



Child Life Certification Commission Operational Policy and Procedure

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

RATIONALE

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

POLICIES

6.01 Composition

CLCC is comprised of a Chairperson, a Chairperson-elect, an Immediate Past Chairperson, Secretary, Treasurer, two to four certificant representative Commissioners, and one Public Member. The staff liaison will serve as an ex-officio member of the CLCC without voting privileges.

All members of the CLCC (both voting and non-voting) are required to sign confidentiality and conflict of interest statements to ensure that autonomy, confidentiality, 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)
- Maintain the CCLS credential during the entire term of service.
- Acknowledge that if certification lapses for any reason, the member would be precluded for sitting for the exam for a period of three years.
- 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

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Autonomy, Conflict of Interest, and Confidentiality

Individuals are not eligible to serve on the CLCC Commission if they are:

- Simultaneously serving in a leadership role (i.e. board position or committee chair) for another related organization.
- Involved in the development of exam study guides, practice exams, or exam review courses. Once service on the commission is complete, involvement in these activities is restricted for an additional three years.

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 and Other Officers

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

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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 CLCC/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 By-laws.

6.05 Chair-Elect Qualifications

Experience as a commissioner for a minimum of two years is preferred for learning the functions and relationships between all CLCC committees, CLCC reporting methods, communication with stakeholders and overall CLCC functions and expectations.

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:

- 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.
- 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.

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6.07 CLCC Elections

Nominations are open to all CCLS credential holders. The Nominations Committee will draft, review, and finalize the slate and provide it to the CLCC for a vote. A majority vote is required to accept the slate. Terms start on June 1 of each 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.

6.08 Methods of Election or Appointment

Commission Chairperson

- Proceeds from Chairperson-elect position

Commission Chairperson-elect, Other Offices and Commissioners

- Elected by CLCC by slate

Immediate Past-Commission Chairperson

- Proceeds from Chairperson position

Public member

- Appointed by CLCC Chairperson

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