

Standing Orders

European Association of Personality Psychology (EAPP) Standing Orders

1. Standing Orders (see Article 25 para. 1 of the Statutes)

1. The Standing Orders of the European Association of Personality Psychology, operating under the name EAPP, constitute regulations as referred to in Article 25 para 1 of the EAPP Statutes and were most recently adopted on August 8, 2024 by the Members' Meeting of the EAPP.
2. Any amendment to and/or adoption of the Standing Orders will be passed by an absolute majority of the votes validly cast at the Members' Meeting.
3. The Standing Orders shall be amended and published on the EAPP website following each modification.
4. Should any provision of these Standing Orders be found to conflict with the Statutes of the Association, the provisions of the Statutes of the Association shall prevail.
5. In cases not provided for in these Standing Orders or in the Statutes, the Executive Committee (EC) of the EAPP shall decide.
6. Where there is a difference of opinion regarding the interpretation of a provision of the Statutes and the Standing Orders, the EC shall decide.

2. Procedure for the admission of new members (see Article 5 of the Statutes, para. 1)

1. Persons interested in joining the EAPP as members apply using an online application form available on the EAPP website.
2. By sending an application for membership via the EAPP website, the candidate declares that they:
 - a. support the objectives of the EAPP;
 - b. meet the criteria for membership (see Article 4 para 2 of the Statutes);
 - c. agree to the application procedure and to provide the necessary information;
 - d. agree to all rights and obligations arising from membership;
 - e. agree to receive digital communication instead of communication by post, from which derogation is possible upon the candidate's written request.
3. The EC decides on the admission of candidates (article 5 para. 1 Statutes). The EC may mandate one EC member to administer the process and communicate decisions.
4. Within eight (8) weeks of receipt of the application, the candidate will receive notification by email from the EC regarding the decision on the application for membership of the EAPP. If the EC fails to communicate a decision within this period, the EC must notify the candidate in writing of the delay, stating the reason and providing a new decision deadline, which may not exceed four (4) additional weeks. If no decision is communicated within this extended period, the application shall be deemed to have been rejected, and the candidate shall be entitled to lodge an appeal in accordance with Article 2.5 of the Standing Orders.
5. In the case of non-admission by the EC, the EC shall notify the candidate in writing, stating the grounds for such decision. A person whose application has been rejected

may lodge an appeal, to be decided at the next Members' Meeting. The appeal must be submitted in writing to the EC Secretary within one (1) month after notification of the decision. The Members' Meeting shall decide on the appeal by a simple majority of the votes cast. The candidate shall be notified of the outcome in writing within two (2) weeks of the meeting at which the decision was taken.

6. If a candidate's application for membership is rejected after having lodged an appeal, this person can only apply for a new EAPP membership after min. 12 months. Notwithstanding the foregoing, the EC may, upon written and reasoned request by the candidate, waive the twelve-month period if the candidate demonstrates that the circumstances which led to the rejection have materially changed. The EC shall decide on such a request within four (4) weeks and shall notify the candidate of its decision in writing, stating its reasons.

3. Register (see Article 4 of the Statutes, para. 4 and 5)

1. The EC shall maintain a register containing the names, email addresses, and any information necessary for the payment of membership fees of all Members.
2. Members are obliged to provide truthfully the information required by the EAPP for its operations.
3. Member data may only be shared with third parties following a prior resolution of the Members' Meeting. Any Member may object to such sharing by notifying the EC secretary in writing, in which case that Member's data shall be excluded from the transfer. This opt-out right and the requirement of a Members' Meeting resolution do not apply where EAPP is legally required to provide data to public authorities or other institutions pursuant to a statutory obligation.
4. The names of Members and, where relevant, other necessary contact details may be published on a secured section of the EAPP's website, accessible to Members only, following a resolution of the Members' Meeting. Members shall be informed in advance and retain the right to object to such publication in writing to the EC.
5. Every Member has the right to inspect their own data held in the register and may request correction of any inaccurate information. EAPP processes personal data in accordance with the applicable data protection legislation (AVG/GDPR). A privacy statement setting out the legal basis, purposes, retention periods and rights of data subjects is available on the EAPP website.

4. General Disciplinary Principles (see Article 8 of the Statutes)

1. The Executive Committee (EC) may impose disciplinary measures (i.e., reprimands, disciplinary fines, suspensions, and expulsions), in accordance with Article 8.3 of the Statutes in the event of a violation of:
 - a. the Statutes or Standing Orders of EAPP;
 - b. a resolution lawfully adopted by the Members' Meeting or the EC;
 - c. the code of conduct of EAPP, where applicable;
 - d. any other obligation arising from membership, including conduct contrary to the interests or reputation of EAPP.

2. In applying any disciplinary measure, the EC shall ensure that the principle of proportionality is observed. In determining proportionality, the EC shall take into account all relevant circumstances, including:
 - a. the nature and seriousness of the conduct;
 - b. the extent of actual or potential harm;
 - c. whether the conduct was intentional, negligent, or accidental;
 - d. the member's previous conduct and any prior disciplinary measures;
 - e. the member's cooperation during the procedure.
3. Before any disciplinary measure is imposed, the EC shall:
 - a. notify the member in writing of the alleged violation, specifying the conduct concerned and the provision(s) allegedly violated;
 - b. provide the member with a period of fourteen (14) days from the date of notification to submit a written response;
 - c. duly consider the member's response, if any, before reaching a decision.The EC may extend the response period referred to under (b) at the member's reasoned written request, provided this does not unreasonably delay the procedure.
4. All disciplinary decisions shall be reasoned and communicated in writing to the member concerned.
5. A member has the right to appeal any disciplinary measure (reprimand, fine, suspension, or expulsion) to the Members' Meeting. The appeal must be submitted in writing to the EC Secretary within one (1) month of notification of the decision referred to in Article 4.3 of the Standing Orders. The appeal shall be placed on the agenda of the next Members' Meeting. The appeal shall suspend the obligation to comply with the measure only insofar as explicitly provided in these Standing Orders or the Statutes. An appeal against expulsion shall suspend the effect of the expulsion until the Members' Meeting has decided.
6. If no Members' Meeting is scheduled within three (3) months of receipt of the appeal, the EC shall convene an extraordinary Members' Meeting within that period for the purpose of deciding on the appeal, unless the member expressly agrees in writing to a later date. The Members' Meeting shall decide on the appeal by a simple majority of the votes cast. The member shall be notified of the outcome in writing within two (2) weeks of the meeting. The decision of the Members' Meeting shall be final.

5. Disciplinary Fines (see Article 8 of the Statutes, para. 3)

1. Disciplinary fines may be imposed in accordance with Article 8.3 of the Statutes and Article 4 of the Standing Orders.
2. The maximum fine that may be imposed for a single violation shall not exceed an amount equal to ten (10) times the biennial membership fee applicable to the member at the time of the violation. Where EAPP applies differentiated membership fee categories, the fee applicable to the member's own category shall serve as the reference amount. The minimum fine shall not be less than an amount equal to one (1) times the member's biennial membership fee.
3. In cases of repeated or serious violations, the EC may impose distinct fines for each separate act or event. A violation shall be considered repeated if the same or substantially similar conduct has previously been the subject of a disciplinary measure within the preceding twenty-four (24) months. A violation shall be considered serious

if it causes or risks causing material harm to EAPP, its members, or third parties, or if it constitutes deliberate or grossly negligent disregard of the member's obligations.

4. Each fine shall be proportionate in accordance with the principles set out in Article 4 of the Standing Orders.
5. The EC shall issue its decision in writing within four (4) weeks of the expiry of the response period referred to in Article 4.3 of the Standing Orders, or within four (4) weeks of receipt of the member's response, whichever is earlier. The written decision shall state:
 - a. the violation established;
 - b. the amount of the fine imposed;
 - c. the reasoning underlying both the establishment of the violation and the determination of the amount;
 - d. the payment deadline;
 - e. the member's right of appeal and the procedure for lodging an appeal in accordance with Article 4.6 of the Standing Orders.
6. The fine shall be payable within thirty (30) days of the date of the written decision referred to in Article 5.5 of the Standing Orders. The EC may, upon written and reasoned request by the member submitted before the expiry of the payment deadline, grant a payment arrangement. The EC shall decide on such a request within fourteen (14) days. In the event of non-payment within the applicable deadline, the EC may:
 - a. suspend the member's membership rights until the fine has been paid in full; and/or
 - b. refer the outstanding amount for collection in accordance with the applicable legal provisions.

Non-payment of a fine shall not automatically result in termination of membership unless the EC resolves to propose expulsion to the Members' Meeting in accordance with the Statutes.
7. As described in Article 4.5 of the Standing Orders, A member against whom a fine has been imposed may lodge an appeal with the Member's Meeting. The lodging of an appeal shall suspend the obligation to pay the fine until the Members' Meeting has decided on the appeal.
8. A fine may only be imposed within twelve (12) months of the date on which the EC became aware, or reasonably ought to have become aware, of the violation concerned. After expiry of this period, no fine may be imposed in respect of that violation.
9. The imposition of a fine does not preclude the EC or Members' Meeting from imposing other disciplinary measures available under the Statutes, including suspension or expulsion, in respect of the same or related conduct, provided that the principle of proportionality set out in Article 4.2 of the Standing Orders is observed and no member is penalised twice for the exact same act.

6. Suspension of Membership (see Article 8 of the Statutes, para. 4)

1. A member may be suspended by the EC in accordance with article 8 para. 4 of the Statutes.
2. A suspension may be imposed only for a fixed period of time. The following maximum periods apply:
 - a. for violations of a general nature: a maximum of six (6) months;
 - b. for serious violations, or violations directly affecting the interests, reputation, or proper functioning of the association: a maximum of twelve (12) months;

- c. for exceptionally serious or repeated violations as defined in Article 6.3: a maximum of twenty-four (24) months.
- 3. The 24-month maximum may only be imposed for violations constituting a serious breach of the order within the association. Such violations include, but are not limited to, breaches of the safety of persons, conduct directly affecting the integrity of the association's governance, elections, or conferences, repeated violations of the Statutes or Standing Orders, and other conduct of comparable gravity. Such a suspension may only be imposed where strictly necessary and proportionate to the seriousness of the conduct, and must be explicitly justified in writing. The longer maximum reflects the EAPP's biennial activity cycle, in which the main scientific conference (ECP) and most elections take place once every two years. A suspension of shorter duration may therefore not be effective in safeguarding the integrity of the association's core activities in cases of exceptional seriousness. Where the EC considers that conduct is of such gravity that even a twenty-four (24) month suspension would not be a proportionate response, the EC shall instead propose expulsion to the Members' Meeting in accordance with Article 8 of the Statutes.
- 4. Suspensions of less than three (3) months may have limited practical effect given the EAPP's activity cycle. Where this is the case, the EC shall consider whether a reprimand or disciplinary fine would be a more proportionate measure.
- 5. A suspension "until further notice" shall not be permitted. The duration of the suspension shall be determined in accordance with the proportionality principles set out in Article 4.2 of the Standing Orders.
- 6. During the period of suspension, the member shall retain all financial obligations but may not exercise membership rights, including the right to vote or to attend meetings, unless otherwise decided by the Members' Meeting.
- 7. Before a suspension is imposed, the member concerned shall be given the opportunity to be heard (right to be heard) by the EC.
- 8. As described in Article 4.5 of the Standing Orders, A suspended member has the right to appeal the decision to the Members' Meeting. The suspension remains in effect pending the decision of the Members' Meeting.
The imposition of a suspension does not preclude the EC or Members' Meeting from imposing other disciplinary measures available under the Statutes, in respect of the same or related conduct, provided that the principle of proportionality set out in Article 4.2 of the Standing Orders is observed and no member is penalised twice for the exact same act.

7. Composition and Duties of the EC (see Article 10 of the Statutes, para. 1)

- 1. The Executive Committee will consist of at least five (5) and not more than seven (7) members. In any case, the Executive Committee shall include the President, the President-elect, the Secretary, the Treasurer, and the Dutch Affairs Representative (DAR), in accordance with Article 10 para. 1 of the Statutes.
- 2. The EC may decide whether to propose elections to the Members' Meeting for any additional positions to be filled within the limit of seven (7) members as set out in the Statutes.
- 3. The composition of the EC should reflect sufficient diversity concerning gender and primary work affiliation. Concerning gender, EC members of different gender identities shall be represented. Concerning primary work affiliation, not more than

- two EC members can have their primary work affiliation in the same country. The gender and primary work affiliation principles only apply at the time of the election.
4. The duties and responsibilities of the EC members are described next.

President. The President is the chair of the EC. They represent the EAPP in official communications, and they act as a facilitator between the EC and the AB as well as between the EC and the Members' Meeting. The President also proposes policy measures (though other EC members can do this too).

President-Elect. The President-Elect serves as the vice-chair and is involved in daily operations. They may fulfill the same functions as the President, unless the President objects.

Secretary. The Secretary facilitates and supports the smooth functioning of the EAPP in general. This includes, among other responsibilities, organizing the functioning of the EC and the Members' Meeting, overseeing election and voting procedures, and communicating with members.

Treasurer. The Treasurer is responsible for the financial functioning of the EAPP. This includes, among other responsibilities, planning and implementing financial transactions and providing a financial report and budget to the EC, the AB, and the Members' Meeting.

Dutch Affairs Representative (DAR). As the EAPP is registered in the Netherlands and also has Dutch bank accounts, the EAPP requires a DAR. They take care of all tasks for which a Dutch residence, digital infrastructure, and/or Dutch language skills are essential.

The DAR should be an elected member of the EC. However, if no member of the EC meets the criteria for the DAR, the DAR position can be filled by implementing an interim position (as specified in Article 8 of the Standing Orders).

EC Members At-Large. The EC might also include Additional EC members for specific tasks of the EC, including sharing the workload of existing tasks as described in the descriptions of the other (i.e., non-Additional) EC members above.

5. To stay operationally functional, if an EC member is temporarily unavailable to perform the specific duties and responsibilities tied to their role, other EC members might temporarily assume these duties and responsibilities.
6. If the President, the President-elect, the Secretary, the Treasurer, or the Dutch Affairs Representative (DAR) is unable to continue in office, the EC shall, as soon as possible, convene a Members' Meeting in accordance with Article 10 para 7 of the Statutes in order to fill the vacancy. Until the vacancy is formally filled by the election at the Members' Meeting, the EC may appoint one of its current members to temporarily assume these duties and responsibilities.
7. In accordance with Article 10.6 of the Statutes, membership of the Executive Committee cannot be combined with:
 - membership of the Advisory Board;
 - membership of the Audit Committee;
 - membership of the Disciplinary Committee (if instituted).
8. Members of the Advisory Board shall not be eligible to serve on the Executive Committee in an interim capacity, including in the event of a vacancy as referred to in Article 10.7 of the Statutes. AB members may only perform EC duties in the

exceptional circumstance of the simultaneous absence or inability to act of all Executive Committee members, pursuant to Article 10.8 of the Statutes, and exclusively for the duration of that situation.

9. Where an AB member assumes EC duties pursuant to Article 10.8 of the Statutes, the incompatibility rule is temporarily suspended by operation of that provision alone. The AB member concerned may not simultaneously exercise any rights or functions as an AB member for the duration of that appointment. Upon termination of the temporary EC duties, the incompatibility rule applies again in full.

8. Procedure for the election and terms of office of the members of the EC and the AB (Article 10 of the Statutes, para. 2)

1. The Secretary is responsible for conducting elections for EC and AB positions. All EAPP members are encouraged to apply for any position in the EC or the AB, regardless of their (academic) age; gender; cultural, ethnic, or social background; or any other characteristic (see also Art. 7.3 of the Standing Orders).
2. The election procedure starts at least three months before the Members' Meeting (the latter taking place annually in accordance with Article 16 of the Statutes, para. 2). At least three months before the Members' Meeting, the EC will ask members for nominations for vacancies. At least two months before the Members' Meeting, nominations - supported by at least two EAPP members - must be sent to the Secretary. These nominations should also include a declaration of potential conflicts of interest (see Article 11 of the Standing Orders), if applicable.
3. The EC may appoint a search committee, involving at least one member of the AB, with the goal of motivating nominations of candidates who can diversify the EC and the AB. This search committee becomes active before the nomination deadline, and it may continue its activity after the deadline only in case nominations received are insufficient in number or in diversification, as specified in Article 7 of the Standing Orders. Before the Members' Meeting, members are informed about the nomination procedure, the identities of the nominees, and the voting procedure.
4. Ranked Voting Procedure for Elections (Article 19 of the Statutes, para. 5)
 - a. **Overview**
Ranked voting is the procedure used for the election of individuals within the EAPP. This method ensures that candidates are elected by an absolute majority while considering the ranked preferences of voting members.
 - b. **Ballots and Voting**
 - i. Each voting member is provided with a (digital) ballot listing all candidates.
 - ii. Members list candidates in order of preference. Each candidate is assigned a rank according to each voter, corresponding to their position in the list. It is not allowed to give candidates the same ranking.
 - iii. Unranked candidates are assigned the average of the remaining ranks. For example, if there are four candidates and a member ranks only "B, A", then B is coded as rank 1, A as rank 2, and the unranked candidates C and D are each coded as rank 3.5.
 - c. **Counting Votes**
 - i. In the first round, only the first-choice votes are counted. If a candidate receives an absolute majority of these votes, they are elected.

- ii. If no candidate receives an absolute majority, the candidate with the fewest votes is eliminated.
 - iii. The ballots of the eliminated candidate are redistributed to the remaining candidates based on the next preference indicated on those ballots.
 - iv. This process of elimination and redistribution continues until one candidate achieves an absolute majority of the votes.
- d. Resolving Ties**
- i. If two or more candidates tie for the fewest votes during redistribution, a draw will determine which candidate is eliminated.
 - ii. If the final two candidates tie, the decision is made by a draw.
- e. Announcement of Results.** The President announces the results of the election ideally at the latest one month after the Members' Meeting.

5. The appointment and maximum number of terms per EC and AB positions is shown in the table below. Article 9 of the Standing Orders clarifies additional regulations, including transitions between roles and maximum serving times for individuals.

EC and AB Positions	Appointment	Maximum number of terms
President-Elect	2 years, after which becomes President	1
President	2 years, after which becomes Past-President (and moves to AB)	1
Past-President	2 years	1
Secretary; Treasurer, DAR; and additional EC members	4 years, after which is re-elected or retires	3 x 4-year terms
AB members (except Past-President)	4 years, after which is re-elected or retires	3 x 4-year terms

9. Additional regulations applied to elections of EC and AB members

- Single Application Rule.** If multiple elections for EC and/or AB positions occur simultaneously, an individual may apply for only one position within the EC or AB, respectively. Furthermore, an individual may not apply for positions in both the EC and the AB during the same election cycle.
- Transition Between Roles.** A current member of the EC or AB may be nominated for a new position or nominated again for the same position in the EC or AB (if compatible with the limits set forth in Articles 8.5 and 9.4 of the Standing Orders). If elected to a new position, the individual must resign from their current position before

assuming the new role. Members of the EC cannot simultaneously hold a position in the AB, and vice versa.

3. **Holding Multiple Positions.** No individual may hold more than one position within the EC or AB, except for the DAR or interim positions assigned in cases of temporary absence, as outlined in the Article 10 of the Statutes, para. 8 as well as Article 7.4 of the Standing Orders. The transition of the Past President to the Advisory Board pursuant to Article 10.3 of the Statutes does not constitute an election or nomination within the meaning of this provision. The “holding multiple positions” rule applies from the moment the Past President assumes their AB membership, at which point they may no longer exercise any EC functions.
4. **Overall Term Limits.** An individual may not serve on the EC for more than a cumulative total of twelve (12) years, irrespective of the roles held, except that the service as President-elect and President shall constitute a single, one-time four (4) year track. An individual may not serve on the AB for more than a cumulative total of twelve (12) years, irrespective of the roles held. After a period of ten (10) consecutive years of serving neither on the EC nor on the AB, the term limits described in this Article, shall reset. These overall terms apply for persons elected in positions after the date of approval of the statutes, August 8th, 2024.

Service as President-elect and President pursuant to Article 10.3 of the Statutes constitutes a separate, one-time four (4) year track and does not count toward the twelve (12) year cumulative EC limit. An individual who has completed the President-elect/President track may not subsequently serve on the EC in any other capacity.

10. Executive Committee Retirement Schedule (Article 10 par. 2 of the Statutes)

1. The EC will try to ensure that no more than two positions in the EC rotate off in the same year, to promote staggered turnover.
2. There can be calls for EC Members At Large in any year (considering the limit of maximum number of EC members).
3. This indicative retirement table shows when elections could be organized for different EC positions, to ensure staggered turnover.

Year	President - Elect	President	Secretary	DAR	Treasurer
1 (2026)	B (elected 2+2+2-year term)	A	Elected (4-yr term)		
2 (2027)	B	A		Elected (4-yr term)	
3 (2028)	C (elected 2+2+2-year term)	B (becomes president)			Elected (4-yr term)
4 (2029)	C	B			

5 (2030)	D (elected 2+2+2-year term)	C (becomes president)	Elected (4-yr term)		
6 (2031)	D	C		Elected (4-yr term)	
7 (2032)	E (elected 2+2+2-year term)	D (becomes president)			Elected (4-yr term)
8 (2033)	E	D			
9 (2034)	F (elected 2+2+2-year term)	E (becomes president)	Elected (4-yr term)		
10 (2035)	F	E		Elected (4-yr term)	
11 (2036)	G (elected 2+2+2-year term)	F (becomes president)			Elected (4-yr term)
12 (2037)	G	F			

Note. “Elected” can also mean “re-elected” if the person in the role is permitted to be re-elected.

A-G are separate persons who rotate from president-elect to president.

11. Conflicts of interest

1. To promote transparency and ensure the integrity of the EAPP’s governance, all candidates for and holders of positions in the EC, AB, any Audit Committee, and any other appointed individuals or committees must disclose any affiliations, roles, or activities that could constitute a potential conflict of interest. Where applicable, individuals must disclose, in sufficient detail, conflicts of interests to the EC or to a body authorized by the EC.
2. Conflicts of interest may include, but are not limited to: leadership roles in other organizations; editorial and other positions in academic journals or publishing responsibilities; financial or business interests that may relate to EAPP activities; or personal, family, or professional relationships that could interfere with their ability to act impartially and in the best interests of the EAPP. The Editors of the EAPP-owned journals, currently the *European Journal of Personality* and *Personality Science*, and local conference organizers for the EAPP (European Conference on Personality, ECP) should explicitly address these potential conflicts of interest if they are nominated for election in the EC or the AB during their appointment. New potential conflicts of interest should be declared as soon as they arise.
3. In elections of persons in which the Members’ Meeting is requested to vote, disclosures must be submitted along with the candidate’s nomination materials and made available to members prior to the election process for informed voting.
4. The EC or a committee designated by the EC will review disclosures to assess how to deal with potential conflicts of interest. Outcomes of the review may include no actual conflict of interest, refraining from participating in specific discussions, requiring recusal from specific activities for the person declaring a potential conflict of interest.

If a conflict of interest cannot be resolved or if there is disagreement regarding its management, the matter will be referred to the Members' Meeting for final resolution.

5. Failure to provide full and honest disclosure may result in potential disciplinary action in line with Article 8 of the Statutes.

12. Meetings of the EC members with the AB and other members

1. The EC meets at least once per year with the AB. In these meetings, the EC can invite the editors of the EAPP-owned journals and persons in charge of organizing EAPP-related activities, events, and initiatives (e.g., conference and summer school). In these meetings, reports of the President, the Treasurer, the Secretary, the Dutch Affairs Representative, as well as from AB members and invited members are discussed. AB and invited members may participate in discussions, but they do not have formal voting rights.
2. The EC may hold meetings with or without the full AB present. When the EC holds a meeting without the full AB, it shall invite the Point of Contact (PoC) of the AB to attend. If the PoC is unavailable or no PoC has been designated, the EC shall invite another AB member to attend in their place.
3. The PoC and AB members attending EC meetings have no voting rights. Before taking a decision on a matter of relevance to the AB's advisory tasks, the EC may invite the PoC or attending AB members to express their opinion. Where the EC takes decisions without AB input, it shall notify the AB of such decisions without undue delay. The AB may respond with advice in accordance with Article 21.4 of the Statutes and article 2.2 of the Advisory Board Regulations.
4. Rules concerning the decision-making by the EC are specified in Article 11 of the Statutes. Further rules are the following:
 - a. Typically votes are non-anonymous, but if at least one EC member requires so, votes will be cast anonymously.
 - b. Each EC member has one vote.
 - c. In the event of a tie:
 - i. The President may request a re-vote after additional discussion within the EC.
 - ii. In the case of a second tie, the president may request another re-vote after additional discussion with the AB.
 - iii. If there is yet another tie after another re-vote, the matter shall be referred to the Members' Meeting for a final decision, as determined by the Executive Committee.

Regulations of the Advisory Board

European Association of Personality Psychology (EAPP) Regulations of the Advisory Board

1. Composition and Duties of the Advisory Board

1. The EAPP has an Advisory Board (AB), as described in Article 21 of the Statutes. It functions as a sparring partner of the Executive Committee (EC) and monitors the functioning of the EC.
2. It will consist of at least three and no more than seven persons with a minimum age of 18 years. AB members will fulfill at least three roles: Past President, Early Career Representative, and Additional AB member(s). At least one member will be an early career scholar (i.e., at the time of the election maximum 5 years after completion of PhD).
3. The duties and responsibilities of the AB Members are described next.

Past President. The Past President is a member of the AB for two years. The Past President is the chair of the AB. The Past President is responsible for ensuring the effective functioning of the AB, including delegating tasks and appointing roles within the AB.

Early Career Representative. The Early Career Representative is elected by the EAPP members for a period of 4 years. At the time of election, the Early Career Representative has to be a PhD student or a non-tenured individual within five years of the award of their PhD degree. These durations exclude any period of career break (e.g., for family care or health reasons). The Early Career Representative will ensure that early career scholars' interests and needs are considered in the decisions and future plans made by the EC. They also serve as a point of contact for early career members of the EAPP. The Early Career Representative will be a regular member of the AB, with the same rights and duties as other members.

General AB Member. General AB Members are elected by the EAPP members to support the EAPP's mission and provide, via the AB, independent advice to the EC on policy, strategy, and governance matters. They bring diverse expertise and perspectives to the AB and serve for a term of four years, with the possibility of re-election as outlined in the Statutes, Standing Orders, and AB regulations.

Tasks and Functions within the AB. In addition to the responsibilities of the chair of the AB and the Early Career Representative, main duties of the AB are to monitor, offer advice, insights, and suggestions to the EC regarding long-term strategic goals of the EAPP. This explicitly includes assigning an AB member (Past President, Early Career Representative, or General AB member) with the task and function of a Diversity Officer. The Diversity Officer shall be responsible for promoting diversity, equity, and inclusion within the EAPP and for advising the EC on these matters.

4. The composition of the AB should ideally reflect sufficient diversity concerning gender and primary work affiliation. Concerning gender, AB members of different gender identities shall be represented. Concerning primary work affiliation, not more

than two AB members can have their primary work affiliation in the same country. These principles only apply at the time of the election.

5. The AB designates, among its members, a Point of Contact (PoC) with the EC (see Article 12.2 of the Standing Orders). The PoC is elected within the AB by majority vote. The PoC and the Past President can thus be the same person or different persons.

2. AB decision-making process and tasks (Art. 21 para. 4 of the statutes)

1. Decisions within the AB, including those pertaining to advice according to Art. 21 para. 4 of the Statutes, are passed by a majority of the valid votes cast, provided that the majority of the AB Members in office are present. Blank votes will be considered to be votes that have not been cast. Typically votes are non-anonymous, but if at least one AB member requires so, votes will be cast anonymously. Each AB member has one vote. In the event of a tie, the chair can request a re-vote after additional discussion and, potentially, consultation with the EC. In the case of a further tie, the resolution is not passed. In case of a tie concerning assigning a function (e.g., PoC, Diversity Officer), the vote is decided by draw.
2. In accordance with Article 21.4 of the Statutes, the AB shall perform the following advisory tasks:
 - a. the AB advises the EC on policy and strategy with a view to ensuring the continuity of the EAPP. This advice may be provided at the EC's request or on the AB's own initiative;
 - b. the AB advises on the general conduct of affairs within the EAPP and on proposed EC decisions as described in the Statutes and Standing Orders;
 - c. the AB monitors whether the execution of EC policy is consistent with the policy plans and principles approved by the Members' Meeting. Where the AB identifies a material inconsistency, it shall bring this to the attention of the EC in writing without delay;
 - d. the AB may at any time request relevant information from the EC necessary for the performance of its advisory and monitoring tasks. The EC shall respond to such a request within four (4) weeks, unless the complexity of the matter requires a longer period, in which case the EC shall notify the AB of the delay and provide a revised response deadline.
3. The EC shall provide the AB with all documents necessary for the performance of its monitoring function, including at minimum:
 - a. the annual policy plan and any amendments thereto;
 - b. the annual financial report and budget;
 - c. the minutes of EC meetings, within four (4) weeks of adoption.
4. At least once a year, the AB shall write a brief written report, including the execution of their own tasks, and an assessment of whether EC conduct is consistent with the policy plans and principles approved by the Members' Meeting. This report shall be communicated to the EC and placed on the agenda of the next Members' Meeting.
5. Where the AB concludes that EC conduct materially deviates from approved policy plans or principles, the AB shall:

- a. notify the EC in writing, stating the nature of the deviation and inviting the EC to respond within four (4) weeks;
- b. include the matter as an agenda item at the next Members' Meeting if the EC's response is considered insufficient by the AB.
6. The annual monitoring report referred to in 2.4 shall be presented to the Members' Meeting by the chair of the AB or, in their absence, by another AB member designated for that purpose.
7. The AB may at any time issue unsolicited advice to the EC on any matter falling within its advisory tasks under Article 21 para. 4 of the Statutes.
8. Unsolicited advice shall be issued in writing and shall clearly state the matter concerned, the AB's findings, and its recommendation.
9. The EC shall respond in writing within four (4) weeks in accordance with Article 4 of these regulations.

3. Nomination and appointment

1. AB members are nominated and appointed in accordance with Article 21.5 of the Statutes. A nomination must be submitted in writing to the EC secretary by at least two (2) Members of the EAPP, prior to the commencement of the Members' Meeting at which the appointment is to take place. The nomination shall include the candidate's name, a brief statement of the candidate's qualifications and motivation, and confirmation that the candidate meets the eligibility requirements set out in Article 1 of these regulations.
2. General AB Members are elected by the Members' Meeting by simple majority of the votes cast.
3. In accordance with Article 10. 3 of the Statutes, the outgoing President accedes to the Advisory Board automatically upon expiry of their presidential term for a period of two (2) years.

In accordance with Article 21. 5 of the Statutes, this accession shall be formally confirmed by the Members' Meeting at its first meeting following the expiry of the presidential term. For this purpose, the EC shall place the confirmation on the agenda of that meeting and shall notify the Members in advance.

The confirmation by the Members' Meeting is a formal act giving effect to Article 10. 3 of the Statutes and does not constitute a new nomination or appointment. Pending confirmation, the Past President may attend Advisory Board meetings in an advisory capacity without voting rights.
4. If a nomination is received after the deadline referred to in 3.1, the Members' Meeting may nonetheless decide to accept the nomination by simple majority vote, provided that the candidate is present at the meeting or has submitted a written statement of consent.

4. Response obligations of the EC

1. In accordance with Article 21. 4 of the Statutes, the EC shall respond in writing to all advice issued by the AB, whether solicited or unsolicited. The EC shall provide its written response within four (4) weeks of receipt of the advice, unless the complexity of the matter requires a longer period, in which case the EC shall notify the AB of the delay and provide a revised response deadline.
2. All advice issued by the AB, together with the EC's written response thereto, shall be included as a standing agenda item at the next Members' Meeting following the issuance of the advice.
3. Where the EC decides not to follow the advice of the AB, in whole or in part, the written response shall state the reasons for such decision clearly and specifically.
4. Where the AB is unable to reach a decision on a matter put to a vote, any AB member may request that a minority opinion be communicated to the EC alongside notification that no resolution was passed. The EC shall acknowledge receipt of such minority opinion in writing.

5. Suspension and dismissal

1. The suspension or dismissal of an AB member shall take place in accordance with Article 21. 7 of the Statutes.
2. Before a proposal for suspension or dismissal is put to a vote within the AB, the AB member concerned shall be given the opportunity to be heard. The AB member shall be notified in writing of the grounds for the proposed suspension or dismissal at least fourteen (14) days before the meeting at which the vote is to take place.
3. Suspension or dismissal by the AB requires a majority of the votes cast at a meeting where at least a majority of the AB members in office are present. The AB member whose suspension or dismissal is being considered shall not participate in the vote but retains the right to be present and to address the AB before the vote is taken.
4. A suspension shall be imposed for a fixed period only, not exceeding six (6) months. During the period of suspension, the AB member concerned shall not exercise any rights or functions within the AB.
5. The Members' Meeting is independently competent to dismiss an AB member in accordance with Article 21.7 of the Statutes. A proposal for dismissal by the Members' Meeting may be submitted by the EC or by at least ten percent (10%) of the members of EAPP (Article 16.5 of the statutes). The AB member concerned shall be notified of the proposal in writing at least fourteen (14) days before the Members' Meeting and shall be given the opportunity to address the Members' Meeting before the vote is taken.
6. An AB member who has been suspended or dismissed by the AB may appeal the decision to the Members' Meeting. Such appeal must be lodged in writing with the EC Secretary within one (1) month of notification of the decision. The appeal shall be placed on the agenda of the next Members' Meeting, which shall decide by simple majority of the votes cast.

6. Resignation and vacancy

1. An AB member may resign at any time by submitting a written notice of resignation to the EC Secretary. The resignation shall take effect four (4) weeks after receipt of the notice, unless the AB and the resigning member agree on an earlier or later date to ensure continuity.
2. In the event of a vacancy, the EC shall, in accordance with Article 21.3 of the Statutes, take reasonable steps to fill the vacancy as soon as possible, including by approaching the Members' Meeting to put forward candidates.
3. A member appointed to fill a vacancy shall serve for the remainder of the original term, unless the Members' Meeting decides otherwise.

7. Emergency board management

1. In accordance with Article 21.8 of the Statutes, in the event of the absence or inability to act of all EC members simultaneously, the AB is authorised to appoint one or more persons, whether or not from among its own members, to perform the duties of the EC on a temporary basis, until a new EC has been appointed.
2. The AB shall exercise this authority only when strictly necessary and shall convene an extraordinary Members' Meeting as soon as possible for the purpose of appointing a new EC, and in any event within eight (8) weeks of the date on which the AB assumed this authority.
3. An AB member who is appointed to perform EC duties pursuant to 7.1 of these regulations shall, for the duration of and in connection with that appointment, not exercise any powers granted to the AB or its members under the Statutes or these regulations. This restriction applies exclusively to the period during which the AB member acts in the capacity of EC member.
4. The temporary assumption of EC duties by the AB or its members shall be recorded in writing and communicated to all members of EAPP without delay.

Advisory Board Retirement Schedule (Article 10 par. 2 of the Statutes)

This indicative retirement table shows when elections will be organized for different AB positions, ensuring that not too many positions in the AB rotate off in the same year, to ensure staggered turnover.

Year	N of people in the AB	Past-president (AB member 1)	AB member 2	AB member 3 (must be ECR)	AB member 4	AB member 5 (can be a second ECR)	AB member 6	AB member 7 (flexible)
0	5	Member 1.1	Member 2.1	Member 3.1	Member 4.1	Member 5.1	Member 6.1	
1	5	Member 1.2 (becomes past president)	Member 2.2 Elected (4-yr term)	Member 3.1	Member 4.1	Member 5.1	Member 6.2 Elected (4-yr term)	
2	5	Member 1.2	Member 2.2	Member 3.2 Elected (4-yr term)	Member 4.1	vacant	Member 6.2	
3	5	Member 1.3 (becomes past president)	Member 2.2	Member 3.2	Member 4.2 Elected (4-yr term)	vacant	Member 6.2	
4	6	Member 1.3	Member 2.2	Member 3.2	Member 4.2	Member 5.2 (4-yr term)	Member 6.2	
5	6	Member 1.4 (becomes president)	Member 2.3 Elected (4-yr term)	Member 3.2	Member 4.2	Member 5.2	Member 6.3 Elected (4-yr term)	
6	6	Member 1.4	Member 2.3	Member 3.3 Elected (4-yr term)	Member 4.2	Member 5.2	Member 6.3	
7	6	Member 1.5 (becomes past president)	Member 2.3	Member 3.3	Member 4.3 Elected (4-yr term)	Member 5.2	Member 6.3	

8	6	Member 1.5	Member 2.3	Member 3.3	Member 4.3	Member 5.3 Elected (4-yr term)	Member 6.3	
9	6	Member 1.6 (becomes past president)	Member 2.4 Elected (4-yr term)	Member 3.3	Member 4.3	Member 5.3	Member 6.4 Elected (4-yr term)	
10	6	Member 1.6	Member 2.4	Member 3.4 Elected (4-yr term)	Member 4.3	Member 5.3	Member 6.4	
11	6	Member 1.7 (becomes past president)	Member 2.4	Member 3.4	Member 4.4 Elected (4-yr term)	Member 5.3	Member 6.4	
12	6	Member 1.7	Member 2.4	Member 3.4	Member 4.4	Member 5.4 Elected (4-yr term)	Member 6.4	

Note. “Elected” can also mean “re-elected” if the person in the role is permitted to be re-elected.