

GUIDELINES FOR WRITING BACKGROUND/EXPERIENCE AND POSITION STATEMENT

Statements will be given full consideration as long as they meet the guidelines for biographical background/position statements. Keep in mind that potential candidates should state their positions and opinions about issues regarding the future of the organization. Any facts that are cited must be verifiable.

1.0. Suggestions for Biographical Background Information:

- Organize the information into five categories: professional experience, APA California experience, experience specific to position roles and responsibilities, community involvement, and education.
- List information in each category in reverse chronological order (most recent experience first).
- Present information in a list, rather than in full sentences, when appropriate.

This approach works well for three reasons. A lot of information can be squeezed into relatively few words, leaving more room for the position part of your 600-word-total background/position statement. The format helps voters because it focuses on the highlights of your career. Finally, it provides a place to note prior experience in managing or serving on the board of an organization.

2.0. Suggestions for Position Statements:

- Focus on issues that impact the future of the organization.
- Focus on qualifications that demonstrate your leadership and skills specific to the position
- Verify any and all facts that are stated.
- Use bullet statements to consolidate your thoughts in a more concise fashion, when appropriate.

3.0 Submission Requirements:

1. Submit two electronic copies of your biographical background/position statement in MS Word or similar format; one copy without any formatting such as bold face, italics, underlines or bullets, and another copy indicating where you wish such emphases to be placed. The appearance of the emphasis will be made uniform from statement to statement. Your notations will let the editors know where, if at all, you want any emphasis to go.
2. Submit a current digital photograph of yourself, if you would like to include a picture on your candidate webpage and official ballot. Details on the photograph are in Policies and Procedures, Section 4.2.
3. Finally, be sure to proofread your statement. The Nominating and Election Committees shall make appearance uniform among all statements, but they will NOT correct spelling and grammatical errors or typos contained in the statements.

APA CALIFORNIA ELECTION ELIGIBILITY FORM

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____

Fax number: _____

E-mail address: _____

APA membership number: _____

Please indicate the position(s) for which you are interested in pursuing. If you are interested in more than one position, indicate your preference in priority order, with "1" being highest priority, "2" being second priority, etc.

APA California members from all Sections are welcome to submit their names as potential candidates. Members must meet any qualifications, as stated in the APA California Bylaws, required for a position.

Position

Interest

(as applicable based on even/odd years)

"I am committed to accepting nomination and running for the position(s) indicated above. If elected, I agree to devote the necessary time and energy to serve in this position, including participation, in person, at the orientation for new Board Members and Annual APA Board Retreat in January [year following election cycle]."

Signature

Date

E-mail this document to Brooke Peterson, by **April 6, 2015**, at brooke.e.peterson@gmail.com.

CANDIDATE AGREEMENT TO ABIDE

I acknowledge that I have read and understand all the policies and procedures, appendices, and bylaws governing the Election Process and agree to abide by them and any decision of the Nominating and Election Committees.

For APA CALIFORNIA office, sign and return to:

American Planning Association
California Chapter
Stefan/George Associates Office

Candidate Signature

Date

COMMITMENT TO SERVE STATEMENT

If elected to the APA California Board of Directors, I understand my commitment to carry out the following responsibilities:

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict of interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties, which would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty and the duty of obedience.

Duty of Care - The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as "the duty of care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty - The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means the at a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

Duty of Obedience - The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

I understand the responsibilities described in this Commitment to Serve statement.

Name: _____

Signature: _____

Date: _____

PHILOSOPHY AND GOALS OF THE APA CALIFORNIA ELECTIONS PROCESS

- Members of the organization are able to distinguish between acceptable and unacceptable behavior on the part of their peers.
- Given accurate and complete information, members of the organization will make intelligent and reasonable election choices.
- Guidelines should be as specific as possible and should be adopted by the Board to minimize the need for situational staff interpretation.

The elections process should strive to achieve 13 goals:

1. To offer members a high caliber of candidates from which to choose.
2. To offer each office a range of candidates that reflect a diversity of views within the Association.
 - a. Some continuity.
 - b. Some fresh views.
3. To ensure that, *in toto*, candidates are drawn from a broad range of backgrounds and reflect a wide range of member views. These include but are not limited to:
 - a. Sections
 - b. Students
 - c. Elected officials
 - e. Planning commissioners and citizen planners
 - f. Academics
 - g. Consultants
 - h. Governmental planners
 - I. Private planners
 - j. Women
 - k. Blacks, Hispanics and other minority groups
4. To ensure a process of candidate solicitation and selection that encourages and considers all members interested in running for office and those the nominating committee and other members consider to have potential for national leadership.

5. To ensure strong leadership of the organization by requiring proven capabilities by candidates.
6. To guarantee equal access to APA California resources by all candidates.
7. To provide members with the information to make an informed selection among candidates, at a reasonable cost to the organization.
8. To promote equitable campaign procedures that minimize disparities in financial or technological resources among candidates.
9. To minimize the need for staff interpretation of guidelines by having, as specific-as-possible, Board adopted policies covering a wide variety of situations.
10. To minimize administrative and financial burdens of the campaign process on APA California.
11. To encourage participation in the nominating process.
12. To encourage members to vote.
13. To maintain a character of campaigning appropriate to the dignity of planning and the Association.

Any election related activities are expected to be consistent with this philosophy. Candidates and members are referred to points 5, 6, 7, 9 and 12 in particular. To implement this philosophy the board has adopted campaign policies, and guidelines for background / experience and position statements. Please attempt to be specific enough to be useful but not so specific as to challenge members to find loopholes. When applied in a mature manner by candidates and members the philosophy, policies, and guidelines should together provide for an open, fair, informative, and self-policing elections process.