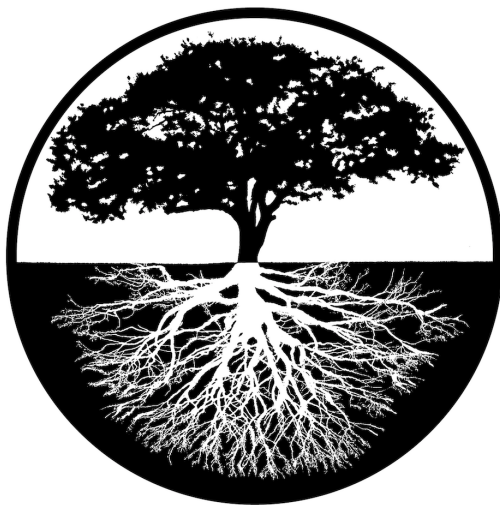


**Association for Behavior Analysis International
Accreditation Board**

Governance Policies



**ABAI
ACCREDITATION
BOARD**

September 2017

Article I. General Provisions

Section 1.1 Name and Organizational Structure. The ABAI Accreditation Board (“the Board”) is the governance body responsible for the accreditation of post-secondary training programs in behavior analysis at the bachelor’s, master’s, and doctoral levels. The ABAI Accreditation Board operates as a board of the Association for Behavior Analysis International (“ABAI” or “the association”) and carries out its responsibilities in a manner consistent with the ABAI bylaws and articles of incorporation.

Section 1.2 Mission. The mission of the ABAI Accreditation Board is to establish and implement standards for the accreditation of educational programs in behavior analysis. The accreditation process is designed to encourage, support, and recognize exemplary training of behavior scientists and scientist-practitioners in the experimental and theoretical foundations of behavior analysis and in ethical and evidence-based practice, and to promote continuous improvement through voluntary accreditation.

Section 1.3 Function. The Board establishes and implements accreditation standards, policies, and other requirements. The ABAI Accreditation Board is solely responsible for making final accreditation decisions on educational and training programs in behavior analysis at the bachelor’s, master’s, and doctoral levels. In carrying out that responsibility, the board shall:

- (a) Formulate and promulgate accreditation standards and policies that are informed by input from educators, field practitioners, students, and the public.
- (b) Maintain and ensure the quality and integrity of the accreditation process at all levels.
- (c) Ensure openness and periodic review of standards, policies, and procedures so that experimentation and innovation are supported.
- (d) Provide general information, and, as appropriate, guidance about the accreditation process, standards, and purposes.
- (e) Adjudicate complaints from individuals and organizations.
- (f) Engage in timely and relevant self-assessments for the purpose of enhancing the quality, credibility, and effectiveness of the accreditation review process.
- (g) Conduct evaluative and developmental research appropriate to accreditation.
- (h) Appoint program review panels, consultants, and task forces as needed, within policy and fiscal constraints.

Section 1.4 Staff. The ABAI Accreditation Board shall hire an Accreditation Administrator with the advice and consent of ABAI who shall report to the ABAI Accreditation Board.

Article II. Composition

Section 2.1 Composition of the ABAI Accreditation Board. The ABAI Accreditation Board is committed to ensuring an appropriate balance of representation of domains within behavior analysis that includes educators, practitioners, and members of the public and reflects both varying viewpoints and cultural diversity within society and within the behavior analysis field. Accordingly, the ABAI Accreditation Board shall consist of no fewer than five (5) voting members and no more than nine (9) total members as follows:

- (a) At least one member must come from outside the behavior analysis field with a broad community perspective and leadership experience to represent the public interest (for example, a background in law, higher education, or finance). This is an elected position.
- (b) Four full-time faculty members, two applied behavior analysts and two basic behavior analysts, from ABAI Accredited programs, who are Full members of ABAI and hold doctoral degrees. One of these members shall be appointed as Coordinator by the ABAI Executive Council. These are elected positions.
- (c) One or two additional members shall serve in a non-voting capacity. Current members of the ABAI Executive Council and the CEO are eligible. These are appointed positions.

Section 2.2 Terms. ABAI Accreditation Board members may serve up to two (2) consecutive three (3) -year terms. Members must vacate their positions for at least one (1) year before being eligible for additional terms.

Section 2.3 Nominations. A nomination committee will be responsible for identifying qualified nominees for elected positions on the ABAI Accreditation Board with expiring terms. The committee will consist of three doctoral-level behavior analysts: the Coordinator of the ABAI Accreditation Board; one of the non-voting members of the Board appointed by the Coordinator; and a member of the ABAI Executive Council, appointed by the Council President. The Board Coordinator will chair the board. At least ninety (90) days prior to an election, the nomination committee will solicit nominations for ABAI Accreditation Board members from the ABAI Executive Council, groups, organizations, and individuals for elected positions with expiring terms. Two qualified candidates will be slated for each position.

Section 2.4 Elections of Voting Members. Elections for ABAI Accreditation Board members filling expired terms require a majority vote of all voting members of the ABAI Accreditation Board. This vote may occur at any regular meeting of the ABAI Accreditation Board or at a special meeting called for that purpose. Any ABAI Accreditation Board member seat to be filled by reason of an increase in the number of ABAI Accreditation Board members shall require a majority vote of all voting members at a regular or special meeting called for that purpose.

Section 2.5. Appointments of Non-Voting Members. The non-voting members of the ABAI Accreditation Board will be appointed by the ABAI Executive Council.

Section 2.6 Staggered Terms. There shall be staggered terms for voting ABAI Accreditation Board members so that approximately one-third (1/3) of ABAI Accreditation Board seats shall be up for re-election each year (or if the number does not evenly divide by thirds, the ABAI Accreditation Board shall be divided as close to thirds as possible). The system for staggered terms of office shall be implemented as follows: At the meeting of the ABAI Accreditation Board at which these policies are adopted, there shall be a random drawing in order to determine the initial terms of the ABAI Accreditation Board members. After the drawing, two (2) ABAI Accreditation Board members shall have an initial term plus one (1) year, two (2) ABAI Accreditation Board members shall have an initial term plus two (2) years, and one (1) ABAI Accreditation Board member shall have an initial term plus three (3) years.

Section 2.7 Resignation. Any member of the ABAI Accreditation Board may resign at any time by giving written notice. Any resignation shall take effect at the time specified, and the acceptance of such resignation shall not be necessary to make it effective. A member who resigns shall provide, within seventy-two (72) hours of the date of resignation all records and documents of the ABAI Accreditation Board in his or her possession or charge at the time of resignation.

Section 2.8 Removal. Any ABAI Accreditation Board member may be removed, with or without cause, by a vote of all other voting members of the committee. A member who is removed shall provide within seventy-two (72) hours of the date of removal all records and documents of the ABAI Accreditation Board in his or her possession or charge at the time of removal.

Section 2.9 Vacancies. Vacancies (by death, resignation, removal, or otherwise) may be filled for the unexpired term. A partial term served under this provision shall not be deemed a full term for purposes of calculating the limitation of service of not more than two (2) consecutive three (3) year terms. If the vacant position is for a voting member, the replacement will be appointed by the ABAI Accreditation Board with an individual who meets the requirements for the elected position. If it is a non-voting member, the replacement will be appointed by the ABAI Executive Council with an individual who meets the requirements for the non-voting position.

Section 2.10 Compensation. Normally ABAI Accreditation Board members receive no compensation for their service, but may be allowed reimbursement for their expenses actually and reasonably incurred on behalf of the ABAI Accreditation Board.

Article III. Meetings

Section 3.1 Regular Meetings. The ABAI Accreditation Board may provide, by resolution, the time and place for regular meetings without notice other than such resolution. Meetings may be held by conference telephone or by any means, including electronic communications, by which all participants are able to communicate simultaneously. Such participation shall constitute in-person presence.

Section 3.2 Special Meetings. Special meetings of the ABAI Accreditation Board may be held at any time upon the request of the Coordinator or two (2) ABAI Accreditation Board members. Notice of a special meeting shall be emailed by or at the direction of the Coordinator to ABAI Accreditation Board members at least forty-eight (48) hours before the date on which the meeting is to be held. Notice may be waived in writing by a member, either before or after the meeting.

Article IV. Voting

Section 4.1 Vote Required. The majority vote of the ABAI Accreditation Board members present shall decide any question brought before such meeting, unless the question is one upon which, by express provision of these governance policies, a different vote is required, in which case such express provision shall govern and control.

Section 4.2 Unanimous Consent Action without a Meeting. Any action that may be taken *at* a meeting may be taken *without* a meeting with unanimous consent in writing, setting forth the action taken, by all ABAI Accreditation Board members entitled to vote on the matter.

Section 4.3 Proxies. There shall be no proxy voting.

Article V. Policy and Procedural Authority

Section 5.1 Leadership. The Coordinator of the Board shall ensure that policies and practices of the ABAI Accreditation Board do not violate other policies of ABAI, do not exceed the authorized budget, and do not expose ABAI to undue legal risk. (See Appendix A for an

Organizational Chart showing the relationship between the ABAI Accreditation Board and the ABAI Executive Council.)

Section 5.2 Public Notice. The ABAI Accreditation Board is responsible for formulating, promulgating, and implementing accreditation standards, policies, and procedures following appropriate public notice. Such public notice shall include the members of the ABAI Executive Council, the Council of Directors of Accredited Programs, as well as those persons and programs potentially affected by any proposed change in accreditation policy, procedures, or standards.

Section 5.3 Accreditation Authority. The ABAI Accreditation Board is solely responsible for decisions regarding the accreditation of educational programs in behavior analysis. The ABAI Accreditation Board shall have authority for the administration of accreditation practices within the guidelines of its recognized scope of practice and its published policies, procedures, and standards of accreditation.

Section 5.4 Memorandum of Understanding. The ABAI Accreditation Board and the Executive Council shall enter into a memorandum of understanding, to be reviewed on an annual basis, that sets forth the duties and obligations of the ABAI Accreditation Board and ABAI for ensuring the effective operation of its accreditation program.

Article VI. Officers

The ABAI Executive Council shall appoint a Coordinator of the ABAI Accreditation Board who shall serve one (1) three (3)- year term. At the discretion of the ABAI Executive Council, the term could be extended for an additional three (3)- year terms. The Coordinator will preside over the meetings of the ABAI Accreditation Board, supervise the Accreditation Administrator, and perform other duties and responsibilities consistent with the governance policies of the ABAI Accreditation Board.

Article VII. Committees and Panels

The ABAI Accreditation Board may appoint committees and panels, including an appeals panel, as necessary to carry out the mission of the ABAI Accreditation Board. Any committee or panel so appointed shall report on its activities at each regular meeting of the ABAI Accreditation Board and/or between meetings at the request of the ABAI Accreditation Board coordinator.

Article VIII. Amendments

These governance policies may be altered at any regular or special meeting of the ABAI Accreditation Board.

Article IX. Indemnification

The indemnification provisions set forth in Article VII of the ABAI bylaws are applicable to ABAI Accreditation Board members, staff, and volunteers working on behalf of the ABAI Accreditation Board.

Appendix 1. Organizational Chart

