

ACA GOVERNING COUNCIL MEETING

MINUTES

March 14-16, 2001

1. Call to Order

The ACA Governing Council meeting was called to order at 8:35 a.m., March 14, 2001, at the Marriott Rivercenter Hotel in San Antonio, Texas. President Judy Lewis presided. Governing Council members present for all or part of the meeting were as follows:

Mary Smith Arnold, CSJ Observer
Robert Bakko, AMHCA
Robert L. Barret, AGLBIC
Loretta J. Bradley, ACA Treasurer
Larry D. Burlew, AADA
Harriet Gardin Fields, AMCD
Donna Ford, ACA Past President
Jane Goodman, ACA President-Elect
Bob Hand, NECA
JoAnn Harris-Bowlsbey, NCDA
Betty S. Hedgeman, ARCA
Patricia E. Hudson, ASERVIC
Joseph R. Kandor, AAC
Sharon P. Leggett, Southern Region
Judy Lewis, ACA President
Terri L. Lonowski, ACEG Observer
Margaret Miller, ACES
E. Christine Moll, North Atlantic Region
Mary A. Mudd, ACCA
Twinet Parmer, IAMFC
Mark L. Pope, ACA Parliamentarian
Linda L. Redmond, IAAOC
Marie A. Wakefield, Western Region
Anita Sue Walker, Midwest Region
Jim Whitlege, ASCA
James V. Wigtil, ASGW
Nancy G. Woodward, C-AHEAD
Richard Yep, ACA Executive Director

Dr. A. Michael Hutchins served as Process Facilitator to monitor the conduct of the meeting.

Others in attendance at the meeting as guests or observers included the following:

Victor E. Bibbins, AMCD President
Ollie Edwards, ACA Senior Meeting Planner
Dennis Engels, President, Texas Counseling Association

Queen D. Fowler, Chair, ACA Bylaws Subcommittee for Policies and Procedures
 Shawna Hicks, ACA Executive Assistant
 David M. Kaplan, ACA President-Elect-Elect
 Mark H. Kuranz, ASCA President
 Jo-Ann Lipford-Sanders, Co-Chair, ACA Ethics Committee
 Andrew Miller, ACA Conference Consultant
 Richard Mozier, ACA Associate Executive Director, Finance and Business Development
 Carol Neiman, ACA Associate Executive Director, Membership and Meetings
 Beverly J. O'Bryant, ACA Past President
 Linda Osborne, North Atlantic Region Governing Council Representative Elect
 Thomas Parham, University of California, Irvine
 Betty Porter, President, Texas School Counselors Association
 Gargi Roysircar-Sadowsky, AMCD President-Elect
 Howard Smith, ACA Director of Professional Affairs
 Timothy R. Vansickle, AAC Governing Council Representative Elect
 Cindy Welch, ACA Associate Executive Director, Human Resources and Office Services
 Nancy B. White, Past President, Missouri Counseling Association and former member of
 ACA Governing Council
 Richard Wong, ASCA Executive Director
 Eli Zambrano, President-Elect, Texas Counseling Association

2. Parliamentarian's Remarks

Parliamentarian Mark Pope summarized the rules to be followed for the conduct of the meeting. He called attention to the Governing Council Rules of Procedure that had been drafted and noted that the Governing Council should formally adopt these rules in order to utilize them for the meeting.

It was moved by Fields and seconded by Hedgeman that: The Governing Council accept the Governing Council Rules of Procedure for the conduct of the meeting, as presented. Motion passed.

3. Approval of Agenda

President Lewis called attention to the Agenda that had been prepared prior to the meeting. It was agreed to add an item of new business consisting of a motion from ASCA at the end of the agenda.

It was moved by Kandor and seconded by Moll that: The Agenda for the meeting be approved, as amended. Motion passed.

4. Approval of Minutes from Past Meetings

Attention was called to the Minutes from four previous meetings of Governing Council or Executive Committee that had not yet been approved.

It was moved by consensus that: The Governing Council approve the Minutes from the following meetings:

ACA Governing Council – September 23-24, 2000
 ACA Executive Committee – September 24, 2000
 ACA Executive Committee – December 11, 2000
 ACA Executive Committee – February 2, 2001

Motion passed.

5. Strategic Planning Timelines

President Lewis called attention to the proposal from the Strategic Planning Committee to suspend current policies relating to the implementing procedures for Strategic Planning and instead to pilot suggested revised policies submitted by the Committee. It was noted that the present policy is unrealistic and does not correspond to the Association's yearly cycle.

It was moved by the Strategic Planning Committee that: The ACA Policies specified in the Strategic Planning Implementing Procedures that include Initiating Planning for Three Years (Policy 1413.2), Scanning for Strategic Planning (Policy 1413.3), Planning Cycle (1413.4), and Implementing Procedures (Policy I.P. 1400-M) be temporarily suspended for a time of one year from the approval of this motion so that the replacement process proposed by the Strategic Planning Committee (Pilot Time-Line for ACA Strategic Planning Committee) can be piloted and policy revised as necessary based on the outcomes of the pilot effort. Motion passed. (The Pilot Time-Line for ACA Strategic Planning Cycle, as approved, is attached to these Minutes as Appendix A.)

6. Measurable Outcomes for Strategic Plan

The next item of business was a discussion of the Measurable Outcome Objectives proposed by the ACA Strategic Planning Committee. In the discussion it was noted that when mention is made of CACREP accredited programs, it should also include CORE accredited programs.

It was moved by the Strategic Planning Committee that: The ACA Strategic Planning Measurable Outcomes be approved as the results expected from strategic planning efforts of Governing Council, volunteer leaders, staff, committees and other ACA entities involved. Motion passed. (The ACA Strategic Planning Measurable Outcomes, as approved, are attached to these Minutes as Appendix B.)

7. Financial Report and Report of Treasurer

ACA Treasurer Loretta Bradley presented the report of the Treasurer and of the financial state of the Association. Dr. Bradley commented on several specific items and responded to questions from the Governing Council members.

It was moved by Hedgeman and seconded by Hand that: The Treasurer's Report be approved. Motion passed.

8. Discussion of the FY 2002 Budget

Treasurer Loretta Bradley called attention to the proposed ACA Budget for FY 2002. She noted a number of specific areas and provided background information on the way the budget had been put together and how the figures were determined. This agenda item covered only the discussion of the budget and did not call for Governing Council action. Action on budget approval is contained under Agenda Item 9.

9. Financial Affairs Motions

Under this agenda item, the Governing Council took up a number of items that related to financing. Each of these items was discussed and acted upon in turn, as shown here.

a. Adoption of 2002 Budget

It was moved by the Financial Affairs Committee that: The Governing Council adopts the FY 2002 proposed budget reflecting \$8,392,236 in revenues, \$8,383,709 in expenses and \$8,527 as projected revenues over expenses. Motion passed.

b. Adoption of 2002 Membership Rates

It was moved by the Financial Affairs Committee that: In accordance with its policies, ACA adjust its FY 2002 Membership Rates to \$117 for Professional Members and \$88 for student or retired members. Motion passed.

c. Adoption of MSA Rates

It was moved by Bowsbey and seconded by Barret that: The management services cost recovery rate be adjusted on an annual basis consistent with the prevailing producer price index unless otherwise approved by Governing Council. Motion passed, 1 abstain.

It was moved by Goodman and seconded by Hedgeman that: For FY 2002 Governing Council waive the policy that requires ACA to have cost recovery on the MSA. Motion passed.

It was moved by Bowsbey and seconded by Barret that: The MSA service fees for ACA entities be reassessed on a monthly basis based on the actual number of members each entity has at the end of the previous month. Motion passed.

It was moved by the Financial Affairs Committee that: In accordance with ACA Policies and Procedures, the Governing Council votes to increase the management service rates for FY 2002 from \$6.85 per member to \$7.06. Motion passed, 1 abstain.

d. Adoption of Audit Report

It was moved by the Financial Affairs Committee that: The Governing Council adopt Tate and Tryon's FY 2000 Audit Report. Motion passed.

e. Build Out/Insurance Trust

It was moved by the Financial Affairs Committee that: The Governing Council approve a nine-year lease with the ACA Insurance Trust for approximately 2,652 square feet of office space on the third floor of the ACA Headquarters Building. Terms include a 2.5% annual rent escalation, a right of first refusal and an interest free loan to cover the cost of any renovations. The loan is to be repaid in equal installments over the nine year life of the lease. Motion passed.

f. Build Out/CACREP

It was moved by the Financial Affairs Committee that: The Governing Council approve a nine-year lease with the Council for Accreditation of Counseling and Related Educational Programs (CACREP) for approximately 1,000 square feet of office space on the first floor of the ACA Headquarters building. Terms include a 2.5% annual rent escalation, a right of first refusal and an interest free loan to cover the cost of any renovations. The loan is to be repaid in equal installments over the nine year life of the lease. Motion passed.

g. Build Out/ACA

It was moved by the Financial Affairs Committee that: The Governing Council approve the renovations of the ACA Headquarters building not to exceed \$200,000 with these resources to be drawn from the existing building reserves. Motion passed.

h. Release of Building Reserves

It was moved by the Financial Affairs Committee that: The Governing Council approve the release of undesignated existing building reserves, up to \$200,000, to cover the costs of the renovations proposed by staff. Motion passed.

10. Approval of 2001-2002 Committee Appointments

President-Elect Jane Goodman called attention to her nominations for ACA Committee members and Committee Chairs. She advised the Governing Council of several changes in the list.

It was moved by Goodman and seconded that: The Governing Council approve the appointments of ACA Committee Chairs and new ACA Committee Members as submitted by President-Elect Jane Goodman, as amended. Motion passed. The appointments approved by this action are as follows:

Committee Chairs:

Bylaws Committee – John Wilgeroth
 Bylaws Subcommittee on Policies and Procedures – Margaret Miller
 Ethics Committee – Jo-Ann Lipford-Sanders (Co-Chair)
 Ethics Committee – Colleen Logan (Co-Chair)
 Human Rights Committee – Faith Deveaux
 International Committee – Martha Russell
 Interprofessional Committee – Vivian McCollum
 Media Committee – Ann Vernon
 Professional Development Committee – Rhonda Paul
 Professionalization Committee – Michael Altekruze
 Public Awareness and Support Committee – Renee Stanton
 Public Policy and Legislation Committee – Carolyn Greer
 Research and Knowledge Committee – Daya Sandhu (Co-Chair)
 Research and Knowledge Committee – Cheryl Aspy (Co-Chair)
 Strategic Planning Committee – Rae Gunderson

New Committee Members:

Bylaws Committee – Margaret Miller (7/1/01-6/30/04)
 Bylaws Subcommittee on Policies and Procedures – Christine Larsen
 VanSlyke (7/1/01-6/30/04)
 Bylaws Subcommittee on Policies and Procedures – Andrew Alesso
 (7/1/01-6/30/04)
 Ethics Committee – Vilia Taryvdas (7/1/01-6/30/04)
 Ethics Committee – Michael Kocet (7/1/01-6/30/04)
 Human Rights Committee – Hande Senseny (7/1/01-6/30/04)
 Human Rights Committee – Michael Hutchins (7/1/01-6/30/04)
 International Committee – Esther Lopez-Bernstein (7/1/01-6/30/04)
 International Committee – Bea Wehrly (7/1/01-6/30/04)
 Interprofessional Committee – Eileen Fernandez Self (7/1/01-6/30/04)
 Interprofessional Committee – Terry Blackwell (7/1/01-6/30/03)

Interprofessional Committee – Patrick Akos (7/1/01-6/30/04)
 Media Committee – Patricia Arredondo (7/1/01-6/30/04)
 Nominations and Elections Committee – Brooke Collison (7/1/01-6/30/03)
 Professional Development Committee – Stephen Weinrach (7/1/01-6/30/04)
 Professional Development Committee – Bobbie Birdsall (7/1/01-6/30/04)
 Professionalization Committee – Robert Nielson (7/1/01-6/30/04)
 Professionalization Committee – Zaidy MohdZain (7/1/01/6/30/04)
 Public Awareness and Support Committee – Jan Bartlett (7/1/01-6/30/04)
 Public Awareness and Support Committee – Herbert Nieburg (7/1/01-6/30/04)
 Public Policy and Legislation Committee – Robert Walsh (7/1/01-6/30/04)
 Public Policy and Legislation Committee – Diane Joyce (7/1/01-6/30/04)
 Research and Knowledge Committee – Michael Illovsky (7/1/01-6/30/04)
 Research and Knowledge Committee – Jane Myers (7/1/01-6/30/04)
 Strategic Planning Committee – Sunny Hansen (Strategic Planning
 Expert) (7/1/01-6/30/04)
 Strategic Planning Committee – Beverly O’Bryant (A Former ACA
 President) (7/1/01-6/30/04)
 Strategic Planning Committee – Leslie McCulloch (At Large) 7/1/01-6/30/03)

11. Approval of 2001-2002 Parliamentarian

It was moved by Goodman and seconded by Moll that: The Governing Council approve the appointment of Mark Pope to serve as ACA Parliamentarian for 2001-2002. Motion passed.

12. Approval of Treasurer-Elect

It was moved by Goodman and seconded by Fields that: The Governing Council approve the appointment of Loretta Bradley to serve as ACA Treasurer-Elect for 2001-2002. Motion passed.

13. Selection of Representatives from Divisions and Regions to Serve on Executive Committee

The Division Representatives and Region Representatives to the Governing Council each caucused to select their representative to the ACA Executive Committee for the 2001-2002 Association year. Following the caucus, these representatives were submitted to the Governing Council for approval.

It was moved and seconded that: The Governing Council approve the selection of James Wigtil to serve as Division representative to the Executive Committee, and Marie Wakefield to serve as Region representative to the Executive Committee. Motion passed.

14. Selection of Representatives from Divisions and Regions to Serve on Nominations and Elections Committee

The Division Representatives and Region Representatives to the Governing Council each caucused to select their representative to the ACA Nominations and Elections Committee for the 2001-2002 Association year. Following the caucus, these representatives were submitted to the Governing Council for approval.

It was moved and seconded that: The Governing Council approve the selection of Sharon Leggett to serve as Region representative to the Nominations and Elections Committee and Harriet Fields to serve as Division representative to the Nominations and Elections Committee. Motion passed.

32. JCD Editor

Attention was called to the recommendation from the ACA Media Committee that Dr. A. Scott McGowan be appointed to serve as editor of the *Journal of Counseling and Development*.

It was moved by the Media Committee that: A. Scott McGowan be approved as the new editor of *Journal of Counseling and Development* (JCD), effective July 1, 2002. Motion passed.

15. Joint Committee on Testing Practices Casebook Task Force

President Lewis noted that the Executive Committee had previously voted to endorse the development of this casebook, but that the Governing Council needs to ratify that action for it to become final.

It was moved by Hedgeman and seconded by Fields that: The Governing Council ratify the action of the Executive Committee on December 11, 2000 to endorse the development of a casebook by the Joint Committee on Testing Practices and to appoint Janet Wall as ACA's representative to the JCTP committee preparing the casebook. Motion passed.

16. ACA Task Force on Test User Qualifications

President Lewis noted that the Executive Committee had previously voted to approve the creation of this Task Force, but that the Governing Council needs to ratify that action for it to become final.

It was moved by Hedgeman and seconded by Fields that: The Governing Council ratify the action of the Executive Committee on December 11, 2000 to approve the creation of an ACA Task Force on Qualifications and Standards for Test Users in the Counseling Profession to be placed under the auspices of the Interprofessional Committee. Motion passed.

17. Pilot Program on New Professional Dues

President Lewis noted that the Executive Committee had previously voted to approve this pilot program, but that the Governing Council needs to ratify that action for it to become final.

It was moved by Hedgeman and seconded by Fields that: The Governing Council ratify the action of the Executive Committee on December 11, 2000 to approve a pilot program for students to remain as ACA members at the student dues rate during their first year after graduation. Motion passed.

18. Appointment of Members of the Interprofessional Committee

President Lewis noted that the Executive Committee had previously voted to approve the appointments to this new Committee for the remainder of the 2000-2001 Association year, but that the Governing Council needs to ratify that action for it to become final.

It was moved by Hedgeman and seconded by Fields that: The Governing Council ratify the action of the Executive Committee to approve the appointments of members and chair for the Interprofessional Committee as submitted by President Lewis. Motion passed. The appointments approved by this motion are as follows:

Bradley Erford, Chair
Edith Carlisle, Member
Sharon Robinson Kurpius, Member

John Thorson, Member
 Vilia Tarvydas, Member
 Vivian McCollum, Member
 Harriet Fields, Governing Council Liaison

19. Change in Investment Manager

President Lewis noted that the Executive Committee had previously voted to approve a change in ACA's Investment Manager, but that the Governing Council needs to ratify that action for it to become final.

It was moved by Hedgeman and seconded by Fields that: The Governing Council ratify the action of the Executive Committee approving a change in ACA's Investment Manager. Motion passed.

26. On Line Voting

The Governing Council discussed the fact that very few members are voting in the election each year and the hope was expressed that providing for on-line voting might help to increase the number of people who vote. Therefore, the Bylaws Committee has prepared an amendment to the Bylaws to provide for such on-line voting.

It was moved by Ford and seconded by Wigtil that: Article IX – Officers of the Association, Section 3. Nominations and Election of Officers a) be amended to read as follows:

- a) The Nominations and Election Committee shall conduct the election of officers by ballot provided to the voting members of the Association via mail and Internet.

Motion passed.

27. Organizational Affiliates

It was noted that the amendment being proposed by the ACA Bylaws Committee is intended to eliminate any problems that would enable a Division to become an Organizational Affiliate if a decline in the Division's membership necessitated this.

It was moved by the Bylaws Committee that: Article V – Affiliates and Other Groups, Section 1. Organizational Affiliates a) be amended to read as follows:

- a) The Association may include one or more Organizational Affiliates which are not qualified to become or remain a Division of the Association. An Organizational Affiliate shall initially consist of at least two hundred ACA members. Organizational Affiliates may be separately incorporated.

Motion passed.

28. Interest Networks

ACA Bylaws provide for Interest Sections at the Branch level, but there has been no such provision at the National level. The intent of this Bylaws amendment is to provide for Interest Networks at the National level.

It was moved by the Bylaws Committee that: Article V – Affiliates and Other Groups, be amended to include Section 4. Interest Networks, a), b) and c); Section 5. Involuntary Revocation of Recognition of an Interest Network, a) and b); and Section 6. Voluntary Withdrawal of an Interest Network. The wording of Sections 4, 5 and 6 would be as follows:

Section 4. ACA Interest Networks

- a) ACA may include one or more Interest Networks.
- b) An ACA Interest Network shall consist of persons who organize on a national basis, in accordance with ACA Bylaws, policies and procedures, to promote a professional interest not otherwise provided for in the ACA structure.
- c) Members who wish to initiate an ACA Interest Network shall submit a petition for recognition to the ACA Governing Council. Two-thirds of the votes cast by members of the Governing Council shall be necessary to grant recognition to an ACA Interest Network.

Section 5. Involuntary Revocation of Recognition of an ACA Interest Network.

The Governing Council shall have the sole power to revoke recognition of an ACA Interest Network when it is in the best interest of ACA to do so.

- a) Revocation of recognition shall be in accordance with ACA Bylaws, policies and procedures.
- b) Two-thirds of the votes cast by members of the Governing Council shall be necessary to revoke the recognition of an ACA Interest Network.

Section 6. Voluntary Withdrawal of an ACA Interest Network.

A group's status as an ACA Interest Network may be voluntarily withdrawn only in compliance with ACA Bylaws, policies and procedures adopted by the Governing Council.

Motion passed.

29. Branch Membership for Governing Council Members

The next item of business was a proposed amendment that members of the ACA Governing Council be required to hold membership in a Branch of the Association. If adopted, this proposed amendment would need to be referred to the ACA Bylaws Committee to draft appropriate language.

It was moved by Whitledge and seconded by Wigtil that: The ACA Bylaws Article X, Section I a. be amended to add: "5) Members of the Governing Council shall be members of a Branch of the Association." And further that this proposed amendment be referred to the ACA Bylaws Committee to facilitate appropriate action.

It was moved by Hedgeman and seconded by Hand that: This motion be tabled. Motion defeated (10 for; 12 opposed), and the discussion continued.

It was then moved by Fields and seconded by Burlew that: Consideration of this motion be postponed to the Fall 2001 Governing Council meeting. Motion passed.

It was moved by Woodward and seconded by Leggett that: This motion be referred to the Bylaws Committee to consider the issues that have been discussed by the Governing Council. Motion passed, 1 abstain.

30. Standing Committee on Cyber Technology

The Bylaws Committee submitted proposed language to add the Cyber-Technology Committee as a Standing Committee of ACA, and also submitted changes to the Association Policies to facilitate future changes in ACA Committees.

It was moved by the Bylaws Committee that: Article XII – Committees, Section 1. Standing Committees, be amended by adding "Cyber-Technology Committee." Motion passed.

It was moved by the Bylaws Committee that: Series 1400N – Administrative Rules and Regulations, be re-numbered to read: “Series 1400 AR Administrative Rules and Regulations.” Motion passed.

It was moved by the Bylaws Committee that: Policy 1414.1 – Cyber-Technology Committee, be adopted as proposed. Motion passed. The Policy 1414.1, as adopted, reads as follows:

**SERIES 1400 N
CYBER-TECHNOLOGY COMMITTEE
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Policy 1414.1

Title: CYBER-TECHNOLOGY COMMITTEE

- A. **Cyber-Technology Committee Responsibilities:** The Cyber-Technology Committee shall make recommendations in regard to the Association’s legislative agenda; codes of ethics and conduct guiding the practice of cyber-counseling; efforts related to pre-service and in-service training of counselors in this mode of service delivery; stimulation of research to measure the effectiveness of cyber-counseling; methods of disseminating information to members about the advances in this specialty, and any other matters directly related to the area of technology that may be referred by ACA’s leadership.
- B. **Committee Membership:** The Cyber-Technology Committee shall consist of at least six members who shall serve three-year terms. ACA members who qualify according to ACA policy shall apply to the ACA President-Elect to become committee members. The ACA President-Elect shall appoint committee members to begin the next July 1 from among those who have applied. The Chair of the committee shall be chosen from among the committee members for one term beginning the next July 1 by the ACA President-elect.
- C. **Committee Reports:** The Cyber-Technology Committee will transmit all written reports to the President of the Association at a time assigned by the President.

IMPLEMENTING PROCEDURES:

- 1. **Date of Implementation of Cyber-Technology Committee:** The newly formed Cyber-Technology Committee will begin functioning on July 1, 2001.
- 2. **Method of Implementation:** The newly appointed committee members will be assigned to a specific length of term. Two members will be assigned to the Committee for one year, two members will be assigned to the committee for two years, and two members will be assigned for a full three-year term. On July 1, 2002, the members assigned to a one-year term will be replaced. On July 1, 2003, the members assigned to a two-year term will be replaced. On July 1, 2004, the members who served a full three-year term will be replaced.

56. Proposal for Bylaws Amendment to Include Provision for Council of Presidents and Region Chairs

A recommendation had been submitted to amend the ACA Bylaws to add provision for a Council of Presidents and Region Chairs. These persons currently serve as an Advisory Council, but there is no formal provision for their existence.

It was moved by Goodman and seconded by Burlew that: The ACA Bylaws be amended to include the Council of Presidents and Region Chairs (currently called the Advisory Council), for the purpose of communication and collaboration regarding the interests and concerns of divisions and regions with the suggested language to be referred to the Bylaws and Policy Committee for review. Motion passed.

20. Student Communication Network

The Governing Council considered a report and recommendation concerning a Student Communication Network from the Task Force on Recruiting and Retaining Student and New Professional Members.

It was moved by the Public Awareness and Support Committee that: The Governing Council approve the action plan recommended by the ACA Task Force on Recruiting and Retaining Student and New Professional Members for implementing a Student Communication Network (SCN). Motion passed. (The Student Communication Network Implementation Action Plan is attached to these Minutes as Appendix C.)

22. Specialty Certification

At the September 2000 Governing Council meeting, the Professionalization Committee had been charged to continue to investigate alternative approaches to provide certification for counseling specialties, and to contact each Division for information on the Division's position. The Professionalization Committee is reporting that from their efforts, the only Division that has given indication of interest is NCDA. There was discussion of how best to proceed at this point, and several Division representatives to the Governing Council felt there might be interest in their particular Division.

It was moved by Burlew and seconded by Ford that: The Governing Council representatives go back to their Divisions to see if there is interest in the Governing Council pursuing this issue. Motion passed.

21. Convention Sites

The Governing Council looked at the information gathered to date regarding sites for future association conventions, and noted the proposals that had been prepared. It was agreed that the information at this time is not sufficiently complete to take action; however, it is necessary to make a decision on the next several years as soon as possible in order to be able to obtain the sites desired.

It was moved by Redmond and seconded by Barret that: The Governing Council empower the Executive Committee in coordination with the ACA Executive Director to review the proposals regarding convention sites and make a decision as soon as possible. Motion passed.

23. Criteria for Collaboration with On Line Counseling Companies

Attention was called to the Online Standards submitted by the Cyber-Technology Task Force.

It was moved by Moll and seconded by Hand that: The Governing Council approve the Online Practice Standards as submitted by the Cyber-Technology Task Force, as revised. Motion passed. (The Online Practice Standards, as approved by this motion, are attached to these Minutes as Appendix D.)

24. Report from Convention Handbook Committee

The Governing Council was advised that the revision of the ACA Conference Handbook is not quite complete so final action is not possible at this meeting. It is anticipated that the Handbook will be ready within the next few weeks.

It was moved by Ford and seconded by Moll that: The revised ACA Conference Handbook be referred to the Executive Committee for approval. Motion passed.

New Business – Conference Models

In the discussion of conferences, there was also discussion of the possibility of developing suggested conference models for Governing Council consideration.

It was moved by Fields and seconded by Hedgeman that: The Governing Council refer to the Executive Committee the task of developing recommendations to Governing Council regarding the conference models. Motion passed.

25. Management Services Agreements

It was noted that this agenda item was dealt with earlier when action was taken on the financial motions. Therefore, no further action is necessary at this time.

57. Reports from Officers and Executive Director

Attention was called to the written reports from the President, President-Elect and Past President. No further reports were required from these officers.

Executive Director Richard Yep presented an oral report to the Governing Council on activities and plans from the headquarters office, and provided an update on various projects and programs that are being carried out.

It was moved by Fields and seconded by Hedgeman that: The Governing Council commend the Executive Director for his fine report. Motion passed by acclamation.

31. Bilingual Services

There was discussion of the desirability of providing bilingual services to association members and a request was made to the Executive Director to look into this possibility.

It was moved by the Public Awareness and Support Committee that: The ACA Executive Director be directed to implement Spanish-language translations on the ACA web site and to develop a plan for Spanish translations in selected print materials and other media and to report back to the Fall, 2001, Governing Council meeting. Motion passed.

33. Counseling Today Columns

The proposed Guidelines for Columns in *Counseling Today* had been considered previously and the Media Committee had been asked to make some revisions. At this time, the revised Guidelines are being presented for Governing Council approval.

It was moved by the Media Committee that: The Governing Council approve the "Guidelines for Columns in *Counseling Today*" as submitted. Motion passed. (The Guidelines for Columns in *Counseling Today*, as approved, as attached to these Minutes as Appendix E.)

34. Children's Rights

It was moved by the Human Rights Committee that: The Governing Council adopt the resolution on Children's Rights. Motion passed. The resolution, as adopted, reads as follows:

WHEREAS, The profession of Counseling recognizes its responsibility to advocate for human rights; and

WHEREAS, The Governing Council of the American Counseling Association (ACA) has accepted and endorsed the United Nations Universal Declaration of Human Rights (UDHR); and

WHEREAS, Children's Rights are Human Rights; and

WHEREAS, Article 7 of the UDHR states: All are equal before the law and are entitled without any discrimination to equal protection of the law; and

WHEREAS, In the Universal Declaration of Human Rights, the United Nations has proclaimed that childhood is entitled to special care and assistance; and

WHEREAS, The Preamble of the Convention on the Rights of the Child (CRC) states that the need to extend particular care to the child has been stated in the Geneva Declaration of the Rights of the Child of 1924 and in the Declaration of the Rights of the Child adopted by the General Assembly on 20 November 1959 and recognized in the Universal Declaration of Human Rights, in the International Covenant on Civil and Political Rights (in particular in articles 23 and 24), in the International Covenant on Economic, Social and Cultural Rights (in particular in article 10) and in the statutes and relevant instruments of specialized agencies and international organizations concerned with the welfare of children; and

WHEREAS, The CRC Preamble recognizes that, in all countries in the world, there are children living in exceptionally difficult conditions, and that such children need special consideration; and

WHEREAS, Taking due account of the importance of the traditions and cultural values of each people for the protection and harmonious development of the child; and

WHEREAS, The 190 UN member states signing the CRC (including the U.S.) recognize the importance of international co-operation for improving the living conditions of children in every country, in particular in the developing countries;

THEREFORE, BE IT RESOLVED, that the Governing Council recognize the Human Rights responsibilities of counselors and that the Convention on the Rights of the Child be accepted and endorsed by ACA Governing Council.

35. Women's Rights

It was moved by the Human Rights Committee that: The Governing Council adopt the resolution on Women's Rights. Motion passed. The resolution, as adopted, reads as follows:

WHEREAS, The profession of Counseling recognizes its responsibility to advocate for human rights; and

WHEREAS, The Governing Council of the American Counseling Association (ACA) has accepted and endorsed the United Nations Universal Declaration of Human Rights (UDHR); and

WHEREAS, Women's Rights are Human Rights; and

WHEREAS, Article 7 of the UDHR states: All are equal before the law and are entitled without any discrimination to equal protection of the law; and

WHEREAS, Article 23.2 of the UDHR states: Everyone, without any discrimination, has the right to equal pay for equal work. (Article 23.2); and

WHEREAS, The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), adopted in 1979 by the UN General Assembly, is often described as an international bill of rights for women; and

WHEREAS, In its preamble, the CEDAW explicitly acknowledges that "extensive discrimination against women continues to exist", and emphasizes that such discrimination "violates the principles of equality of rights and respect for human dignity"; and

WHEREAS, The 165 UN member states signing the CEDAW (including the U.S.) are: Convinced that the full and complete development of a country, the welfare of the world and the cause of peace require the maximum participation of women on equal terms with men in all fields;

THEREFORE, BE IT RESOLVED, That the Governing Council recognize the Human Rights responsibilities of counselors and that the Convention on the Elimination of All Forms of Discrimination against Women be accepted and endorsed by ACA Governing Council.

36. Protection of Migrant Workers and Families

It was moved by the Human Rights Committee that: The Governing Council adopt the resolution on Migrant Workers' Rights. Motion passed. The resolution, as adopted, reads as follows:

WHEREAS, The profession of Counseling recognizes its responsibility to advocate for human rights; and

WHEREAS, The Governing Council of the American Counseling Association (ACA) has accepted and endorsed the United Nations Universal Declaration of Human Rights (UDHR); and

WHEREAS, Migrant Worker's Rights are Human Rights; and

WHEREAS, Article 7 of the UDHR states: All are equal before the law and are entitled without any discrimination to equal protection of the law; and

WHEREAS, The United Nations Realizes the importance and extent of the migration phenomenon, which involves millions of people and affects a large number of States [countries] in the international community and has authored and adopted the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (CPRMW); and

WHEREAS, Considering the situation of vulnerability in which migrant workers and members of their families frequently find themselves owing, among other things, to their absence from their State [country] of origin and to the difficulties they may encounter arising from their presence in the State [country] of employment; and

WHEREAS, Taking into account the fact that migration is often the cause of serious problems for the members of the families of migrant workers as well as for the workers themselves, in particular because of the scattering of the family; and

WHEREAS, Considering also that recourse to the employment of migrant workers who are in an irregular situation will be discouraged if the fundamental human rights of all migrant workers are more widely recognized and, moreover, that granting certain additional rights to migrant workers and members of their families in a regular situation will encourage all migrants and employers to respect and comply with the laws and procedures established by the States concerned; and

WHEREAS, The CPRMW recognizes the need to bring about the international protection of the rights of all migrant workers and members of their families, reaffirming and establishing basic norms in a comprehensive convention which could be applied universally;

THEREFORE, BE IT RESOLVED, That the Governing Council recognize the Human Rights responsibilities of counselors and that the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families be accepted and endorsed by ACA Governing Council.

37. International Travel Policy

Attention was called to the policy that requires prior Governing Council or Executive Committee approval for persons to be reimbursed for travel outside of the United States when traveling on Association business.

It was moved by the International Committee that: The Governing Council approve the addition of the words "or Canada" after "United States" in the ACA International Travel Policy. Motion passed.

It was moved by Barret and seconded by Fields that: This motion be amended to include Mexico also. Motion defeated.

38. Approval of 2001 Region Conference Sites

It was moved by the Regions that: The Governing Council approve the following sites as locations for the four Region meetings in Fall 2001:

- Midwest – Ft. Wayne, Indiana
- North Atlantic – Alexandria, Virginia
- Southern – San Antonio, Texas
- Western – Las Vegas, Nevada

Motion passed.

39. National Leadership Training

It was moved by the Western Region that: The President and President-Elect be directed to work with the Region Chairs and Governing Council Representatives to explore the possibility of holding national training. Motion passed.

40. Minnesota Licensure

The Midwest Region has agreed to provide \$2,000 in funding to assist Minnesota in its fight to obtain licensure. They are requesting the ACA match their funding.

It was moved by the Midwest Region that: ACA provide \$2,000 to match funding from the Midwest Region to assist Minnesota in their licensure efforts. Motion passed.

41. Branch Mentoring

A request had been received that ACA provide funds to send mentoring teams to Branches that experienced organizational difficulties. The Governing Council was informed that this project has already been funded in the budget for next year and therefore no further action is needed.

42. Staff Participation in Branch Meetings

Attention was called to a proposal from the Midwest Region to continue utilization of ACA staff at the branch level and to increase the budget for ACA staff trips.

It was moved by the Midwest Region that: The Governing Council moves to continue the policy that deals with the utilization of ACA staff at the branch level; and further, to increase the budget for ACA staff trips for this purpose.

It was moved by Hand and seconded by Ford that: This motion be tabled. Motion passed and the motion was tabled.

43. Rescinding Change in Articles of Incorporation

At the September 2000 Governing Council meeting, it was voted to amend the ACA Articles of Incorporation. Since that time it has been determined that such amendments must be voted on by all members and that ACA does not have in place a mechanism for doing this. Therefore, it has been recommended that this action be rescinded.

It was moved by Ford and seconded by Fields that: The motion to amend the Articles of Incorporation, which was passed at the September 2000 Governing Council meeting, be rescinded. Motion passed.

44. Changing Bylaws Language on Articles of Incorporation

In view of the situation concerning amendments to the Articles of Incorporation, the ACA Bylaws Committee had been asked to draft language to amend the ACA Bylaws so that such action on Articles of Incorporation would be possible in the future, if desired. The Bylaws Committee submitted Bylaws amendments to accomplish this.

It was moved by the Bylaws Committee that: Article X – Governing Council, Section 2. Powers and Function of the Governing Council, be amended to read: “e) Adopt and amend Bylaws.” Motion passed.

It was moved by the Bylaws Committee that: "Article XV – Bylaws" title be amended by adding: "and Articles of Incorporation"; that Article XV, Section 1. Amendments, be amended by adding "to Bylaws"; and that a new Section 3 be added to read: "Section 3. Amendments to Articles of Incorporation," to include a statement and subsections a), b) and c). The new Section 3 of Article XV would read as follows:

Section 3. Amendments to Articles of Incorporation

The ACA Articles of Incorporation may be amended by two-thirds of the votes entitled to be cast by members present or represented by proxy at an annual or special meeting of the membership.

- a) The Governing Council shall adopt a resolution setting forth the proposed amendment and direct that the amendment be submitted to a vote at a meeting of the members.
- b) Written or printed notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each member entitled to vote at such meeting within 10-50 days of such meeting. If the meeting be an annual meeting, the proposed amendment or such summary shall be included in the notice of such annual meeting.
- c) Upon the issuance of the certificate of amendment by the Mayor of the District of Columbia, the amendment shall become effective and the articles of incorporation shall be deemed to be amended accordingly.

Motion passed.

45. Executive Director Job Description

As requested, the ACA Bylaws Policy and Procedures Subcommittee drafted a proposed revision to Policy 1701.1 which covers the Job Description for the ACA Executive Director.

It was moved by the Bylaws Committee that: Policy 1701.1 Executive Director Job Description, be adopted as revised. Motion passed. (The Executive Director Job Description, as approved, is attached to these Minutes as Appendix F.)

46. Executive Director Appraisal Process

The Bylaws Policy and Procedures Subcommittee had been asked to draft a revision to the Executive Director Appraisal Process to meet the current time lines as established by the Executive Committee.

In the discussion of this issue, it was determined that this process had been approved earlier and therefore no additional action was required.

47. Reduced Dues and Dues Waivers

It was noted that Policy 301.1 in its current form does not align with the ACA Bylaws and that clarification is needed.

It was moved by the Bylaws Committee that: Policy 301.1 be retitled "Reduced Dues or Dues Waiver For Special Categories of Members" and the content be adopted as presented by the Policies and Procedure Subcommittee of the ACA Bylaws Committee. Motion passed. (The Policy "Reduced Dues or Dues Waiver for Special Categories of Members", as approved, is attached to these Minutes as Appendix G.)

48. Writers' Guide for Development and Revision of ACA Operating Handbooks

At the September 2000 Governing Council meeting, the Bylaws Committee was directed to prepare this Writers' Guide and forward to the Executive Committee to review. This has been done and the Executive Committee has reviewed the document and suggested revisions. The final document is now being submitted to the Governing Council to approve for dissemination.

It was moved by Fields and seconded by Walker that: The Governing Council approve for dissemination the "Writers' Guide for Development and Revision of ACA Operating Handbooks", pending correction of typographical errors. Motion passed. The Writers' Guide for Development and Revision of ACA Operating Handbooks, as approved and with typographical errors corrected, is attached to these Minutes as Appendix H.)

49. C-Ahead Bylaws Amendments

It was moved by Moll and seconded by Kandor that: The Governing Council approve the Bylaws amendments for the Counseling Association for Humanistic Education and Development (C-AHEAD). Motion passed.

50. California Association for Counseling and Development Bylaws

It was moved by Moll and seconded by Kandor that: The Governing Council approve the Bylaws amendments for the California Association for Counseling and Development. Motion passed.

51. Mississippi Counseling Association Bylaws

It was moved by Moll and seconded by Kandor that: The Governing Council approve the Bylaws amendments for the Mississippi Counseling Association. Motion passed.

52. Wyoming Counseling Association Bylaws

It was moved by Moll and seconded by Kandor that: The Governing Council approve the Bylaws amendments for the Wyoming Counseling Association. Motion passed.

53. Bylaws Self-Study Initiative

It was noted that a pilot had been conducted, and the results indicated that this document is helpful in determining whether or not necessary amendments are in place to protect member rights and provide direction for governance of a professional association.

It was moved by the Bylaws Committee that: The "Bylaws Self-Study Initiative" be approved for use, under the direction of the ACA Bylaws Committee, by Divisions, Organizational Affiliates, and Branches in reviewing proposed bylaw amendments prior to submitting them to the ACA Bylaws Committee for review and recommendation to the Governing Council, once the document has been corrected. Motion passed. (The Bylaws Self-Study Initiative, as approved and corrected, is attached to these Minutes as Appendix I.)

54. Logo Design

The current Association logo was created in 1991. It is felt that it is appropriate at this time to revisit the logo and to consider how it might be updated to better reflect the philosophy of the Association.

It was moved by Goodman and seconded by Miller that: The Executive Director be directed to develop concepts for the redesign of the ACA logo. Concepts are to be brought forward to the Fall 2001 Governing Council meeting. Motion passed.

55. ACEG Request to Extend Term of Their Governing Council Observer

The Association for Counselors and Educators in Government (ACEG) requested a one-year extension for its observer to the ACA Governing Council in the interest of continuity.

It was moved by Miller and seconded by Hand that: The Governing Council grant the request from ACEG for a one-year extension of the appointment of its Governing Council Observer. Motion passed.

58. Committee and Task Force Reports

Attention was called to the written reports that had been received from ACA Committees and Task Forces. These reports were submitted for information only, and no Governing Council action is required.

New Business – Listing of Contribution Requests on Materials

It was moved by Fields and seconded by Ford that: The Governing Council votes to continue listing the following funds requesting contributions on all materials:

- American Counseling Association Foundation
- David K. Brooks, Jr. Distinguished Mentor Award
- Human Concerns Fund
- Legal Defense Fund
- Professional Advocacy Fund

Motion passed.

New Business – Bylaws Amendment to Allow Divisions More Than One Vote

It was moved by ASCA that: The ACA Bylaws be amended to allocate two votes to divisions that have more than 3,000 ACA members.

It was moved by Woodward and seconded by Hedgeman that: This motion be tabled. Motion defeated and the discussion continued.

Vote was taken on the motion that: The ACA Bylaws be amended to allocate two votes to divisions that have more than 3,000 ACA members. Motion defeated.

It was moved by Moll and seconded by Fields that: President Lewis respond in writing to ASCA leadership that the Governing Council vote failing to accept the ASCA resolution is not a vote against the Division or any one person – but a reaffirmation of the discussion during the Fall 2000 Governing Council. Motion passed.

New Business – Financial Information for Governing Council Actions

It was moved by Barret and seconded by Bakko that: Any motion submitted to the ACA Governing Council that includes a request for financial support must have a budget appended. Motion passed.

Adjournment

There being no further business, the meeting of the ACA Governing Council was adjourned at 12:00 noon, on March 16, 2001.

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