



Minutes
Electronic Meetings of the Board of Directors

MOTIONS ADOPTED BY E-MAIL SINCE DECEMBER 2020

From December 2020 to April 2022, the Board of Directors approved two motions introduced by e-mail.

MOTION 1

Final Approval of the Application Submitted by the Italian Association of Psychology (AIP) for Hosting the 2026 ICAP

The following motion was presented and put to a vote by the Executive Committee and the President of the Board (Christine Roland-Lévy) on 20 October 2021:

***“MOTION:** That the application submitted by the Italian Association of Psychology (AIP) for hosting the 31st International Congress of Applied Psychology in Florence in July 2026 be granted final approval.”*

Members of the Board of Directors were given 10 days to object to the motion. No objections were raised. Consequently, the motion was declared **“approved.”**

The members of the Board of Directors were informed of the results of the vote on 3 November 2021.

A copy of the motion and its rationale, as well as a copy of the Congress Site Visit Report, submitted in support of the motion are attached to these Minutes (Appendix A).

MOTION 2

Special Election with Special Calendar to Elect a New Secretary-General

The following motion was presented and put to a vote by the Chair of the Elections Committee (IAAP Past President Janel Gauthier) and the Chair of the Executive Committee (IAAP President Christine Roland-Lévy) on 14 February 2022:

***“MOTION:** That the Board of Directors approve the following:*

- 1) That a special election be held by internet to elect a Secretary-General who will complete Pedro Neves’s term as Secretary-General of IAAP (2020-2024); and*

- 2) *That this special election be conducted according to the following special calendar:*
- *25th February 2022 – 14th July 2022: Call for Nominations for Secretary-General of IAAP; 14th July 2022 – Verification of eligibility of nominators and nominees; posting of eligible nominations on IAAP website;*
 - *15th – 28th July 2022: Voting on nominations;*
 - *29th July 2022: Announcement of election results.”*

Members of the Board of Directors were given 7 days to object to the motion. No objections were raised. Consequently, the motion was declared **“approved.”**

The members of the Board of Directors were informed of the results of the vote on 22 February 2022.

A copy of the motion and its rationale submitted in support of the motion are attached to these Minutes (Appendix B).

FINAL APPROVAL OF THE
APPLICATION SUBMITTED BY
THE ITALIAN ASSOCIATION OF
PSYCHOLOGY (AIP) FOR
HOSTING THE 2026 ICAP

No images? [Click here](#)



HIGHLY IMPORTANT

Dear Members of the IAAP Board of Directors,

RE: MOTION: FINAL APPROVAL OF THE APPLICATION SUBMITTED BY THE ITALIAN ASSOCIATION OF PSYCHOLOGY (AIP) FOR HOSTING THE 2026 ICAP.

In December 2020, the Board of Directors (BOD) adopted to approve “in principle” the application submitted by the Italian Association of Psychology (AIP) for hosting the 31st International Congress of Applied Psychology (ICAP) in 2026, with the understanding that there would be an opportunity to consider it for “final” approval after a Confirmatory Congress Site Visit had been completed and a Congress Site Visit Report had been submitted to the Executive Committee and the Board of Directors.

The AIP indicated in its initial application for hosting the 2026 ICAP that the Congress would be held in July or August 2026. The Officers have agreed with AIP that July would work better for IAAP.

I am pleased to inform you that Confirmatory Congress Site Visit was conducted on October 4-5-6, 2021, and that the report of the Site Visit Team was reviewed by the Executive Committee on October 9th, 2021. The purpose of this e-mail is to ask you to consider for adoption a recommendation from the EC regarding the final approval of the application submitted by the AIP for hosting and

organizing the 31st International Congress of Applied Psychology (ICAP).

You will find below a **motion** to this effect and a **rationale** providing information about why the EC is recommending to the BOD that the application from the AIP be granted final approval.

MOTION

On behalf of the Executive Committee, I MOVE:

“That the application submitted by the Italian Association of Psychology (AIP) for hosting the 31st International Congress of Applied Psychology in Florence in July 2026 be granted final approval.”

RATIONALE

After a careful review of the report submitted by the Congress Site Visit Team and the updated application submitted by the AIP for hosting the 2026 ICAP, the EC has come to the conclusion that the proposed site is suitable for hosting the ICAP and that the AIP has the experience and support needed for organizing a highly successful ICAP. This is why the EC is recommending to the BOD to grant final approval of the AIP’s bid. It will be noted that the recommendation emanating from the EC is a unanimous recommendation.

VOTING

As the present motion is submitted on behalf of a committee (namely, the EC), it does not have to be seconded before it can be considered for adoption.

The present motion calls for the “final” approval of a bid as recommended both by the EC and the Site Visit Team. As there appears to be no reason to anticipate opposition to the proposed action, and in accordance with IAAP’s Rules of Procedures for Introducing and Handling Motions by e-mail (2008), we will consider the present motion “approved” if I do not hear any objection from you within the next ten days (**by October 30th**). Nevertheless, if you wish to express support, you can also do it via e-mail.

If the present motion is approved, it will enable the EC to

consider for approval in June or July 2022 a final draft of the contractual agreement between IAAP and AIP for hosting the 2026 ICAP. Once the contract is approved and signed, it will make it possible to launch the call for bids for hosting the 2030 ICAP.

If the motion is not approved, the bid will be discarded and a new Call for Bids for hosting the 2026 ICAP will be launched.

SUPPORTING DOCUMENT

- [Congress Site Visit Report](#)

I thank you in advance for your kind cooperation and valuable support.

With my best regards,

A handwritten signature in black ink, reading "C. Roland-Lévy". The signature is written in a cursive, flowing style.

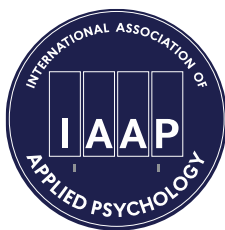
Christine Roland-Lévy
President of IAAP



International Association of Applied Psychology
8365 Keystone Crossing
Indianapolis, IN 46240
United States of America

You are receiving this email as a member
of the IAAP Board of Directors.

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**Application for hosting
the 31st International Congress of Applied Psychology
in Florence, Italy, in 2026**

Confirmatory Site Visit

REPORT

Submitted

to the Executive Committee and the Board of Directors

by the Congress Site Visit Team

October 2021

The Confirmatory Congress Site Visit is an integral and critical part of an application for hosting an International Congress of Applied Psychology (ICAP). When the documents submitted for an application appear to meet the requirements for hosting an ICAP, and after the vote from the BoD (December, 2020), IAAP proceeds to a Confirmatory Site Visit to ensure that all needed requirements to receive the final approval are met. The Confirmatory Site Visit involves more than visiting physical settings. It also involves meeting the key “actors / players” to confirm, clarify, examine and validate information pertaining to a broad range of topics and issues as well as to evaluate and assess the potential and limitations of the application.

The purpose of the present report is to provide a summary of the main aspects of the Confirmatory Site Visit. A detailed account of the topics discussed is provided as an attachment under the heading “Agenda of Confirmatory Site Visit”.

Application

The Italian Association of Psychology (AIP) submitted in 2019 an application for hosting the 2026 ICAP. This application was approved “in principle” by the IAAP Board of Directors in December 2020, pending the outcome of a Confirmatory Site Visit.

Confirmatory Site Visit Program

The visit included:

- a tour of the Firenze Fiera SpA (Conference Citadel), composed of three main exhibition congress facilities, which will be the venue of the Congress
- a tour of the Cloisters where a reception could take place
- and a two-day meeting with the AIP Organizing Committee; during the meeting, the bid to host the 2026 ICAP and its budgets were reviewed; the components of IAAP's license fee based on a template, and the basic terms of a contractual agreement between IAAP and AIP for hosting the 2026 ICAP were discussed.

The Grand Hotel Baglioni was inspected as potential headquarter hotel for the Congress, as suggested by the Professional Conference Organizer (PCO). It is a 4 stars historical hotel, within 10 minutes walking distance to the Congress Citadel and 10 minutes walking distance to the Duomo/ 15 minutes walking to the Ponte Vecchio.

IAAP Confirmatory Site Visit Team

This is a report of the Confirmatory Congress Site Visit by the IAAP Officers who met with the AIP Representatives for the 2026 ICAP on 4th to 6th of October, 2021.

The Officers who conducted the Confirmatory Site Visit were:

- Christine Roland-Lévy (President),
- Pedro Neves (Secretary-General),
- Luminita Patras (Membership Officer).

Lori Foster (President-Elect) and Kurt Geisinger (Treasurer) were the other two members of the confirmatory site visit team. Unfortunately, due to the difficulties related to traveling from and to the USA, they were unable to join the other Officers for the site visit; nevertheless, they were informed and approve this report.

National Congress Organizing Committee Members attending the meeting

In the Confirmatory Site Visit meeting with the AIP Organizing Committee, the Officers were introduced to the following people, who represent three different institutions involved in the project:

- the 2026 ICAP President and Official AIP Representative: Prof. Guiseppe Scaratti (Bergamo University);
- Scientific Committee:
 - Prof. Annamaria Di Fabio (Department of Educational Sciences and Psychology, University degli Studi of Florence),
 - Prof. Edoardo Lozza (Faculty of Psychology, University Cattolica of Milan).

The PCO: ROSSO EVOLUTION SRL was represented by three persons: Mrs. Dominga Bettaccini (*Head of Sales & Operations – Congress Division*), Leonardo Sorelli and Cinzia Bonomo.

Professional Conference Organizer (PCO)

ROSSO EVOLUTION SRL is the Professional Congress Organizer (PCO) for the ICAP 2026. It has previously organized a large number of congresses (up to 8,000 participants) and is used to working with members of the Congress Organizing Committee, in particular with Prof. Di Fabio. Therefore, it will partner with AIP to organize what should be a great 2026 ICAP.

Main Congress Office Bearers

The following main office bearers of the Congress have been confirmed:

- The Congress President: Prof. Scaratti.
- The Congress Vice Presidents: Prof. Di Fabio and Prof. Lozza who will both co-chair the Scientific Program Committee (SPC).
- The Local Organizing Committee (LOC) is chaired by a team of three: Prof. Scaratti, Prof. Lozza and Prof. Di Fabio; this Committee includes a representative of the PCO, as agreed between AIP and the PCO.

Meetings

The meetings with the AIP Representatives and the PCO were warm, friendly and highly productive. The Local Organizing Committee explained the rationale underlying the bid and went on to explain why the Italian Psychology Association was interested in hosting the 2026 ICAP in a highly convincing way.

Budget

It is intended that the registration fees be kept as low as possible in order to enable participants from all countries to attend.

The principles of registration categories were thoroughly discussed.

AIP provided two preliminary balanced budgets. The first budget was based upon an estimated 2,500 registrants. The second one took an even more conservative view, and was based upon 2,000 registrants. The two preliminary budgets were discussed.

It was also decided that a budget for 3,500 participants would be created.

License Fee Agreement

The components of the license fee agreement (revenues / contributions, costs associated with organizing and delivering the congress) were presented to AIP and the basic terms for an agreement on a legal contract between IAAP and AIP for hosting the 2026 ICAP were discussed.

AIP informed the IAAP Confirmatory Site Visit team of their intention to establish a partnership with the PCO in order to establish a partnership with the PCO to assume the scientific and financial responsibility.

Proposed Congress Dates in 2026

The ICAP will start with the Opening Ceremony and Welcome Reception on **July 20th 2026** (afternoon). The BoD meeting will occur on the full day of the 19th and the morning of the 20th. The Conference Citadel was reserved for these congress dates immediately following the October 2021 Confirmatory Site Visit.

Congress Venue

The tour of the Conference Citadel was helpful. It is a large convention center which will be able to accommodate any level of registration achieved by the 2026 Congress.

Nevertheless, the main room capacity is 2,200 persons, which might be slightly too small for the Opening Ceremony, but this can be increased by using other rooms next to it with audio-visual means if needed.



HIGHLY IMPORTANT – TIME SENSITIVE

Dear Members of the IAAP Board of Directors,

RE: MOTION: Special Election with Special Calendar to Elect a New Secretary-General – Approval of a recommendation from the Elections Committee endorsed by the Executive Committee.

Pedro Neves was elected Secretary-General of IAAP for a 4-year term in 2020. Very recently, however, he was elected President-Elect of IAAP for a 4-year term, due to start on July 30th, 2022. This means that the position of Secretary-General of IAAP will become vacant at the end of July 2022. There is a need to take action to fill the upcoming vacancy.

The purpose of this email is to ask the members of the Board of Directors (BoD) to approve the recommendations made by the Elections Committee and endorsed by the Executive Committee (EC).

You will find appended below a **motion** to this effect and a **rationale** for the motion.

MOTION

On behalf of their respective committees, the Chair of the IAAP Elections Committee (Janel Gauthier), seconded by the Chair of the Executive Committee (IAAP President Christine Roland-Lévy), **MOVE:**

“That the Board of Directors approve the following:

- 1. That a special election be held by internet to elect a Secretary-General who will complete Pedro Neves’s term**

as Secretary-General of IAAP (2020-2024); and

2. That this special election be conducted according to the following special calendar:

- 25th February 2022 – 14th July 2022: Call for Nominations for Secretary-General of IAAP;
- 14th July 2022 – Verification of eligibility of nominators and nominees; posting of eligible nominations on IAAP website;
- 15th – 28th July 2022: Voting on nominations;
- 29th July 2022: Announcement of election results.”

RATIONALE

The *Constitution* does not provide for a procedure to fill an office that becomes vacant between two regular elections. Neither do the *Rules of Procedure*. However, *Robert’s Rules of Order Newly Revised* (RONR) (12th edition, 2020, 47:57-58) states that the Board of Directors can proceed to fill the vacancy, unless other provision is made in the bylaws (i.e., the *Constitution* or *Rules of Procedure*) to fill the vacancy. It is important to note that the Board of Directors has the choice to fill or not to fill a vacant office when it arises between two regular elections. For example, if a vacancy were to arise just a few months or weeks before a regular election, the Board could choose not to fill the vacancy before the regular election. In 2020, the Treasurer of IAAP left her position two years before the end of her term (she had been elected for a 4-year term in 2018) and the Board of Directors chose to hold a special election to fill the vacancy. The current situation is similar to the one encountered in 2020 and, therefore, it is assumed that the Board will be willing to consider for approval a recommendation to hold a special election to fill the upcoming vacancy.

The *Constitution* of IAAP (as amended and ratified by the BoD in 2020) requires that the terms of office of the Secretary-General and the Treasurer be staggered so that they overlap for periods of 2 years (see Art. 8, Section 8.04). It follows that whoever is elected to fill the upcoming vacancy should be elected explicitly to complete the term of the current Secretary-General, which is due to end at the end of July 2024.

According to Rule 1.2 of IAAP's *Rules of Procedure* (as ratified by the Board of Directors in 2020), candidates for Secretary-General and Treasurer are nominated by members of the Board of Directors by writing to the Secretary-General at least 6 months before the election is to take place. If the special election of the new Secretary-General is held according to the timeline stipulated in IAAP's *Rules of Procedure*, there will be a period during which IAAP will be without a Secretary-General. The length of this period will depend on when the process to elect the new Secretary-General is put into motion. A period of time without a Secretary-General is undesirable for IAAP and, therefore, is to be avoided if at all possible. Hence the proposal for a special election with a slightly shorter timeline. This will also help to ensure a smoother transition between the incoming and the outgoing Secretary-General.

The proposed special timeline takes into consideration the need to have a nominating period that is long enough to allow BoD members to submit nominations, and a voting period that is long enough to allow them to cast their votes for their preferred nominee. To provide as much time as possible for nominating and voting, the period required to verify the eligibility of the nominees and nominators has been reduced to one day.

SUPPORTING MATERIAL

None.

VOTING

The present motion is submitted on behalf of two committees (the Elections Committee and the Executive Committee). Consequently, in accordance with *Robert's Rules of Order Newly Revised* (2020), which are the rules used by IAAP to conduct meetings, there is no need to second it before considering it for approval.

The present motion does not involve the approval of an action that would be controversial in nature. As there appears to be no reason to anticipate opposition to the proposed action, and taking into consideration the short timeline to elect a new Secretary-General, the present motion will be declared "approved" if no one expresses any

objection to its approval within the next seven days, i.e., by 11:59 PM on February 21st, 2022 – UTC time. This way of proceeding is entirely consistent with IAAP's *Rules of Procedures for Introducing and Handling Motions by E-Mail* (2008). It also is the procedure that is recommended in these rules for situations such as this one.

If you wish to object to the approval of the present motion, you may do so by sending an e-mail to the IAAP Operations Center (operationscenter@iaapsy.org). May we kindly remind you that, if an objection to the approval of the motion is raised, we may have to conduct a formal voting with a tally of the votes to determine the fate of the motion. According to the *Rules of Procedures for Introducing and Handling Motions by E-Mail* (2008), a formal voting with electronic ballots could take up several weeks to be completed because such a vote could not be conducted before the motion is debated and a minimum of 20 days would have to be provided to consider /discuss /debate the motion. The time used to conduct a formal vote would greatly reduce the amount of time available to elect a new Secretary-General by the end of July.

Of course, if you wish to express your support for the motion, you are welcome to do so by sending an email of the IAAP Operations Center. Please note, however, that there is no need for you to take any action if you want the present motion to be approved. In this instance, your silence will be interpreted as "I consent to adopt the motion."

Thank you for your support.

Sincerely,

Janel Gauthier
Chair of the Elections Committee

Christine Roland-Lévy
Chair of the Executive Committee
President of IAAP

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