



association of educational psychologists

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

Call for Nominations - Closing 30 June 2022

Review Editor and Two Ordinary Members of the Editorial Board

Nominations are invited for the position of the Review Editor and TWO ‘Ordinary Members’ of the Editorial Board, to commence on the 1st August 2022 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.

The Review Editor selects appropriate books and software for review, and assists authors in submitting critical reviews for publication. The Review Editor is also expected to referee some substantive articles, although fewer than Ordinary Members.

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 MEMBERSHIP OF THE EDITORIAL BOARD

The Editor	Stephanie James	term ends 31 December 2025
The Review Editor	Richard Melling	term ends 31 July 2022 *
6 Ordinary Members	Lata Ramoutar Will Shield Naina Cowell Gillian Shotton Julia Howe Sarah Sivers	term ends July 2024 term ends July 2024 term ends July 2023 term ends July 2023 term ends July 2022* term ends July 2022*
NEC Representatives	Vice-President – David Collingwood NEC member - Lisa O’Connor 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**; some meetings may be held virtually, but there will be at least one 'in-person' meeting per year (probably in London). 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.

Got a question?

The Editor, Dr Stephanie James, would be pleased to respond to requests for further information from any member interested. Stephanie can be contacted by email at: 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. 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, Trainee** or **Assistant** 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. The nomination process will be conducted using an **online process via the AEP website**. Members wishing to stand for any of the notified positions on the Board can access the online nomination form via the link which appears at the end of this notice.
4. A **candidate** will be required to provide the names and email addresses of **two eligible supporters who have agreed** to support the candidate's nomination. Once the candidate has completed and submitted their nomination form, each of the named supporters will receive an automated email inviting them to confirm their support of the nomination. A **supporter** will be able to follow a link provided in this email to an online form on the AEP website, where they can quickly and simply confirm their support of the nomination. Candidates and supporters should note that they may be asked to provide their **website login credentials** in order to access these nomination forms.
5. Candidates are invited to provide a supporting statement, which should not exceed 250 words, briefly describing their suitability for the position. This can, preferably, be submitted using a facility in the online nomination form. Alternatively it can be sent separately by email, but must reach the AEP office **by the closing date** for nominations. If sent by email the statement must be in the form of editable

text. The supporting statements of all candidates will be published by the AEP.

6. If more nominations are received for a specific office than there are vacancies on the Board for that position, a ballot will be held to decide which candidate(s) will be elected. Otherwise the nominated candidate(s) will be deemed elected. Should a ballot for any office be necessary, 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.

How to access the online nomination form:

- **Click on the link below to access the form** (alternatively copy & paste the link into your browser). [Editorial Board Elections - Nomination Form | Association of Educational Psychologists \(aep.org.uk\)](https://www.aep.org.uk/Editorial-Board-Elections-Nomination-Form)
- **Log in:** If you are already logged in to the AEP website, the nomination form will be displayed automatically. If not - you will be asked to login using **your normal AEP website login** to access the form.
*Please ensure you have obtained the **necessary details and consent of your supporters** before you proceed to the nomination form.*
- **Submit:** The nomination, including confirmation from supporters, must be submitted and received by the AEP **by the closing date of 30 June (5pm).**

Postal nominations

Please note, we will not be accepting any nominations by post, only those submitted using the online form detailed above unless other arrangements have been agreed with the Association Secretary.

Any issues?

In the event of any difficulty in using the online nomination process, **please do not hesitate to contact the AEP office on enquiries@aep.org.uk for assistance using the subject line 'EPIP Elections'** – please include a contact number in your email, so that we can call you if necessary.

John Drewicz, Association Secretary

2022

ELECTION TIMETABLE

w/b 30th May 2022	➤	Notice sent to members, setting out election arrangements and inviting nominations
30th June 2022	➤	Nomination process closes at 5pm
w/b 4th July 2022	➤	Ballot of members commences (if required)
28th July 2022	➤	Closing date of ballot
29th July 2022	➤	Results declared by the AEP