



**Association of Child Life Professionals
Child Life Certification Commission
Operational Policy and Procedure**

SUBJECT: 6.0 CLCC COMPOSITION, QUALIFICATION, TERMS, AND OFFICERS

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RATIONALE

This policy is available to make clear the commission positions, qualifications, and terms.

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POLICIES

6.01 Composition

CLCC is comprised of a Chairperson, a Chairperson-elect, an Immediate Past Chairperson, a minimum of five at-large Commissioners, one Public Member, and one non-voting representative of the ACLP Board of Directors as designated by the ACLP Board President. The staff liaison will serve as an ex-officio member of the CLCC without voting privileges.

All voting members of the CLCC except for the Public Member will be Certified Child Life Specialists qualified through education and experience. The CLCC has the authority to add or delete additional membership positions through its election process. The following is the current member composite of the CLCC:

- Commission Chairperson/CLCC Chair
- Commission Chairperson-elect
- Immediate Past-Commission Chairperson
- Commissioner/ Item Writing Chair
- Commissioner/ Item Review Chair
- Commissioner/ Exam Assembly Chair
- Commissioner/ Recertification Certification Audit Chair
- Commissioner/ Ethics Chair
- Commissioner/ Certification Appeals Chair
- Commissioner/ Certification Communications Chair
- Commissioner/ ACLP BOD Representative member, non-voting
- Commissioner/ Public member
- Staff Liaison/Director of Certification /Ex-officio, non-voting

All members of the CLCC (both voting and non-voting) are required to sign confidentiality/conflict of interest statements to ensure that autonomy and impartiality are maintained concerning governance and management regarding the certification program.

6.02 Commission Member Qualifications

The CLCC has established the following qualifications for all commission members:

- Hold the Certified Child Life Specialist (CCLS) credential in good standing (except the Public Member)
- Be committed to participate in CLCC meetings and activities related to the CCLS certification as in the Policies and Procedures manual.
- Be able and willing to advance CCLS certification and credential within child life profession

The following CLCC positions have these additional qualification requirements:

Commission Chairperson Elect

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- experience as a member on a minimum of 2 CLCC committees
- experience as a CLCC Commissioner for at least 2 years

Autonomy, Conflict of Interest, and Confidentiality

Individuals may not be eligible for nomination for membership on the CLCC Commission if they are:

- Serving in any capacity on any other committee of ACLP
- Involved in the development of CCLS study guides, exam review courses or practice materials

Due to the need for consistency and accuracy in response, all certification questions and issues should be referred to the CLCC or the ACLP office for initial attention.

The Certification Appeals Committee and the Ethics Committee must preserve confidentiality of applicants and certificants, in all matters concerning certification, appeals, and recertification.

All members of the CLCC, the ACLP Board of Directors, and the ACLP office staff will be required to sign a confidentiality statement.

6.03 Terms

Terms shall be set initially on a staggered basis to prevent the entire Commission from being due for election/re-election at the same time.

Commission Chairperson

- One Year
- Not renewable by election within the last year of their term (as Past Chairperson)
- If for some reason, the Chairperson is unable to fulfill the obligations of their term, the Chairperson-Elect would assume the position of Chairperson. A new Chairperson-Elect will be elected by majority vote from the current voting members of the CLCC.

Chairperson-Elect

- One Year

Past Chairperson

- One Year

Commissioner

- Two years
- Commissioners may serve no more than 3 consecutive 2-year terms of office.

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- When a commissioner has completed their third 2-year term, they will be required to wait 2 years to be eligible to serve on the CLCC again for up to 3 additional consecutive 2-year terms.

6.04 Public Member Purpose and Qualifications

Purpose: The rationale behind CLCC including a Public Member as part of its board member composite is to bring a broader perspective to the decision-making actions of the Commission. By doing so, this helps balance the certification's role in protecting the public while still addressing the interests of the certificants. The role of the CLCC's public member is to represent the public's, consumer's and user's perspective interest to the CLCC by contributing an unbiased perspective.

Qualifications: The Public Member should be a consumer or user of services, however, cannot actively hold the CCLS credential. The public member cannot be an employee of ACLP, another certification organization related to the profession nor be involved in other organizations which might be considered in conflict with the CLCC's Policies and Procedures and/or the ACLP By-laws.

6.05 CLCC Officers

All voting Commission members are eligible for holding office on the CLCC with the exception of the Public Member.

Chairperson: The Chairperson-Elect assumes the position of Chairperson upon completion of the previous Chair's term of office. The Chairperson will serve as a non-voting member of the ACLP Board of Directors.

Chairperson-Elect: In the absence of the Chairperson or in the event of the Chairperson's inability or refusal to act, the Chairperson-Elect shall perform the duties of the Chairperson. When so acting, the Chairperson-Elect shall have all the powers of, and be subject to, all the restrictions upon the Chairperson. The Chairperson-Elect shall perform such other duties as may be assigned from time to time by the CLCC or the Chairperson.

Immediate Past Chairperson: Upon completion of the Chairperson's term of office, they will automatically assume the role of Immediate Past Chairperson.

6.06 Vacancies, Removals and Resignations

Vacancies: An unplanned vacancy on the CLCC shall be filled for the balance of the term thereof by a qualified individual presented to the Commission by the Nominating Committee. A majority vote of the CLCC is required to elect a new member.

Removals: Any Commission member shall be removed from office with or without cause by a two-thirds vote of the CLCC. Removal with cause may include one or more of the following:

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- A consistent pattern of at least three (3) missed meetings and/or lack of timely response to important communications having to do with the CCLS certification
- A lack of participation in the CLCC's activities
- A loss of the CCLS credential as a result of a disciplinary matter
- A violation of the *Child Life Code of Ethics* adopted by the CLCC
- An apparent conflict of interest regarding activities of the CLCC
- A breach in confidentiality or security related to the CCLS exam or the CLCC

Resignations: Any Commission Member may resign at any time by giving written notice to the CLCC Chairperson. The resignation shall take effect at the time specified in such notice. In the event of a resignation from the CLCC, a special election will be called to fill the available position based on the CLCC Election Procedures noted in these Policies and Procedures.

6.07 CLCC Elections

Except for the Public member, only those individuals holding a CCLS credential are eligible to serve on the Commission. Nominations to fill vacant or soon-to-be vacant positions on the CLCC are due by mid- October to the Director of Certification/Staff Liaison. The Nominations Committee will draft, review, and finalize the slate by December 15th and provide it to the CLCC and its committee members for a vote to be completed by January 31st of each calendar year.

Nominations are open to all CCLS credential holders.

- A majority vote is required to elect a Commissioner to their first term or to elect a commissioner whose term is expiring to their second term.
- All election results will be considered final.
- New or second-term Commission members elected begin their term June 1st of the following year.

If a vacancy on the CLCC should occur mid-year or out of the two-year term sequence, and the business of the Commission is such that a replacement is needed sooner than the regular election procedure affords, nominees will be recruited in a similar way as above and a special election will be conducted.

To ensure a smooth transition of the CLCC Chairperson, the CLCC will elect a Chairperson-Elect by majority vote from the current voting members of the CLCC.

6.08 Methods of Election or Appointment

Commission Chairperson

- Proceeds from Chairperson-elect position

Commission Chairperson-elect

- Elected by CLCC and its committee members

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Immediate Past-Commission Chairperson

- Proceeds from Chairperson position

Commissioner/ Item Writing Committee Chair

- Elected by CLCC and its committee members

Commissioner/ Item Review Chair

- Elected by CLCC and its committee members

Commissioner/ Exam Assembly Chair

- Elected by CLCC and its committee members

Commissioner/ Recertification Certification Audit Chair

- Elected by CLCC and its committee members

Commissioner/ Certification Communications Chair

- Elected by CLCC and its committee members

Commissioner/ Public member

- Appointed by CLCC Chairperson

Commissioner/ Ethics Chair

- Appointed by CLCC Chairperson

Commissioner/ Certification Appeals Chair

- Appointed by CLCC Chairperson

Staff Liaison/Director of Certification /Ex-officio, non-voting

- Appointed by ACLP CEO

6.09 Public Member Appointment

The public member will be appointed by the CLCC Chairperson using the following criteria:

- The Executive Committee will solicit appropriate contacts and/or public member forums and provide interested candidates with copies of documents related to the position.
- Candidates will be required to confirm their interest in writing, provide a CV/resume and provide an optional statement as to how they, as a public member would promote the goals of the CLCC.
- CLCC has the authority to add an additional Public Member based on the Public Member Purpose and Qualifications section in this Policy and Procedures manual.

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PROCEDURES

A nomination notice will be promoted through email, publications and/or website postings to re-acquaint CCLS credential holders with the nomination and election process.

- Interested individuals are sent copies of documents related to the position. Interested candidates will be required to confirm their interest in writing, provide a CV/resume and provide a statement as to how they intend to promote the goals of the CLCC.
- The Director of Certification/Staff Liaison will compile the information received from potential candidates and present a slate of potential nominations to the CLCC's Nominations Committee for consideration.
- The Nominations Committee will finalize the slate and provide it to the CLCC to vote individually on the nominees presented either by mail or email vote.

ADDENDUM

CLCC Candidate Self-Assessment

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