



Policies and Procedures for APA Division 6/Society for Behavioral Neuroscience and Comparative Psychology

This policies and procedures document serves a resource for the Executive Committee and for members and affiliates of the Society for Behavioral Neuroscience and Comparative Psychology. The contents are specific to the operation of Division 6, but individuals are also strongly encouraged to consult the APA Division Officers Handbook: <https://www.apa.org/about/division/officers/handbook/>. The Division 6/SBNCP Executive Committee voted to approve this document on 11/18/19.

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Section I

Mission statement

The Society for Behavioral Neuroscience and Comparative Psychology promotes research and teaching in the broad areas of behavioral neuroscience and comparative psychology. Members of the Society study the behavior of human and nonhuman animals at many levels of analysis (behavioral, cognitive, developmental, genetic, hormonal, and neurochemical) in efforts to understand the adaptive significance of behavior, its neural and molecular mechanisms, the components of simple and complex behaviors, and the manner in which behaviors are organized and controlled. The Society also encourages collaboration among its members and with researchers in other areas of science, and facilitates communication and interaction through its support of conferences and relevant journals.

Section II

Code of Conduct for the *Society for Behavioral Neuroscience and Comparative Psychology*

The Society for Behavioral Neuroscience and Comparative Psychology (SBNCP) meets annually at the convention of the American Psychological Association (APA). At this event, and in all aspects of our professional activities, members of SBNCP are expected to act in a respectful manner. Many members of SBNCP are also members of the APA. As such, their behavior is governed by APA's Ethical Principles of Psychologists and Code of Conduct (found at <https://www.apa.org/ethics/code/>), and they are expected to adhere to those principles and code of conduct. However, SBNCP also has members and affiliate members that are not members of APA. SBNCP has established a Code of Conduct that is expected of all SBNCP members, regardless of whether they belong to APA. This Code promotes a welcoming environment at conferences that is safe, collaborative, supportive, and productive for all attendees. SBNCP respects and values the diversity of views, expertise, opinions, backgrounds, and experiences reflected among all members of the Society (as per our Policy on Diversity and Inclusion appended at the bottom of this document). Members of SBNCP are expected to abide by this Code of Conduct in all capacities in which they interact (e.g., conventions, listserv posts).

Expected Behavior of SBNCP Members:

Treat everyone with respect and consideration. It is acceptable in a scientific organization and at scientific meetings for members to have strong differences of opinion or different theoretical perspectives on aspects of psychological science. However, those differences and disagreements can be conveyed in ways that do not make other people feel threatened, demeaned, discriminated against, or harassed.

Communicate openly and thoughtfully with others and be considerate of views and opinions that are different than your own.

Be respectful and mindful in your critique of ideas and in how you present questions to those who have presented their ideas and research. The focus of such critiques should be on the science, data, and interpretations or theoretical explanations. There is no justification for personal attacks as part of such critiques.

Recognize that attendees will be at different points in their respective careers, and that it is important to support student and early career attendees, even in cases where you may have differences of opinion. SBNCP strongly supports its students and early career professionals, and we promote an environment of mentoring and awareness that this is a period of continued learning and skill development. Members are expected to engage with early career colleagues in a respectful manner.

Be mindful of your surroundings and of your fellow participants. Alert APA staff or someone on the Executive Committee of the SBNCP if you notice a dangerous situation or someone in distress due to any form of harassing behavior.

Unacceptable Behavior:

Harassment and intimidation, including any verbal, written, or physical conduct designed to threaten, intimidate, or coerce another conference attendee or member of SBNCP

Discrimination or disparagement based on gender or gender identity, sexual orientation, age, disability, physical appearance, race, religion, national origin, or culture

Inappropriate use of nudity and/or sexual images or inappropriate discussion of sexual or threatening behavior in public spaces or in presentations; threatening or stalking any SBNCP member or other member of the general community; sexually harassing or otherwise engaging in sexual innuendo with any SBNCP member or other member of the general community

Disrespectful disruption of presentations; this can include distracting behavior designed to demonstrate disregard for the speaker

Consequences

Anyone requested to stop unacceptable behavior is expected to comply immediately.

SBNCP Executive Committee members will review allegations of violations by members of this Code of Conduct, and they may take action that could include expulsion from the Society or the refusal to include offending individuals on future conference programs.

Reporting Unacceptable Behavior

Instances of violation of this Code of Conduct by SBNCP members can be reported to any Executive Committee member who will then inform the entire committee. The current EC committee members are shown at <https://www.apadivisions.org/division-6/leadership>.

Article II Membership of the Division 6 bylaws describes the process in which the accused is able to respond to the allegations, and to have these allegations heard and deliberated upon by the executive committee.

SBNCP Policy on Diversity and Inclusion

The Society for Behavioral Neuroscience and Comparative Psychology (SBNCP) condemns *ALL* forms of discrimination, harassment, disparagement, and intimidation. We support the diversity

of members and Convention meeting attendees as well as the involvement of any individuals in our Society who are interested in behavioral neuroscience and comparative psychology. The academic and professional diversity of the SBNCP community is reflected in our research interests, areas of practice, pedagogical efforts, theoretical training backgrounds and institutional affiliations of our members. It also is reflected in terms of race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, language, national origin, veteran status, socioeconomic status, marital status, parental status, and religion of SBNCP members. Our Society celebrates this diversity.

In addition, SBNCP supports the mental health and safety of its members, and we stand strongly against attempts to intimidate, demean, undermine, ignore, or oppress any individual on the basis of who they are or what they believe. We support healthy and safe training environments for our students (undergraduate and graduate) and postdocs, that are free from harassment in any form, and that promote balance between academic achievement and good mental health. We support positive interactions among our members, that are based on respect of all persons even in the face of disagreement about aspects of our science and practice. SBNCP strives to maintain an intellectually engaging, diverse and respectful program for all attendees.

The Executive Committee of SBNCP believes that it is important that our programmatic activities engage and recruit speakers/panelists/workshop facilitators that reflect the diversity that we want to see in our Society. Our convention program should reflect our mission to promote gender equality and inclusion of presenters from underrepresented groups. The Executive Committee will take measures to reduce diversity imbalances we may encounter in panels, nominees, award recipients, and in the make-up of our executive committee and the nomination process for that committee. Of course, in some cases it is recognized that a convention panel or other group may be restricted in terms of its diversity because of the nature of the topic and the small number of experts in that area. However, SBNCP strives for programming efforts and executive committee service opportunities that are sensitive to gender equality and inclusion of underrepresented groups, and the Executive Committee holds this to be a core aspect of its governance.

This policy applies to all forms of interaction among SBNCP members, including convention, executive meetings, and correspondence between members both in person and through electronic means (e.g., the listserv, newsletter).

Section III

Executive Committee and Elections.

This section provides general descriptions of each role and election/appointment process. For details see Standard Operating Procedures section.

- 1) **President:** It shall be the duty of the Division President to preside at all Division meetings, to act as Chair of the Executive Committee of the Division, to present an address or appropriate substitute at the annual meeting of the Division, to exercise supervision over the affairs of the Division with the approval of the Executive Committee and to perform such other duties as are incident to the office or as may properly be required by the vote of the Committee. In the absence or incapacity of the Division President the duties of that office shall be assumed by the President-Elect until the Division President can resume office.
- 2) **Secretary:** It shall be the duty of the Secretary to keep the records of all meetings of the Division, to issue calls and notices of meetings and nominations of officers to the Executive Committee and other Division officers, and to serve ex-officio as member of the Program Committee and as member of the Division Executive Committee.
- 3) **Treasurer:** It shall be the duty of the Treasurer to have custody of all funds and property of the Division, to collect any special dues that may be voted on in accordance with Article VIII of these Bylaws and to make disbursements as authorized by the Division Executive Committee, and to serve as a member of the Division Executive Committee. The Treasurer shall also maintain up-to-date financial records and prepare financial reports and summaries for group, APA tax return, and Executive Committee meetings.
- 4) **Council Representative:** It shall be the duty of the Division Representative(s) to Council to perform the duties and accept the responsibilities specified in Article III of the Bylaws of the APA. The Representative(s) shall also serve as member(s) of the Division Executive Committee.
- 5) **Member-at-large:** Members-at-large serve three-year terms on the Executive Committee, vote on matters of Society normal business, contribute to discussion of agenda items, represent the voice of the membership and convey any communications from the membership to the EC, and serve as needed on standing and ad hoc committees.
- 6) **Committee Chairs:** The Division President, in consultation with members of the Division Executive Committee, shall appoint a chair and members of the committees as are provided for in Article VII of the Division 6 Bylaws.
- 7) **Newsletter Editor:** The editor is selected by the Executive Committee to serve for a three-year term. The Newsletter Editor shall be responsible for the publication of the Division Newsletter three times per year, finances permitting. The Newsletter Editor shall exercise normal editorial oversight and insure that Newsletter presents the business of the division.

- 8) **Historian/Archivist:** The historian/archivist is selected by the Executive Committee to serve for three-year terms. The Division Historian/Archivist shall be responsible for the continued compilation of the history and activities of the Division and insure permanent maintenance of archives of Division documents.
- 9) **Early Career Psychologist Network (ECPN) Representative.** The ECPN representative is selected by the Executive Committee to serve for a three-year term, but shall not serve more than two terms without at least three years intervening. The ECPN Representative shall be responsible for helping to recruit, retain, and involve early career psychologists within the division, foster collaborations between Division 6 and other APA divisions, and to disseminate information about opportunities and resources for early career psychologists. (Amended August 2007).
- 10) **Nominations and ballots.** The Secretary shall include a nomination ballot in the Winter issue of the Division Newsletter and shall send an electronic ballot via email to members. This ballot shall provide three spaces for each anticipated vacancy among the offices of Division President-Elect, Secretary, Treasurer, Division Representative(s) to Council, and Members-at-Large.

The nomination ballot, when returned by Fellows and Members, shall be sent to the Secretary of the Division who shall count the ballots and determine the results. The Secretary, in turn, will transmit nominations to the Elections Committee of the APA for inclusion in the election ballot in accordance with the Bylaws of the APA.

The election ballot for each to-be-vacant office shall contain the names of the two nominees standing highest on the nomination ballot for that office who agree to serve and, at the discretion of the Executive Committee, anyone additional willing candidate identified by the Executive Committee.

- 11) **The purposes of the Division meetings** shall be the presentation of scientific research papers, the transaction of business, and the discussion of such other matters as may come before the Division. All Members of the APA and Affiliates of the Division shall be eligible to present papers at the annual meeting. Persons who are not Members of the APA shall be eligible to present papers provided they are sponsored by Members of the APA. The Executive Committee, upon approval of the membership at the annual meeting, may specify classes of persons other than Members who shall be eligible to present papers, and the Program Committee shall have the right to invite persons, whether Members or not, to present papers in the general area of interest to the Members.
- 12) **The Division shall seek to coordinate its programs** with, and participate in, the program of the APA, but the Division, through its Program Committee, shall have the right to make all such arrangements, including the scheduling of papers, which are in the interest of the Division Members.

- 13) **The election of Fellows to the Division** shall be upon nomination to the Division 6 Fellows committee. Applications must include three letters of support from current Division 6 Fellows and a letter of support from the Fellows chairperson. That committee will review each nomination and make a recommendation to the Executive Committee, who then approves each nomination prior to the APA's deadline for applications to the APA Fellows Committee (currently, this is in the early part of each calendar year). Confirmation of Fellows status is recommended by the APA Fellows committee, but must be voted on by APA Council for final determination. Self nominations are allowed, and three letters of support from current Fellows and a letter of support from the Fellows chair must be provided. For additional details on APA rules for applying to fellow status, including applying to multiple divisions, see apa.org/members/your-membership/fellows/apply.
- 14) **Committees.** The committees of the Division shall consist of standing committees or special committees that may be established by vote of the Members or of the Division Executive Committee, in accordance with the Bylaws of the APA. Special committees shall serve for the terms of the Division President unless otherwise provided for.
- a) **The Membership and Growth Committee** shall consist of the Division Secretary ex officio and three Members appointed to serve staggered terms of three years each. A Member shall be Chairperson of the Committee in the second year of his or her term. It shall be the duty of this Committee to receive applications for membership, to examine the credentials submitted, and to approve such applications, in accordance with the requirements set forth in Article II, Section 3, of the Bylaws.
 - b) **The Fellows Committee** shall examine the qualifications of the Members to become Fellows of the Division and shall recommend to the Division Executive Committee those Members who meet the Fellowship requirements as provided for in Article II, Section 2, of these Bylaws and in the Bylaws of the APA.
 - c) **The Program Committee** shall consist of three individuals, each appointed by a President-Elect. The member serving in the same year as the appointing President for that person shall be Program Chair. The person having already served in that role (outgoing Program Chair) and the person having been most recently appointed by a President-Elect are the other two Program Committee members. It shall be the duty of the Program Committee to make arrangements for the program of the annual meeting and any other meetings of the Division voted in accordance with the provision of Article VI of these Bylaws.
 - d) **The Communications Committee** shall consist of two co-chairs with 2-year terms, one representing Behavioral Neuroscience and one representing Comparative Psychology; the Newsletter Editor; the ECPN representative; and the Program Chair. The President, in consultation with the EC, will appoint the committee chairs. In addition, a minimum of 2 additional members (SBNCP

fellows, members, or affiliates), will be appointed to serve staggered terms of three years each. The terms of the committee co-chairs will also be staggered. The Division Secretary, President, and President-Elect will serve ex officio. It shall be the duty of the Communications Committee to assist the EC in communications to further enhance the visibility of SBNCP and its members; to use a wide range of communications venues to enhance SBNCP's interaction with the broad community of psychologists, scientists, and the public; and to offer assistance in broad dissemination and promotion of the work of other committees.

- e) The **Awards Committee** shall consist of two individuals, the chair appointed by the President-Elect as well as the person having already served in that role (outgoing Award Chair). It shall be the duty of the Award Committee to solicit nominations for all Society award categories, to deliberate on the nominations, and to present to the EC recommendations for each award. Upon approval, the Award Chair makes arrangements for any physical awards (e.g., plaques) to be designed, ordered, and delivered to the award winners. Reimbursement is provided by the division Treasurer.

Section IV

Standard Operating Procedures for Executive Committee Members

In this section are standard operating procedures for each elected officer and committee chair for SBNCP. These were created by individuals who are serving in these roles to help facilitate transitions for new officers, and to help answer any questions that may arise regarding roles and responsibilities. The information included centers on key tasks and advised timelines for meeting specific goals/deadlines during the year. Please note that exact dates are not posted here and may change.

President elect / President SOP

Duties for president elect in blue, President in red

Elected.... May / June: After learning that you've been elected President-elect, make sure you get added to the Executive Committee listserv so you can monitor ongoing discussions and decisions, and so that once you officially become President-elect (at the business meeting of the next convention) you can begin to vote on such matters.

President elect - August/September: You need to make the following appointments: Program Chair, Fellows chair, and Awards chair (for the meeting over which you preside). Be sure to inform the Secretary and Treasurer and the current President of who has accepted these leadership roles. Each of these individuals actually serves on their respective committees for three years, the middle year as chair.

Additionally, you may need to appoint a student representative, a membership/growth chair, early-career representative, and a historian--depending on whether the terms of these individuals will end at the start of your presidential year and/or whether each person is willing to continue during your presidential year.

The sooner you make these appointments, the more likely it is that your program/fellows/awards chair-to-be will benefit from shadowing the current program/fellows/awards chairpersons as a member of the respective committees. Additionally, APA will begin to notify you early about identifying the program chair, because they invite the program chair to attend a Division Leadership Conference the following summer (typically in June of the year preceding the conference year for which the person will be responsible).

Appoint at least one co-chair of the Communications committee. These people serve a 2-year term on the committee, staggered, and so each year a new person should be appointed to the committee as the newest co-chair.

President elect - October: deadline for collaborative proposals for the following APA convention (be prepared to help the current President identify ways of collaborating with other Divisions for programming hours, and certainly start planning for the collaborative proposals that might be submitted during your presidency)

President elect - November: deadline for division submissions to next convention is typically 1-December. Work with the President and program committee to encourage submissions. Pay attention to some of the recurring parts of the program (e.g., social hour, presidential address, ec/business meetings, award lectures, new fellows lectures, etc.) so you can make sure your program chair plans accordingly.

President elect - January: Division Leadership Conference, for division president-elects

President elect - February: Elections for new president elect

President - August: take over as President following business meeting of APA convention.

President - Sept: Write Welcoming presidential column for newsletter

Determine if you want a regularly scheduled EC meeting and decide on day/time. Handling business via email or as needed with specific program chairs has become standard, scheduling conference calls has been challenging.

President - October: Identify ways of collaborating with other Divisions for programming hours, talks, happy hours, workshops, etc

Aid your Fellows Chair and Awards Chair (and their committees) with soliciting nominations. Frequently communicate with your program chair and committee about the developing program.

President - Jan: Review Annual report written by Secretary

President - July: Write presidential report for APA Consolidated Report. Begin to prepare the agenda for the EC meeting, and be ready to come from that meeting with a business meeting agenda.

President - August: Step down to the past-president position following business meeting of APA convention.

Various items:

Participate in email and phone EC discussions, submit items for Newsletter, think of people to nominate for offices for the next election, think of people to nominate for Fellow status, review website for updates, visit Facebook page and Twitter account regularly, help with the host of appointments (e.g., for Education Leadership Conference) that seem to arise at various times throughout the year.

We do get asked to partner with other divisions on CODAPAR proposals and other interdivisional activities--and of course you can propose interdivisional projects to CODAPAR for support. Proposals tend to be due in September, so be thinking about things you might propose, so you can begin building partnerships for the proposal with other divisions.

It is highly recommended for you to coordinate closely with whomever presides over D3 and any other division that is a natural partner with us. Getting the program chairs to work together is vital, but coordination is necessary at your level to ensure that things like the awards presentations at the social hour go smoothly.

Write a Presidential Column for each newsletter and for the webpage. Be prepared to use your considerable influence to ensure that other columns get submitted to the newsletter editor, that the newsletters get published, and that the Secretary/Treasurer has whatever is needed to update the webpage.

(from David Washburn: As you know from being President-elect, you'll see a ton of new APA emails as part of the division officers listserv. I ignore most of those, but occasionally an issue relevant to our division comes across, and I did poll the listserv on several matters pertaining to name-changes, etc)

(from Michael Beran: we have been inconsistent in how many people are serving on Fellows committee and Awards committee, so it would be good to find a way to preserve names so you know who is still appointed by a predecessor, and how the succession process proceeds.)

(from Michael Beran: work with your program chair and the people from Div3 early to figure out the social event(s) at the convention. Remember to partner with Science Directorate on that if they are willing.)

(from Michael Beran: make sure you know the status of the budget so that as money decisions come up you are aware of what is possible.)

Early Career Psychologist Representative

Prepared by: **Erik J. Garcia Sept 2019**

The Early Career Psychologist Representative (**ECPR**) is responsible for engaging early career psychologists within the mission of Division 6. The ECPR should actively be searching for professional development, and career enhancing sessions that directly impact the audience they represent. The ECPR should communicate these to the Executive committee and share them broadly to other early career psychologist. Prior to 2019, there has not been an established protocol that was shared or communicated between ECPRs. As a result, previous ECPRs helped broadly within the Division 6 framework and communicated or acted as a liaison between other Divisions or other committees and networks. More broadly, the ECPR should maintain contact with other members of the Executive Committee and be available for all communication passed between the members. When appropriate, the ECPR should communicate with the voice of other early career psychologists in mind and keep notes detailing the primary responsibilities he/she contributed to in their time serving as the ECPR.

Year Around Responsibilities

- Actively find professional development and career enhancing workshops, webinars, and training opportunities that are of interest to early career psychologists.
 - Communicate these training opportunities to Executive committee for evaluation
 - Communicate these training opportunities online through Facebook or Twitter
- Engage early career psychologists at conferences and promote Division 6 to increase membership
- Advocate for Division 6 as a professional development society
- Increase the membership diversity of Division 6
- Be innovative in supporting early career psychologists
 - Promote them on the Division Facebook page
 - Share manuscripts by early career psychologist etc.

Awards Committee

Division 6 honors scientists working within the realms of behavioral neuroscience and comparative psychology. Following are the awards that are currently bestowed each year: Frank A. Beach, D.O. Hebb, D.G. Marquis, Brenda A. Milner, Clifford T. Morgan, SBNCP early career investigator award. Please see the APA Division 6 website for more details:

<https://www.apadivisions.org/division-6/awards/>

Advice and timeline to Awards committee chairs:

1. September: Send out the calls for award nominations to Division 6 listserv, Comparative Cognition Society listserv (also post on their facebook page), International Society for Comparative Psychology listserv, International Behavioral Neuroscience Society, and Society of Behavioral Neuroendocrinology. The deadline for award nominations should not be later than the end of December.).
2. In late October, contact the editors-in-chief of Behavioral Neuroscience and Journal of Comparative Psychology and ask them to begin the process of selecting the best paper in their journals. Ask them to send you the winners of the Beach and Marquis awards by January 1. Send reminders.
3. In January, solicit nominations for the Clifford T. Morgan award from the Div. 6 EC. Call for a vote on the nominees and announce winner to the committee. Ensure that nominees from the previous year are considered (they can roll over for two subsequent years after initial nomination).
4. In early January, awards committee should confer and decide upon awardees and immediately communicate awardees to the President and program chair(s) so that Hebb and SBNCP early career talks can be included in the program to be finalized late Jan.
5. In January, contact the award winners and ask them if they will be at the APA convention. Coordinate with program chair when awards are to be awarded (during talks or social hour).
6. In March, write up a summary report after all the awards are in, and send it to the EC secretary and APA newsletter.
7. Order plaques for award recipients (mid to late spring but certainly in time for shipment prior to the APA convention). A plaque should also be ordered for the outgoing President of the division. You may use awards.com. Spend approximately \$300 as per budget allowing funds for shipping awards for those not in attendance.

For the Marquis and Beach awards first author receives the plaque.

8. Write up the report to the EC before the convention.

Notes from Michael Domjan:

The deadline for finalizing the program is late January. Therefore, award recipients who will give talks at the convention have to be selected and invited to present by mid January. I would suggest sending out a call for nominations in mid-October, with an early January deadline. That would leave a couple of weeks to sort out which award recipients will be able to attend and give talks. It has been traditional for the Hebb award recipient to give a 50-min invited talk, since this person is usually a senior scientist with lots of data. This year the Early Career award winner will be also giving a 50-min talk, but that has not always happened.

APA Division 6 Awards Committee Procedural Guidelines

Regarding all awards requiring nominations: Nominations should be made in writing, and submitted to the current Awards Committee Chair by or before the deadline announced in the Division 6 Newsletter.

There will be carry-over of past nominations for two years for the Hebb and Morgan awards only. If a nominator wishes to re-submit a candidate from a prior year, they can update the materials. Otherwise, the nomination from the previous year will carry forward for the subsequent two years (unless awarded).

A current member of the Awards Committee:

Should not be permitted to nominate any individual for any award for which the Division 6 Awards Committee is ultimately responsible (for any award of the Division), during the period of time when s/he is an active Awards Committee member.

Cannot be considered for an award of the Division during their three-year term on Awards committee.

Committee Membership.

Members of the committee should not participate in evaluation of nominations for an award (including ranking candidates) in a case where there is a potential conflict of interest such as where a Committee member had/has a personal or close professional/academic connection

with a nominee (e.g., undergraduate/Ph.D./post-doc advisor/student). In a conflict-of-interest case, the Chair of the Awards Committee (or another qualified individual if the conflict includes the Chair), should identify a suitable substitute for purposes of evaluating nominations for that award. A possible appropriate source of substitutes is past Awards Committee members who do not have a conflict of interest with any nominees for that award. The Awards Committee must rely on its members to disclose potential conflicts of interest once award nominees are known. Recusal is limited to the specific award for which a conflict of interest is identified. The Awards Committee member will still actively participate in evaluation of other award nominees.

Date	Event/Task
Approx Sept 1-15	<p>confirm new Awards Committee member (Chair-Elect), who is to be selected by the President Elect of Div 6.</p> <p>this might require finding out who the President Elect is and asking her/him whether they have identified an Awards Comm member...</p>
Sept 15 th	<p>write/revise Call for Awards for Div 6 Newsletter Editor, with deadline for submissions of nominations (Oct 15 ?).</p> <p>Send listserv emails soliciting nominations (also for Hebb, Milner, Morgan) - to Div 6 listserv, other divisions, EPA, MPA, etc, C03, WCALB, Soc for Neuro., Pavlovian Society, etc. & possibly 'recycle' old but deserving nominations by contacting prior-year nominators.</p>
September	<p>Contact Editors of JCP and Behl Neuroscience requesting 2010 (prior calendar year) best paper published in each J. for Beach/Marquis awards & set deadlines for Editors - probably around end of year (Dec.) or no later than 1st week of Jan.</p>
Oct 1	<p>reminders out re nominations for Hebb, Milner, Morgan</p>

Oct 15	Deadline for Hebb, Milner, Morgan nominations. Or I'd say no later than Oct. 30
Oct 16	<p>check for possible conflicts of interest between Awards Committee members and nominees.</p> <p>find substitutes - e.g., among prior Awards Chairs from division 6 (see archived Newsletters for member/chair lists). Also identify the Division 6 Program Committee Chair to determine the deadline for getting Div6 programming for the APA Convention. Deadline is usually mid-later January.</p>
Nov 1-15	<p>Charge Awards Committee members to rank Hebb, Morgan, Milner nominations by deadline - approx. Dec 1-15.</p> <p>send out nomination materials for Hebb, Morgan, Milner, organized by Award.</p>
Dec 1-15	Deadline for Ranks for Hebb, Milner, Morgan nominations from Awards Committee Members. Additional work may be required at this point to determine/gain consensus on top ranks for each award
Jan 1-7	Journal Editor Deadlines for best paper -- for JCP & BN (Beach/Marquis). Editors may need a prompt before this time, in order to make the deadline and keep on schedule for programming for mid-Jan.
Jan 7	approval of all awards from all Awards Committee members, if not confirmed already. This should be perfunctory by this time
Jan 9	approval of all awards from Div 6 Executive Committee members.

Jan 15	Deadline for approval from Div 6 EC for awards.
Jan 15	<p>Announce Award Recipients to Div 6. - EC, members --listserv-- & send announcement to Newsletter Editor.</p> <p>Send Recipient info to Program Committee Chair of Div 6 so awards info gets into APA Convention Program for that year.</p> <p>Contact Award Recipients and ask from them-at some point- to indicate whether or not they will plan to attend the Convention that calendar year.</p> <p style="padding-left: 40px;">a key part of the new objective here is to get the Hebb recipient to give the Hebb Lecture in that same year.</p>
May	Order plaques for award winners and President to present at convention.

Council of Representatives

The SOP is to attend all meetings of the Council and provide a written summary/report of those meetings for the Division 6 membership. These reports are typically distributed in the Division 6 Newsletter. Fiduciary responsibility of council representatives is to the entire APA organization, not specifically to any division or individual. Those who serve on council are given specific instructions and guidelines online and via an orientation prior to serving at the first meeting.

Timeline of activities and responsibilities:

August: Council meets for a plenary session, typically the Tuesday evening before convention. Caucus meetings follow the plenary. The Division 6 Council Rep(s) typically attend the Coalition for Academic, Scientific and Applied-research Psychology caucus. Council then meets for 1.5 days of convention, typically all day Wednesday and half-day Friday. During this time, represent the division in discussions, votes, and other Council activities. Report significant discussions and decisions to the Executive Committee at the August Executive Committee (EC) meeting, and to the membership at the annual Business Meeting.

Aug-July: Read and participate in online discussions of Council issues as part of the Council listserv. Consult and communicate with EC as needed on issues of particular division interest.

September: Write a "Report of the Representative to the Council of Representatives" for the fall SBNCP newsletter. A summary of the August Council meeting will be distributed by the APA, which can be used as the basis for this newsletter column. Highlight issues of particular interest to the division, and particularly any decisions or impending votes (e.g., bylaws amendments) that will require informed action by the membership. Prepare reimbursement documents for APA if needed.

Dec-Jan: Prepare to attend the winter Council meeting. Make hotel and travel arrangements. Read about issues that will be discussed, debated, and voted upon at the annual mid-year meeting (typically February in Washington, DC)

February: Attend and represent the division in discussions and votes at the winter Council meeting.

March: Write a report / column for the spring SBNCP newsletter, summarizing actions and issues from the winter Council meeting and any online

discussions of general interest. Prepare travel reimbursement documents for APA if needed.

June-July: Prepare for August meeting. Book flight and hotel. Read agenda items and topics for discussion at the convention.

July: Consolidate the two reports written for newsletters into a Report of the Representative to Council for the division secretary, to be distributed at the August EC and Business meetings

Note: APA pays travel expenses (airfare, hotel, etc) to the winter council meeting and summer convention (not including hotel, food, transportation beyond days served council and registration)

David Washburn, September 2019

Division 6 Historian/Archivist

The Division Historian/Archivist maintains records of historical interest to the Division. These records are kept by this officer and also deposited annually at the APA Archives. The History of Psychology facility at Akron OH no longer keeps records of this type. The records I maintain include annual reports of the Division activities: Names of Executive Committee members, Division Award winners, and new Fellows; Newsletters; other items of concern to the Division. I solicit material from the Division membership, though this is slow in coming. I have routinely posted historical items on the Division ListServ and this appears to be welcomed by the membership.

Gary Greenberg, July 2015

Timeline of Historian/Archivist Activities (all dates approximate):

- August: Collect documents (in electronic format, or scan from paper) from annual meeting. Such documents include reports of officers, minutes and agenda documents from Executive Committee and Business meetings, Division 6 program summary, and any additional records (e.g., photographs, names of award recipients) of historical note from the annual convention.
- September: Update the Historian's spreadsheet of officers, committee chairs, and award recipients as needed. Request a CV, photograph, and copy of the presidential address (paper, Powerpoint file, related publication, or similar) from the immediate Past-president to add to the Historian's Presidential History Project folder. Send records (see Greenberg paragraph above) to APA Archives. Check SBNCP webpage for updates.
- Oct-Jul Generate brief historical notes (e.g., "on this day or year in history", highlights of recent publications on the history of BN or CP, biographies, memorial statements, etc.) that can be distributed to the membership via Twitter, Facebook, or listserv. Enter notes into the Google sheet used for Twitter scheduling, so that there are some SBNCP tweets of historical reference on "Throwback Thursdays" throughout the year.
- Fall Prepare a Historian's column for the Fall Newsletter. Contact the Newsletter editor for details and deadlines.
- October Submit nominations (whenever the deadline) for annual awards within the division, and any other APA honors for which distinguished SBNCP members have yet to be recognized. Consult

the Historian's spreadsheet to identify meritorious scholars--and particularly those from under-represented groups--who should be considered for these awards.

- November Consider organizing and/or submitting program content of historical relevance by the deadline for inclusion in the annual convention. Milestone anniversaries (e.g., of a birthday, seminal publication, of important event) provide inspiration for symposia or individual talks that highlight the historical contributions of our society, as well as the value of history research more broadly. Coordinate with Division 26, the Division 3 Historian, and others on such content. NOTE: similar programming can be organized and submitted to one of the regional psychological associations as part of the SBNCP "Regional Reach-Out" initiative. Check the regionals for relevant deadlines and submission details.
- December Nominate new officers when the Call for Nominations is distributed. The Historian's spreadsheet indicates who has served the society in various capacities, and provides information on who has yet to serve. This places the Historian in a singular position for nominating scholars who have yet to serve, and for identifying and addressing imbalances in nominations of individuals from under-represented groups.
- Spring Prepare a Historian's column for the Spring Newsletter. Contact the Newsletter editor for details and deadlines
- June Update the Historian's spreadsheet as needed to reflect election results
- July Prepare and submit Historian's Report to the Secretary for the meetings at the annual convention
- Year-round Each year, the Historian may designate one or more projects or initiatives on which to focus. This may involve research to fill gaps in historical records, efforts better to organize/maintain/communicate the division's history, or any similar activity. Find time where you can for these efforts, and document the activities and results in the annual report.

David A. Washburn, September 2019

Newsletter Editor

The goal is to produce 3 issues of the Behavioral Neuroscientist and Comparative Psychologist (BNCP) per year in Spring, Summer, and Fall. However, the editor may judge that quality is better than quantity, and in some years it has worked better to produce 2 issues (Fall and Spring), with the summer issue being a small supplement to promote the conference.

The editor should work with the president and with awards chair and programming chair to determine the exact timing of issues, since certain time sensitive items such as call for award nominations or special conference or membership information may be included.

Typically a call goes out in September for an issue in early to mid-November, and a second call in Jan for a March issue. For summer, a call in April or May can provide for a summer issue.

The APA webmaster has preferences about how best to format newsletter pieces to be passed on to the web site. Having some/all pieces available via the web site may be beneficial. It is recommended that a feature piece or timely information be presented on the web alongside the PDF full issue for people to download.

At present, the newsletter is distributed via the listserv as well as sent to the APA web services for upload to the site.

Program Chair

The program chair facilitates planning for the scientific, educational, and social events for the summer convention.

Updated 9/19/2019 by Reggie Gazes

1. Start early
2. Think about topics that might appeal to Division 6 members and some other divisions too.
3. You will be required to create a call for papers. In the past few years, Div 6 has not relied on or really accepted independent paper submissions. Instead we have focused on invited sessions.
4. In the “Call for Papers” we listed the Invited Symposia that we had developed, the Invited Addresses that we knew about. In addition, we made a plea for submissions for paper sessions, poster sessions, other symposia, suggestions for invited presentations, etc. It is also important to let people know that the ONLY way for a submission to be forwarded to a Program chair is for the submitter to indicate on his/her submission that she/he wants their submission considered for the Division 6 program or possibly the Division 3 program. In addition, the only way to get a submission accepted for presentation is to go through the APA website. When a submitter does this, they are required to enter all information required and this is made available to the Program Chair and is very useful when the final deadline for the program looms in late January.
5. Consider if any of the new fellows might wish to organize a symposium or give a talk. If so, ask early. Be sure to inform and invite new fellows and see if they plan to attend.
6. If there is a Hebb awardee, make sure that he/she is invited to give and address.
7. Consider inviting significant senior scholars from the area in which APA is located, securing their agreement to speak and using these addresses to organize a symposium on a related topic. Then get the senior scholar to be a discussant.
8. Contact the Division 3 chair (there is a great deal of overlap in membership of Division 3 and 6) and see if one or more joint symposia can be organized. If addresses or symposia are jointly shared, each division can donate half the hours (e.g., one each for a 2 hr symposium).
9. It will make your life easier if you get invited symposium to be submitted by the submitted proposal deadline (normally, this is an earlier deadline than the full program deadline). If you get symposia chairs to submit for their symposia, then you won't have to enter all that information into the database yourself
10. Posters: Get together with Division 3 and try to have a joint session. Poster hours are free. Send your posters to Division 3 or get Division 3 to send them to you. Also check to see if the posters would fit better in a different division and have them forwarded to other divisions early.

11. Read the Program chair instructions from the national office (Candy Won and co-workers) and make sure you block off hours in which you cannot schedule division events.
12. Try to lay out programming, avoiding Sunday times. APA is getting more and more strict about scheduling so it is probably not possible to avoid Sunday. Often, posters were relegated to Sunday. However, for the 2011 program we announced the winners of the best paper or poster awards for students. As a consequence, we scheduled Posters on Thursday, in order to have time to judge the presentations and have a committee select the winners.
13. After you lay out your sessions, contact the executive committee (President, Past President, President Elect) and ask when they would like to schedule the business meeting, Executive Council meeting and the Social Hour. Note that they usually occur in that order. Be aware of overlap with the Science Directorate Social, which is very popular. Also be careful to avoid overlap with other close divisions such as 3.
14. For invited sessions (symposia, addresses) no abstract is needed. However, participants will need to add their abstracts during the summer once the abstract database is posted on the APA website. They will be sent instructions for accessing the web database in April. This is why I suggest that you encourage invited symposia chairs to submit their symposia proposals by the “call for Programs” deadline. If this is done, then the abstracts can be entered at that time.
15. Whereas entering information into the database is not difficult, it is time consuming. It took me about 10-12 hrs to enter all the information, but I had not submitted symposia or addresses, all invited. Thus I had to enter everything myself. For all presenters including all co-authors you must obtain talk titles, full names, affiliations and mailing addresses including whether the individual is an APA member or fellow before you start entering information. Finally, for each presentation, you will be asked to supply the name of the person who will be chairing the symposium, the paper session, poster session, and so on. This will require that you contact people before hand and find out whether they plan to attend the convention and if they would be willing to chair a session or an invited address. If desired, there is also a place to list the names of discussants. You will also need list their information on the APA website.
16. Empower symposia chairs to remind their speakers, organize their session (order, time of talk), sending in postcard about need for audio-visual equipment (rooms don't even come equipped with projection systems unless you ask). There is a media room to check your slides but no computer is provided and no audio-visual help. So get the chair to take responsibility.
17. Remember to order food/alcohol for the social. This is also your responsibility. The hotel will contact you but find out from the Treasurer how much you can spend.

18. Keep in contact with the Central office. There is always a contact person for program chairs. I found them very useful.

Note: Appendix I includes some additional information about experiences of program chairs that may be useful.

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Responsibilities of Secretary

Prepared by Mary Cain, Aug 2012

edited by Nicolle Carr 2013 - 2018

August-After APA

- Send the “Welcome New Officers” piece to the newsletter editor - Or, remind the current newsletter chair to do this and ask if they would rather write it or have you do so. Alan usually does this.
- Remove past EC members from the listserv and add new EC members. Make these same changes to websites, etc.

September

- Forward the roster of the newly elected and appointed division officers to APA (Division Services Office)
- Remind the Awards Chair to distribute information regarding the Division awards or ensure in the next newsletter if coming out shortly.

December

- You will receive the results from the apportionment ballot and a request for the slate of candidates for Council and division offices. You will continue this process until you fill all slots - note: the president elect is the most difficult and can take a month of emails to / from various folks to find anyone to run for this slot. Start looking no later than January.

January

- After Jan. 1st, send email to Division listserv and EC to make nominations for President Elect and other needed positions. Nominations are needed every year for President-elect. Member-at-large, Secretary, treasurer and Council positions are for 3 years. (note: this is usually closer to February when you have all of these names - someone from APA will email you asking for this information).

February

- Submit the Annual Report to APA (Division Services Office). You’ll get a request emailed to you from APA. Prepare the document using last year’s model. Have the President review it prior to submitting it. If no large changes (no new committees from last year, etc) it will take you an hour or two to complete it.

- Make sure the Program Chair has submitted information regarding sessions, business meetings, and socials to the Convention Office. In the past, the EC Meeting has been on Friday evening to avoid a conflict with the Science Directorate Reception. The Business meeting is usually on Saturdays prior to any socials. The Business meeting follows a 1 hr talk by the current division President. The EC Meeting will need to be catered in a hotel but to save money the last few years we have just requested coffee / waters and been sneaky about bringing in food to share.
- By the requested due date, submit the slate of candidates to the Election Office. Be sure you have contacted nominees ahead of time to ask whether they are willing to serve if elected.
- Once Division 6 nominees have been placed on the ballot, inform them to put their candidate statement online. You will receive an email from APA with details that you can forward to the candidates.
- Make sure that the Fellows chair has sent nominee information to the APA Membership department.

April

- Candidates statements (online) are usually due mid-April.
- Ballots are given to us to send out to Div 6 / put in newsletter?

May

- You will receive information regarding the election results. Contact winners and losers to let them know the results. (Normally we have not provided the tallies but if this information is requested, it can be provided). Let the President and newsletter editor know the results of the election. Some Presidents have contacted the EC, some have elected to wait until the business meeting.

June

- Make sure the President Elect submits the name of program chair for the following year
- Make sure the Fellows Chair has submitted recommendations regarding new Fellows nominees
- Really bug people for reports and give them a deadline that gives you adequate time to compile them before the August meeting. Leave yourself 2-3 weeks to get this back and expect that some will be turned in to you the day before convention starts. Email final

report to everyone attending the meeting. Most will bring in an e-version on laptop, iPad, etc but you will want to bring a few hard copies.

- Check with Program Chair about the room, date, and time for the EC meeting - In the past, this has been catered. Before 2012, it was about \$500 but in 2013, we decreased it to \$200
- Forward information regarding the division assessment to APA. You will receive an email from APA and will likely need to contact the Membership coordinator for an update.

July

- Send a schedule of the meetings to the EC.
- Prepare a summary of the EC listserv discussion over the past year.
- Prompt committee chairs to prepare their reports. -
- Prompt the Awards Chair to have plaques made. -
- Distribute a consolidated document that contains the following (as an PDF):

Ø Minutes of the previous EC Meeting

Ø Minutes of the previous Business Meeting

Ø Agenda for the Executive Meeting (prepared by the current President)

Ø Agenda for the Business Meeting (developed by the President and President-Elect)

Ø List of Division 6 Committees for next year

Ø List of the current EC

Ø Treasurer's Report

Ø Listserv Summary

Ø Committee Reports

August

- Poll the EC to determine who is attending. On the basis of this, make copies of all of the materials to be distributed at the EC Meeting. Include a copy of the Bylaws and Policies. In recent years, we have made fewer copies due to people moving to electronic files.
- Make another set of the copies for the business meeting. In the past, 10-15 have generally attended the business meeting
- Bring a laptop to take notes. You may also want to bring a recorder but these have not proven useful in the past. You can also take notes on the report itself and type it up later.

Treasurer

Prepared by Chana Akins, Dec. 2011

August-After APA

- Forward information regarding the division assessment to APA
- Complete reimbursement forms for those attending APA and submitting receipts.

February

- Should receive a membership invoice from Federation; pay them through APA with a disbursement request (corporate dues/memberships)

July

- Prepare the Treasurer's report.

August

- Attend meetings, if able to make the convention.

Section V

Bylaws of the Society for

Behavioral Neuroscience and Comparative Psychology

Approved by the Membership, August 1995

****See article II, #8, for amendment of 8196****

Amended, August 2018

Article I. Name and Purpose

1. The name of this organization shall be the Society for Behavioral Neuroscience and Comparative Psychology.
2. The purpose of this organization shall be (a) to promote teaching and research in the fields of behavioral neuroscience and comparative psychology, (b) to stimulate the exchange of information among its Members, (c) to encourage the development of psychology as a science, and (d) to develop close relations and interchange of information with other branches of psychology and other sciences.

Article II. Membership

1. The Division shall consist of four categories: Fellows, Members, Affiliates, and Student Affiliates (Amended, May 2000).

2. Fellows of the Division shall be persons who have been elected Fellows by the American Psychological Association (APA) and who in addition satisfy the following requirements: (a) have five years of experience in behavioral neuroscience or comparative psychology subsequent to a doctor's degree; (b) have publications of significant contributions in the field of behavioral neuroscience or comparative psychology in addition to research carried out for the doctor's degree and (c) are actively engaged in research. The election of Fellows to the Division shall be upon nomination from the Fellowship Nomination Committee to the Executive Committee, who then approves each nomination at the annual Executive Committee meeting and submits the nominations to the membership at the annual Business Meeting. Fellows must be elected by a majority vote of the Fellows and Members attending the annual Business Meeting.

3. Members shall be persons (a) who are Members in the APA, (b) who have an interest within the field of behavioral neuroscience or comparative psychology, and (c) who have been approved by the Membership and Growth Committee. Members are accepted by the APA on a monthly basis.

4. Affiliates shall be persons who are not Members of the APA but whose qualifications otherwise are at least equivalent to those required for Member status in the Division. Affiliates are approved by the Membership and Growth Committee.

5. Student/trainee Affiliates shall be persons (a) with an expressed interest in behavioral neuroscience or comparative psychology and who are current undergraduate students, graduate students, or other trainees with undergraduate degrees and intent to apply to graduate programs (trainee status is limited to 3 years total), (b) who are sponsored by a Fellow or Member and (c) who are approved by the Membership and Growth Committee.

6. Any Member may be expelled from the Division for cause by two-thirds vote, taken by secret ballot, of the Fellows and Members present and voting at an annual meeting. Such vote shall be taken only upon recommendation by a special committee of three Members to be appointed by the Executive Committee to investigate the particular case, the committee's recommendation to be submitted (a) only after it has accumulated the relevant facts and has given the Member an opportunity to answer the charges both in writing and appearing in person before the committee, and (b) after the committee's recommendations have been reviewed and approved by the majority vote, taken by secret ballot, of the Division Executive Committee.

7. Any person whose dues or assessment remain unpaid for two successive years shall automatically be dropped from the Division.

8. On all matters calling for action by the membership of the Division, each Fellow and each Member shall have one vote and no voting by proxy shall be allowed. Affiliates shall have one vote on matters related to Division business only.(Amendment to Bylaws, EC, 8196.)

Article III. Officers

1. The officers of the Division shall be the Division President, the Division President-elect, the Division Past-President, the Division Secretary, the Division Treasurer, the Division Representatives to the Council of Representatives, as provided for in Article IV of the Bylaws of the APA, and Members-at-Large of the Division Executive Committee as provided for in Article IV, Section 1 of these Bylaws. Only Fellows and Members of the Division shall be eligible as officers of the Division.

2. The terms of the Division President-Elect, the Division President, and the Division Past-President shall be one year, served successively. The Secretary and Treasurer shall serve for a term of three years, but shall not serve more than two terms without at least three years intervening. The terms of the Division Representative to Council shall be three years unless otherwise mandated by the Bylaws of the APA. The Members-at-Large of the Division Executive Committee shall serve for staggered terms of three years, but shall not serve more than two terms without at least three years intervening.

3. The Division Secretary and Division Treasurer may not serve concurrently as Division President, President-Elect, or Past-President. Members-at-Large may not serve concurrently as Division Representative to Council. A Division Representative, however, may also serve as President, President-Elect, Past-President, Secretary, or Treasurer, if duly elected; however, such an individual shall have only one vote. The Members-at-Large may stand for election to Division President, but if elected must resign as Member-at-Large. Another Member shall be elected to serve the remainder of the President-Elect's term as Member-at-Large.

4. It shall be the duty of the Division President to preside at all Division meetings, to act as Chair of the Executive Committee of the Division, to present an address or appropriate substitute at the annual meeting of the Division, to exercise supervision over the affairs of the Division with the approval of the Executive Committee and to perform such other duties as are incident to the office or as may properly be required by the vote of the Committee. In the absence or incapacity of the Division President the duties of that office shall be assumed by the President-Elect until the Division President can resume office.

5. It shall be the duty of the Secretary to keep the records of all meetings of the Division, to issue calls and notices of meetings and nominations of officers to the Executive Committee and other Division officers, and to serve ex-officio as member of the Program Committee and as member of the Division Executive Committee.

6. It shall be the duty of the Treasurer to have custody of all funds and property of the Division, to collect any special dues that may be voted on in accordance with Article VIII of these Bylaws and to make disbursements as authorized by the Division Executive Committee, and to serve as a member of the Division Executive Committee. The Treasurer shall also maintain up-to-date financial records and prepare financial reports and summaries for group, APA tax return, and Executive Committee meetings.

7. It shall be the duty of the Division Representative(s) to perform the duties and accept the responsibilities specified in Article III of the Bylaws of the APA. The Representative(s) shall also serve as member(s) of the Division Executive Committee.

Article IV. Executive Committee

1. There shall be an Executive Committee consisting of the Division President, Division Past-President, Division President-Elect, Division Secretary, Division Treasurer, (Amended, 2012) Division Representative(s) to Council, Chair of the Program Committee, Chair of the Membership and Growth Committee, Chair of the Fellowship Nominations Committee, Chair of the Awards Committee (Amended, May 2000), Early Career Psychologist Network (ECPN) Representative (Amended, August 2007), Student Representative, Newsletter Editor, Division Historian/Archivist, the current Editors of Behavioral Neuroscience and the Journal of Comparative Psychology (Amended, August 2002) and additional Members-at-Large to make up eighteen members of the Committee.

2. The Executive Committee shall have general supervision of the affairs of the Division. The Secretary shall insure that the actions of the Executive Committee, with the exceptions of personnel decisions that are of a confidential nature, are communicated to the membership by summary at the annual meeting and through the Newsletter in a timely fashion. The membership may demand a mail ballot on any substantive issue acted upon by the Executive Committee by submitting a petition to the Secretary with signatures of twenty (20) Division Members or Fellows. Should the results of such a vote go contrary to the Executive Committee's action, that action shall be null and void.
3. The Division President shall be Chairperson of the Executive Committee and the Secretary of the Division shall be secretary of the Executive Committee.
4. The Division President, in consultation with members of the Division Executive Committee, shall appoint a chair and members of the committees as are provided for in Article VII of these Bylaws.
5. The Division Newsletter Editor is selected by the Executive Committee to serve for a three-year term. The Newsletter Editor shall be responsible for the publication of the Division Newsletter three times per year, finances permitting. The Newsletter Editor shall exercise normal editorial oversight and insure that Newsletter presents the business of the division.
6. The Division Historian/Archivist selected by the Executive Committee to serve for three-year terms. The Division Historian/Archivist shall be responsible for the continued compilation of the history and activities of the Division and insure permanent maintenance of archives of Division documents.
7. The Early Career Psychologist Network (ECPN) Representative is selected by the Executive Committee to serve for a three-year term, but shall not serve more than two terms without at least three years intervening. The ECPN Representative shall be responsible for helping to recruit, retain, and involve early career psychologists within the division, foster collaborations between Division 6 and other APA divisions, and to disseminate information about opportunities and resources for early career psychologists. (Amended August 2007).

Article V. Nominations and Elections

1. The officers of the Division shall be elected, according to a preferential voting system, by the Fellows and Members of the Division by electronic ballot, except that the Secretary and Treasurer shall be elected by a majority vote of the Division Executive Committee.

2. The Secretary shall include a nomination ballot in the Winter issue of the Division Newsletter and shall send an electronic ballot via email to members. This ballot shall provide three spaces for each anticipated vacancy among the offices of Division President-Elect, Division Representative(s) to Council, and Members-at-Large.

3. The nomination ballot, when returned by Fellows and Members, shall be sent to the Secretary of the Division who shall count the ballots and determine the results. The Secretary, in turn, will transmit nominations to the Elections Committee of the APA for inclusion in the election ballot in accordance with the Bylaws of the APA.

4. The election ballot for each to-be-vacant office shall contain the names of the two nominees standing highest on the nomination ballot for that office who agree to serve and, at the discretion of the Executive Committee, anyone additional willing candidate identified by the Executive Committee.

5. Officers shall assume office on the first day after the close of the annual meeting following their election and hold office until their successors are elected and accept office in their stead.

6. In the event that an elected officer is unable to take office or complete the term, the Executive Committee shall appoint an acting officer to serve until replacement at the next election.

Article VI. Meeting

1. The annual meeting of the Division shall take place during the annual convention of the APA, and in the same locality unless specified otherwise by the Division Executive Committee and approved by electronic ballot to the membership. There may be additional meetings of the Division if the membership so decides at any annual meeting or by electronic ballot.

2. The purposes of the Division meetings shall be the presentation of scientific research papers, the transaction of business, and the discussion of such other matters as may come before the Division. All Members of the APA and Affiliates of the Division shall be eligible to present papers at the annual meeting. Persons who are not Members of the APA shall be eligible to present papers provided they are sponsored by Members of the APA. The Executive Committee, upon approval of the membership at the annual meeting, may specify classes of persons other than Members who shall be eligible to present papers, and the Program Committee shall have the right to invite persons, whether Members or not, to present papers in the general area of interest to the Members.

3. The Division shall seek to coordinate its programs with, and participate in, the program of the APA, but the Division, through its Program Committee, shall have the right to make all such arrangements, including the scheduling of papers, which are in the interest of the Division Members.

4. A quorum at the annual business meeting shall consist of all Fellows and Members in attendance at the business meeting (Amended, May 2000).

Article VII. Committees

1. The committees of the Division shall consist of such standing committees as may be provided by these Bylaws and such special committees as may be established by vote of the Members or of the Division Executive Committee, in accordance with the Bylaws of the APA. Committees shall serve for the terms of the Division President unless otherwise provided for.

2. The Membership and Growth Committee shall consist of the Division Secretary ex officio and three Members appointed to serve staggered terms of three years each. A Member shall be Chairperson of the Committee in the second year of his or her term. It shall be the duty of this Committee to receive applications for membership, to examine the credentials submitted, and to approve such applications, in accordance with the requirements set forth in Article II, Section 3, of these Bylaws.

3. The Fellowship Nomination Committee shall examine the qualifications of the Members to become Fellows of the Division and shall recommend to the Division Executive Committee those Members who meet the Fellowship requirements as provided for in Article II, Section 2, of these Bylaws and in the Bylaws of the APA.

4. The Program Committee shall consist of the Division Secretary ex officio and three Members appointed to serve staggered terms of three years each. A Member shall be Chair of the Committee in the second year of his or her term. It shall be the duty of the Program Committee to make arrangements for the program of the annual meeting and any other meetings of the Division voted in accordance with the provision of Article VI of these Bylaws.

5. The Student Representative Committee shall consist of three Members appointed to serve staggered terms of three years each. A Member shall be Chairperson of the Committee in the second year of his or her term. It shall be the duty of this Committee to maintain and update the list of student awardees, update the student affiliate directory and monitor student membership, serve as a liaison to student affiliates within the division, and to provide an article for the division newsletter. (Amended, 2007).

6. The Communications Committee shall consist of: two co-chairs with 2-year terms, one representing Behavioral Neuroscience and one representing Comparative Psychology; the Newsletter Editor; the ECPN representative; and the Program Chair. The President, in consultation with the EC, will appoint the committee chairs. In addition, a minimum of 2 additional members (SBNCP fellows, members, or affiliates), will be appointed to serve staggered terms of three years each. The terms of the committee co-chairs will also be staggered. The Division Secretary, President, and President-Elect will serve ex officio. It shall be the duty of the Communications Committee to assist the EC in communications to further enhance the visibility of SBNCP and its members; to use a wide range of communications venues to enhance SBNCP's interaction with the broad community of psychologists, scientists, and the public; and to offer assistance in broad dissemination and promotion of the work of other committees.

Article VIII. Dues

1. Assessments of any special dues shall be recommended by the Division Executive Committee and shall be decided by a majority vote of those Fellows and Members voting at an annual meeting or by electronic ballot of the Fellows and Members. Dues for Affiliates shall be established by the Division Executive Committee.

Article IX. Amendments

1. The Division, by a majority of the Fellows and Members of the Division voting on by an electronic ballot, or by two-thirds vote of the Fellows and Members voting at any annual business meeting, may adopt such amendments to these Bylaws as have been circulated to the membership at least two months prior to the final vote on the proposed amendments. Circulation may be carried out electronically to the last known email addresses of the Members.