



# association of educational psychologists

## “EDUCATIONAL PSYCHOLOGY IN PRACTICE” JOURNAL NOTICE OF ELECTIONS TO THE EDITORIAL BOARD

### Two Ordinary Members of the Editorial Board Call for Nominations – Closing 2nd July 2020

Nominations are invited for **TWO** offices of ‘**Ordinary Member**’ of the Editorial Board, to commence on the 1<sup>st</sup> August 2020 for a term of THREE YEARS.

The role of the Editorial Board is to manage the production and development of the Association’s journal *Educational Psychology in Practice* and to assist the Editor by acting as anonymous referees in respect of submitted papers.

As part of their duties Ordinary Members of the Editorial Board are expected to read and offer a written critique of articles submitted for publication. An Editorial Board member will, on average, referee between 14 and 16 new articles per year, and critique amendments of previously submitted articles, with an expectation that a review of an article will be returned to the editor within two months. Articles are refereed anonymously, using as a basis the guidance to authors and a structured feedback form. A moderation exercise is carried out at most Editorial Board meetings. Final decisions concerning publication rest with the Editor, but a high premium is placed on collaborative working.

#### The Editorial Board comprises:

- The Editor
- The Review Editor
- Six Ordinary Members
- Representatives of the National Executive Committee

#### CURRENT EDITORIAL BOARD

<b>The Editor</b>	Stephanie James	term ends 31 December 2025
<b>The Review Editor</b>	Richard Melling	term ends 31 July 2022
<b>6 Ordinary Members</b>	Gail Bailey Brian Apter Will Shield Alexandra Sewell Julia Howe Sarah Sivers	term ends July 2020* term ends July 2020* term ends July 2021 term ends July 2021 term ends July 2022 term ends July 2022
<b>NEC Representatives</b>	Vice-President – Dewi Hughes Ann Marrion Treasurer – David Webster	Ex-officio Annual appointment by NEC Ex-officio

\* Vacancy arising on the Editorial Board due to current holder’s term of office ending

As the journal is the major publication of the Association, the AEP's National Executive Committee is represented on its Editorial Board. The Vice-President convenes and chairs meetings of the Board. The Treasurer attends meetings when appropriate and one other member of the NEC is appointed by the NEC to attend Board meetings.

The Editorial Board normally meets **three times a year, usually either in London or in Durham**. Board members are expected to attend all Board meetings if possible (an Ordinary Member will be deemed to have resigned if in any year of office she or he does not attend at least one meeting). Travel and subsistence expenses for attendance at Board meetings will be reimbursed on the terms set out in the Members' Handbook.

**The Editor, Dr Stephanie James, would be pleased to respond to requests for further information from any member. Stephanie can be contacted by email at: [stephaniecjames@hotmail.com](mailto:stephaniecjames@hotmail.com) or by telephoning 07787 766193.**

## Election Procedure

1. A candidate standing for election to the Editorial Board must be a **Full** or **Affiliate** member and eligible for membership in that category on the closing date for nominations (Members Handbook: Appendix 12.3). A candidate may stand for more than one available office, but may hold only ONE office on the Editorial Board.
2. A candidate must be **nominated by two 'supporters'** who must be either **Full** or **Trainee** members of the AEP on the closing date for nominations. Members may support ONE candidate for EACH vacancy specified in this notice. It is the candidate's responsibility to ensure that their nomination is supported by eligible members. A nomination or ballot result will be declared invalid where a candidate or her/his supporters are found to be ineligible to participate in the election.
3. In recognition of difficulties that candidates may encounter in obtaining the signatures of supporters on paper nomination forms during the current **Covid-19 pandemic restrictions**, the nomination process will be conducted electronically, via email.
4. A member wishing to stand for election to the office of Ordinary Member of the Editorial Board must notify their intention to the Association Secretary of the AEP by the closing date of **2<sup>nd</sup> July 2020**. Notification should be submitted by email to **[aepelections@aep.org.uk](mailto:aepelections@aep.org.uk)**. The email must include the candidate's full name, postal address, contact telephone number and AEP membership number, together with the name, postal address, contact telephone number and email address of **two supporters who have agreed** to support the candidate's nomination.
5. On receipt of a candidate's notification the AEP will verify that the details of the candidate and supporters correspond with the AEP's membership records. The AEP **may contact** the candidate's supporters to seek confirmation that they have agreed to support the nomination. A nomination will not be accepted as valid unless it is supported by two eligible members by the closing date specified.

6. Candidates are invited to provide a supporting statement. This should be submitted by email **by the closing date** for nominations. The statement should be in the form of editable text (e.g. in an MS Word document), and preferably be attached to the nomination email. It must not exceed 250 words (a statement exceeding this limit will be truncated) and should give a brief account describing the candidate's suitability for this position. All supporting statements will be published by the AEP after the closing date for nominations.
  
7. If the number of candidates nominated does not exceed the number of vacancies on the Board, the nominated candidate(s) will be deemed elected. Otherwise a ballot will be held to decide which candidate(s) will be elected. In that case members will be notified of the balloting procedure as indicated in the Election Timetable. A candidate who wins an election to more than one office, or already holds another office on the Board, will be required to state which office they wish to take up / relinquish, before the result is published.

**Note: Postal nominations**

Nominations submitted by post **will not be accepted unless prior permission for this has been obtained from the Association Secretary**. If a candidate has particular difficulties using email to submit a nomination they should contact the AEP office by telephone for further advice in the first instance. Please note that due to the Covid-19 pandemic AEP staff are working from home so you will need to leave a voice mail message.

**John Drewicz**  
**Association Secretary**  
**June 2020**

**ELECTION TIMETABLE**

<b>w/b 15<sup>th</sup> June 2020</b>	- Notice sent to members setting out election arrangements and inviting nominations
<b>2<sup>nd</sup> July 2020</b>	- Nomination process closes at 5pm
<b>w/b 8<sup>th</sup> July 2020</b>	- Ballot of members commences (if required)
<b>30<sup>th</sup> July 2020</b>	- Closing date of ballot
<b>31<sup>st</sup> July 2020</b>	- Results declared by the AEP