you serve as a “funnel” so the site and you can keep up on what communications have been sent, what event changes have been requested, and what agreements have been made.
- Coordinate with the local officers the preparation of all local arrangements.
- Secure the services of conference site personnel to help at the conference sessions, e.g., audio/visual operators, and hotel maintenance personnel.
- Work with the Volunteer Coordinator and University Liaison to obtain student volunteers to work at the conference and to get PC projectors.
- Collect miscellaneous equipment from ICA members – e.g., extension cords and overhead projectors.
- Organize space for meetings: room set-ups, acoustic insulation, audio/visual facilities, cost of rooms and equipment, storing of pre-conference material.
- Issue a schedule of preparatory activities, including deadlines for printing and distributing local publicity material.
- Contact local Convention Bureau for suggestions and assistance.
- Follow up on individual assignments between meetings. Keep conference site staff informed and up to date with local program planning. Ask to receive all conference minutes, and forward copies of all correspondence to coordinators.
- Coordinate activities on a regular basis with the Coordinators.
- Confirm transportation, tours and meal functions costs, accommodations and facilities costs and other expenses.
- Verify the use of all equipment and its proper setup during the conference.
- Arrange an on-site meeting with the conference site staff prior to the beginning of the conference.
- It is helpful to make a calendar of events for the conference that includes all the package delivery, set-up/tear-down, volunteer assignment information so that activities can be viewed at a glance during the conference and problems can be more easily dealt with.
- Stay in close touch with all committee members during the last few weeks and keep everyone informed of any changes or problems.
- Stay in very close touch with Program Coordinator, Sponsor/Exhibitor Coordinator and Volunteer Coordinator
- Assist at the registration desk, greet conference registrants, and handle late registrants.
- Oversee logistics of all events. Troubleshoot for last minute problems.
- Send thank you letters to committee members and their supervisors after the conference.

<u>Duration of Appointment:</u>	12 months
<u>Significant Membership:</u>	Typically one local person and one Chair. When in Boise this may be the same person.
<u>Budget:</u>	None
<u>Principal Contact:</u>	Conference Chair
<u>Other Contacts:</u>	ICA Executive Director, Program Coordinator, Sponsor/Exhibitor Coordinator, Volunteer Coordinator, Professional Development Chair, Program Design Chair
<u>Significant Deadlines:</u>	One month prior to conference (confirm conference center liaison), last logistics coordination reminders (<i>e.g.</i> , “don’t forget to bring the PC projector!”)
<u>Benefits:</u>	Free conference registration, service CEUs.

CONFERENCE COMMITTEE VOLUNTEER COORDINATOR

The Volunteer Coordinator is responsible for recruiting and training volunteers to assist with traffic flow, registration, introductions and other areas needing assistance determined by the Conference Chair. The Volunteer Coordinator will receive a schedule of breakout rooms, presenters and equipment needs from the Program Coordinator.

Responsibilities:

- Securing Volunteers
 - Generally about 20 volunteers are sufficient – 15 assigned, 5 on-call
 - Secure a “Tech Coordinator” with 2-3 assistants
 - Volunteers must be student or professional members of ICA
 - Volunteers must be conference registrants.
- Confirm ICA membership and registration of volunteers.
- Assign all volunteers to help with making up packets on the day before the conference
- Assign volunteers to at least two duties each day of the conference. Some time should be left for volunteers to attend sessions other than those for which they are introducing the presenters.
 - Registration: 1st day about 5 to sign in registrants, pass out packets and name tags. 2nd day 2 should be enough.
 - Introductions: A volunteer to each breakout session.
 - Collect luncheon tickets: 2-3 for each day.
 - CEU/Credit table: Assist in passing out forms and get sign ins.
- Check with volunteers to make sure equipment and set-up are in order in rooms.
- Coordinate with other conference coordinators who might need assistance of volunteers. Make copies of volunteer schedule for volunteers, Conference Chair, On-site Coordinator and conference site coordinator.
- Secure gift certificates or small gifts for presenters.

Duration of Appointment: 12 months

Significant Membership: Volunteers

Budget: \$250

Principal Contact: Conference Chair

Other Contacts: On-Site Director, ICA Executive Director, Program Coordinator, Sponsorship Coordinator, Awards Chair, Membership Chair

Significant Deadlines:

- Website Updates with all new information
- Visit to each of the Universities with Membership Chair to solicit Graduate Student volunteers – October
- Have confirmed list of volunteers for all positions - Dec

Benefits: Waived Conference Registration Fee, contact CEU’s

CONFERENCE COMMITTEE VOLUNTEERS

Responsibilities:

- Help stuff packets the day before the conference.
- Perform assigned tasks for agreed amount of hours
- Introductions:
 - Pick up evaluation forms and gift.
 - Meet with presenter at least 15 minutes before breakout session.
 - Discuss what will be said in introduction.
 - Check room to make sure all equipment is in place.
 - Thank and present gift before introduction.
 - Pass out and collect evaluation forms—Give to presenter immediately.
- Be prepared to assist participants in whatever manner is needed.

Duration of Appointment: Assigned hours at the conference, setup, during Learning Institutes, the main Conference itself or tear-down, dependent upon position and responsibilities

Significant Membership: Volunteer Coordinator

Budget: None

Principal Contact: Volunteer Coordinator

Other Contacts: Conference Chair, Executive Director, Site Coordinator, Program Coordinator, Social Committee Director

Significant Deadlines:

- Wednesday night before Conference stuff packets
- Be at Volunteer post 15-30 minutes prior to start

Benefits: Discounted Conference Registration Fee if volunteer a minimum of 8 hours

CONFERENCE COMMITTEE SPONSORSHIP COORDINATOR

The primary responsibility of the Exhibitor Coordinator is to solicit companies, associations and individuals to support the conference through exhibits and or direct donations. Sponsorships are extremely important as they reduce the financial burden on the Association and ultimately affect the cost to conference registrants. The Exhibits Hall may also be used for receptions, coffee breaks, and other social functions, and therefore, the hall must be large enough to accommodate the anticipated crowd, the exhibits themselves, aisle space, and space for food and beverage.

Responsibilities:

Before the Conference:

- Guidelines for Exhibits
- Establish criteria for the acceptance of exhibit proposals to ensure that the exhibition complements the conference and submit them for approval to the Conference Committee.
- Develop a list of prospective exhibitors and patrons, new and from past sponsors and exhibitors, make the initial contacts and pursue the necessary follow-up action in order to secure exhibitors for the conference. Historical lists should be updated as to name of contact person and possible changes in addresses, etc.
- Exhibits Preparation
- Send out initial letter with response form. Be sure to include all perks as incentives. Use different letters for exhibitors and sponsors. Have response forms sent to coordinator.
- Immediately acknowledge the receipt of response forms.
- Exhibit space layout and usage, assign tables to each exhibit. Make signs for each sponsor.
- Send list of exhibitors and sponsors to Media Chair and Program Coordinator.
- Send list of names of persons (and business) manning exhibit booths to the conference registrar.
- Communicate to exhibitors and get confirmation at least 3 weeks before the conference with instructions for mailing materials to hotel, time of set up and breaking down.
- Send all monies to the Conference Chair.
- Prepare short evaluation.

During the Conference:

- Exhibitor Registration-- Greet the exhibitors and sign them in. Give them their name tags. Help with setup.
- Security At Conference
- It is important that at least one person from the Exhibits Committee be on duty during Exhibit hours, as well as for set-up and tear-down. Check with them periodically during the conference to see what they may need, etc.
- Put up signs acknowledging sponsors. If sponsoring an event, make sure the sign is visible during the event. E.g. luncheon.
- An Exhibitors wrap-up should be held on the last day of the conference, at which the Exhibits Chair thanks the exhibitors for their participation in the conference, and asks them their reactions to the exhibit.
- Give evaluation forms to exhibitors. They can return to general evaluation box.

After the Conference:

- Send thank you notes to everyone.

- Summarize evaluation forms.
- Prepare report for conference committee.

Duration of Appointment: 12-18 months, to develop and maintain sponsors and exhibitors from the past years' conferences

Significant Membership:

Budget:

Principal Contact: Conference Chair

Other Contacts: Executive Director, Site Coordinator, Program Coordinator, Media Chair

Significant Deadlines:

- Website Updates with all new information
- Major Sponsor Solicitation – 1 year or more before
- General Sponsor/Exhibitor Solicitation – 9 months to 1 year before
 - Solicitation letters
 - Follow-up phone calls and e-mails
- Deadline for exhibits – November 30th
- Logos and advertising for brochure printing and distribution - October
- Site visit with facility
- Exhibit Hall schedule - January
- Logos and advertising for program creation and printing – January
- Thank you notes at the conference or within 2 weeks of it

Benefits: Waived Conference Registration Fee, contact CEU's

CONFERENCE COMMITTEE PROGRAM COORDINATOR

The primary responsibilities of the Program Coordinator are to uphold the standards for the program, evaluate those selected and schedule the sessions for the maximum benefit of the conference attendees no matter what their work setting. The Program Chair is charged with the responsibility of developing a program of the greatest possible technical and educational value to the members. This committee will contact all prospective authors and session organizers and will work with the Conference Chair in coordinating sessions with keynote sessions.

Responsibilities:

- Leadership in stimulating the program
- Solicitation, review and selection of conference presentations with the assistance of the Program Committee, Conference Chair and Executive Director evaluate all proposals.
- Organization of the program to carry out the conference theme as appropriate and achieve the best balance possible for the various interests of the conference attendees.
- Preparation of the Call for Papers.
- Logistics of all sessions
 - Prepare a list of specific audiovisual equipment needs with time, date, type, and placement of equipment.
 - Give it to the conference facility before the conference.
- Set up a specific schedule of events.
 - For speakers, upon their confirmation, so that all parties are informed about what is expected, and when.
 - For Ancillary Events
 - Silent Auction
 - Special Socials and Breakfasts
- Send letters of confirmation including day, time, room, equipment, where to register, number of handouts and any other details pertinent to the conference.
- Make a site visit with Site Coordinator and Conference Chair to visit prospective hotels, and reception and tour locations.
- Provide copy for program portion of printed brochure and program: information on theme, speakers, etc. Expedite all matters concerned with brochure and program.
- Prepare a news release.
- Communicate with the Conference Chair about the evaluation form, agreeing on any changes to be made from the previous year.
- Reconfirm arrangements with speakers.
- Make available online a roster of those participating in the plenary sessions.
- Send Conference Chair, Executive Director, Volunteer Coordinator and on-site chair a schedule of the presenters, rooms and times.
- Prepare introductions of speakers to give to the Volunteer Committee.
- With Conference Chair and Site Chair decide on podium and seating arrangements for plenary sessions and meals.
- Greet speakers and seminar leaders as they arrive at conference.
- Write thank you letters to all speakers and seminar leaders.
- Be available during the conference along with Volunteer Coordinator to oversee room set-ups, requested equipment in place, volunteers have evaluations and gifts.
- Within two weeks of the conference, send thank you notes to each presenter.

- Report on process and suggest any changes at the final meeting of the conference committee. Submit disc with all templates, forms etc.

Duration of Appointment: 12 months, from 1 month after the preceding conference to 1 month after the current conference

Significant Membership: Marketing and Design Director

Budget: \$2,800 – for printing of brochure, program, signage and for recognition elements: letterhead, envelopes and stamps

Principal Contact: Conference Chair

Other Contacts: Executive Director, Site Coordinator, Program Committee, Sponsor/Exhibitor Coordinator, Volunteer Coordinator, Social Committee Director, Awards Chair, Silent Auction Director

Significant Deadlines:

- Website Updates with all new information
- Call for Proposals – Spring before conference
- Program Schedule Development – Summer before conference
- “Save the Date” postcard printing and distribution – August or September
- Deadline for proposals – September 30th
- Brochure creation, printing and distribution - November
- Site visit with facility
- Schedule with final dates, times, rooms - January
- Program creation and printing – January
- Thank you notes at the conference or within 2 weeks of it

Benefits: Waived Conference Registration Fee, 4 Contact CEU’s

CONFERENCE COMMITTEE SOCIAL COMMITTEE DIRECTOR

1st thing... Have FUN!! Even when stressed, have fun...or at least look like you're having fun. ☺
The primary responsibility of the Social Committee Coordinator is to organize events at the conference, which will allow conference attendees time to relax, have fun and socialize. The Committee should explore local attractions and assess their costs, availability and practicality for conference attendees. Things such as transportation cost and appeal for all attendees must be considered. Other responsibilities include organizing receptions such as the Chi Sigma Iota Honor Society Social, coordinating with the ICA Professional Development Chair's Emerging Leader's Social and other social hours yet to be developed.

Responsibilities

- Explore local events/attractions, which are available during the conference.
- Determine if event will be held on-site of the conference, or if the social event will take place at another location.
- Determine how many Volunteers will be necessary and communicate with Volunteer Coordinator for assistance.
- Determine if transportation is necessary and if so, explore resources and expenses.
- Work to find a social event, which will be a draw for all attendees.
- Organize and be on-site at the social to coordinate the event.
- Organize event(s) for the annual ICA conference
- Review and analyze numbers and feedback from previous conference social events.
- Explore the local options for entertainment, events, attractions
- Compare and prepare for events on-site/off-site
- Work to organize events that members of ICA will enjoy and attend
- Work within allotted budget
- Help with all preparations and be at the social to show them how to have fun!

Duration of Appointment: 9-12 months

Significant Membership: ICA Professional Development Chair, Chi Sigma Iota presidents from each of the Universities

Budget: TBD

Principal Contact: Program Coordinator

Other Contacts: Conference Chair, Executive Director, Site Coordinator, Volunteer Coordinator

Significant Deadlines:

Before Conference:

September 1 – Written suggestion of social ideas submitted

October 1 – + Decide on venue and/or activities, work on menu and budget out costs.

+ Talk with Media and Design coordinator to discuss advertisement for socials.

+ Determine Costs of Socials to Membership

November 15 – Meet/Talk with On-Site Coordinator

November 20 – Purchase any social items, not provided by venue

December 15 – Meet/Talk with Volunteer Coordinator to discuss volunteer needs for socials

During Conference:

+ Prior to socials meet with hotel/venue contact and verify space, set up and any other details.

During Socials:

+ Interface with hotel/venue staff

+ Direct Volunteers

CONFERENCE COMMITTEE SILENT AUCTION DIRECTOR

The Silent Auction's primary purpose is to generate funds to provide scholarships for graduate students to attend the annual conference. This committee is responsible for procuring gifts and services from the membership as well as from outside resources to have for auction at the conference.

Responsibilities:

- Solicitation of donations for membership to bid on;
- Send letters to list of previous and add new donors;
- Arrange for pickup or delivery of items;
- Generation of bidding sheets and signage for the table;
- Conduct silent auction at conference;
- Assist Executive Director with receipt of funds from winning bidder after auction: Announce closing of auction before lunch at Saturday luncheon; Make sure accounting room and volunteers are available during lunch so winners can pay and pick up auction items.
- Distribution of silent auction items (2 volunteers to stand by tables)

Duration of Appointment: 12 months

Significant Membership:

Budget:

Principal Contact: Sponsorship Coordinator

Other Contacts: Executive Director, Site Coordinator, Program Committee

Significant Deadlines:

- Website Updates with all new information
- Auction items secured for conference – mid January
- Display of auction items at Conference – Thursday night before conference
- Set time deadline for bid close on Saturday of conference
- Deadline for submission in printed Conference Program – December 31
- Thank you notes at the conference or within 2 weeks of it

Benefits:

CONFERENCE COMMITTEE WELLNESS CENTER DIRECTOR

The Wellness Center's primary purpose is to provide opportunity to learn about and experience wellness techniques that can be used at the conference as well as at home. This committee is responsible for procuring gifts and services from the membership as well as from outside resources to provide a center that supports the theme of well-rounded wellness at the conference. Examples of opportunities to be included are: stress control methods, proper exercise, nutrition/weight control, massage therapy, chiropractic care, relaxation methods and tools to living a balanced lifestyle will complement our mission, starting with ourselves. Wellness screenings for conference participants add a significant, personal touch to the meeting or conference.

Responsibilities:

- Create a "wellness" atmosphere to de-stress during the conference
- Solicitation of vendors to demonstrate their wellness activity
- Generate "sign-up" sheets for massage therapists, nutritionists, chiropractors, etc.
- Negotiate cost of services with vendors
- Monitor wellness area during conference

Duration of Appointment: 12 months

Significant Membership:

Budget:

Principal Contact: Sponsorship Coordinator

Other Contacts: Executive Director, Site Coordinator, Conference Chair, Program Coordinator

Significant Deadlines:

- Fall before the conference – solicit vendors to demonstrate/exhibit in the wellness center
- December 30 – list of vendors compiled
- January 14 – vendor layout complete
- Website Updates with all new information
- Thank you notes at the conference or within 2 weeks of it

Benefits: Providing opportunity for conference attendees to take care of themselves at the conference as well as educated on new methods in doing so

ICA STRATEGIC PLAN

Mission

The Idaho Counseling Association (ICA) is an organization of counseling and human development professionals who work in education, health care, residential treatment, private practice, community agency, governments and business/industry settings. The mission of ICA is to enhance human development throughout the life span and to promote the counseling and human development profession.

Vision

There is common agreement among professional counselors that ongoing awareness, learning, and collegiality are the pathways to empowerment. Well-informed, educated, and skillful counseling professionals are whole people, responsible clinicians, and caring helpers who value the Idaho Counseling Association as an indispensable resource through which members can access essential information, opportunities for skills development, and peer interaction. All of these experiences help members to become reflective practitioners who effectively teach their clientele to become problem-solvers in this challenging and ever-changing, global and diverse environment.

The Association is comprised of multiple divisions and affiliated groups of human services professionals. It supports member divisions through professional development programs, political advocacy and public policy development, networking, and leadership development, professional recognition, rotation of officers, and promotion of cooperation and understanding across member divisions,

Association leadership is staffed by counselors who are competent clinicians, committed client advocates, and well-rounded individuals who value the impact that joining together in a common cause can have on professional practice. Individuals who comprise the leadership council are all contributive, resourceful, and futuristic thinkers who effectively serve the Association as counselor advocates and role models for counseling professionals.

The membership of ICA is comprised of professional counselors who value affiliation with a viable professional association that is responsive to their needs for current information, advocacy

and technical assistance. This is accomplished through conferences, collaboration and consultation, written communications, and role modeling.

Program planning is accomplished through ongoing monitoring of member needs. ICA programs and services ensure that these are congruent and that the Strategic Plan accurately reflects what all stakeholders envision the Association to be. Association officers are dedicated to fiscal responsibility enhanced through a variety of income sources. The organizations and agencies with which Association officers are professionally affiliated recognize the importance of their involvement and provide in-kind contributions in the form of release time, equipment and material usage, access to meeting spaces, travel allowances, and other forms of accommodation.

Public image and awareness are high priorities and the responsibility of each Association officer. Formal promotional activities are conducted through a variety of communication strategies. With respect to internal communications, individual Association officers routinely keep one another informed through the executive director's office.

Philosophy

- The Association is the primary organization that advocates for professional counselors statewide.
- There is strength in affiliation with other professional groups and organizations.
- Affiliation with professional counselors who practice in a variety of venues contributes to a more holistic perspective to working with clients; including developmental issues, career development and lifestyle planning, relationship issues, and general mental health concerns.
- The welfare of the Association depends on the contributions of time and energy of its officers and active support from its membership.
- Quality counseling is contingent on maintenance of ethical standards of conduct, continuing education and professional development, personal mental health and collegiality.
- Diversity is our greatest asset; unity is our greatest strength.

GOALS – PROGRAMS & SERVICES

Association programs and services will be of high quality, are needs-based and comprehensive in nature.

OBJECTIVES/STRATEGIES - PROGRAMS & SERVICES

1. Ensure that content is appropriate, relevant and “user friendly”.
 - a. Apply input gained through needs assessments/program evaluations.
 - b. Engage Board in critical review.
 - c. Consult with regional and national authorities re: best practices.
 - d. Tap “corporate” knowledge/history of success.
2. Ensure that delivery methods are appropriate, relevant and “user friendly”.
 - * Comply with budget capacity.
 - * Apply input gained through needs assessments/program evaluations.
 - * Engage Board in critical review.

GOALS - PERSONNEL

The Association leadership *group* will be staffed by *counseling professionals* who are qualified for the positions they hold and dedicated to serving the profession.

OBJECTIVES/STRATEGIES – PERSONNEL

1. Recruit emerging/active professionals to serve as Association leaders.
 - a. Survey Board re: individuals with talent/leadership potential.
 - b. Review membership list.
 - c. Approach finishing graduate students through counselor educators.
 - d. Couple recruiting efforts with communication activities.
 - e. Conduct emerging leaders sessions at annual conference.
 - f. Approach subject at LDI.
2. Train identified leaders.
 - a. Address during LDI.
 - b. Connect incoming leaders with mentor.
 - c. Form a Council of Presidents (past) for input.
 - d. Include leadership tips on listserv/website.
 - e. Tap regional and national resources.
3. Retain/transition leaders.
 - a. Rotate periodically/transition to other positions.
 - b. Conduct performance reviews coupled with growth plans.
 - c. Connect leaders in need of help with mentor.
 - d. Recognize accomplishment through a variety of strategies (e.g. plaques, certificates, letters to supervisors, etc.)
 - e. Issue ICA pins.
 - f. Provide membership dues breaks for officers.

GOALS - PLANNING

The Association will base its programs and services on a *many-faceted evaluation conducted at certain points throughout the administrative cycle*.

OBJECTIVES/STRATEGIES - PLANNING

1. Conduct an annual assessment of needs.
 - a. Incorporate into annual conference evaluation.
 - b. Conduct a broad-based needs assessment.
 - c. Hold focus groups in conjunction with regional activities.
 - d. Incorporate evaluation into website.
 - e. Route evaluations to membership via listserv.
 - f. Access evaluative information through divisions.
2. Conduct input level evaluation.
 - a. Contact sister associations across U.S.
 - b. Model other professional association materials, practices, etc.

- c. Obtain ideas through member participation.
3. Conduct process and product level evaluations of programs and services.
 - a. Secure input through Board meetings.
 - b. Elicit member input through all Association communication activities.
 - c. Access input through listserv/website.
 - d. Use conference evaluations.

GOALS – RESOURCES

The Association will ensure that sufficient resources are provided in support of its programs and services.

OBJECTIVES/STRATEGIES – RESOURCES

1. Generate sufficient revenue to support Association programs and services.
 - a. Collaborate with others to defray expenses.
 - b. Sell advertising on the website.
 - c. Maintain/increase membership.
 - d. Continue/expand conferences.
 - e. Attract sponsors/elicit contributions.
 - f. Contract for selected services.
 - g. Seek ACA grants/scholarships.
2. Manage revenue obtained through an approved budgeting process.
 - a. Provide orientation and training for leaders.
 - b. Resurrect financial committee.
 - c. Establish timelines.

GOALS – COMMUNICATION

The Association will communicate regularly with its members and constituents.

OBJECTIVES/STRATEGIES - COMMUNICATION

1. Members will be regularly informed of Association programs and services and value of affiliation.
 - a. Issue quality newsletter.
 - b. Maintain updated listserv.
 - c. Expand website to be maximally informative.
 - d. Make presentations to pre-professionals (through counselor educators).
 - e. Conduct outreach visits with professionals across state.
 - f. Issue public service announcements.
2. The public will be educated about professional counseling and its benefits
 - a. Make frequent legislator contacts.
 - b. Make state and local government contacts.
 - c. Make presentations to service clubs and organizations.
 - d. Create promotional pieces in newspapers, local tabloids.
 - e. Develop “speaker’s bureau” handout for Association.
 - f. Issue public service announcements.

TAX EXEMPT INFORMATION

ICA TAX EXEMPTION STATUS

A tax exempt organization is any business, association or entity that has applied for tax exemption and has had it awarded by the Internal Revenue Service. These organizations are exempt from federal and state income tax as well as federal unemployment tax.

ICA has 501 (c) (6) Status.

The Idaho Counseling Association is NOT exempt from paying sales tax.

ICA does not receive preferred postal benefits (reduced rates).

Record Retention for a tax exempt organization:

Indefinitely:

Tax returns and any correspondence with the IRS or any other governmental agencies, annual financial reports, general ledger, general journal, income tax records and payment, documentation substantiating the purchase or sale of fixed assets, certificate of incorporation, corporate charter, bylaws, minutes, pension records, any significant contracts.

Six Years:

Cancelled checks, invoices and register tapes, bank reconciliation and statements for all bank accounts, records for all revenue sources, documentation of any bad debt or account receivables, purchase records and orders, travel and expense records, personnel and payroll records.

Three Years:

Internal financial statements, subsidiary ledger, all other accounting records not noted above.



BOARD MEETINGS: ROBERT'S RULES OF ORDER

INTRODUCTION TO ROBERT'S RULES OF ORDER

www.robertsrules.org

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules! Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

What is a Motion?

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

What are the Four Basic Types of Motions?

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. **By Voice** -- The Chairman asks those in favor to say, "Aye", those opposed to say "no". Any member may move for an exact count.
2. **By Roll Call** -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. **By General Consent** -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. **By Ballot** -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

Other motions commonly used that relate to voting.

1. **Motion to Table** -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. **Motion to Postpone Indefinitely** -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request for information	Point of information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

Appendix

E

ICA COUNCIL OF LEADERS REPORT

ICA Council of Leaders Report

Office/Committee:

Date:

Officer/Committee Chair:

Type of Committee Report:

- Report for Board Meeting
- Recommending Board Action
- Recommending Policy Change

Brief Statement of Issues and/or Report of Activities.

Recommendations for Board Action, If any (State in the Form of a Motion(s) to Be Acted Upon by the Full Board):

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