

**Association for Practical and Professional Ethics Intercollegiate Ethics Bowl<sup>sm</sup>**  
**Policies & Procedures**  
**Adopted: May 20, 2020**

**I. Definitions**

The terms **policies** and **procedures** refer to the workings of the Association for Practical and Professional Ethics Intercollegiate Ethics Bowl<sup>sm</sup> (APPE IEB<sup>®</sup>) structure, the role of the APPE Intercollegiate Ethics Bowl<sup>®</sup> Chair, the APPE IEB<sup>®</sup> Council, the various Committees of the APPE IEB<sup>®</sup>, and the relationships between these entities and the APPE Ethics Bowl Committee, and the APPE Board of Directors.

**II. Structure**

The volunteers working on the APPE Intercollegiate Ethics Bowl<sup>®</sup> are organized into several committees as well as the APPE Intercollegiate Ethics Bowl<sup>®</sup> Council.

**APPE Intercollegiate Ethics Bowl<sup>®</sup> Council**

Referred to more briefly as the APPE IEB<sup>®</sup> Council, this group is the ultimate APPE IEB<sup>®</sup> voting body on the various policies, procedures, rules, and guidelines of the APPE IEB<sup>®</sup>. The APPE IEB<sup>®</sup> Council is made up of one representative from each Region, the APPE IEB<sup>®</sup> Chair, and a designee from APPE, who is an ex-officio member. Bob Ladenson, founder of the Ethics Bowl, is a permanent ex-officio member of the Council. The Chair only votes in the event that is necessary to break a tie.

**Committees**

**Rules Committee**

This committee receives charges each year regarding potential changes to the rules and guidelines for APPE IEB<sup>®</sup> competitions, within two weeks following the APPE IEB<sup>®</sup> National Competition, from the APPE IEB<sup>®</sup> Chair. The committee will craft language regarding each of these charges and vote on this language. The work of this committee is to be submitted to the APPE IEB<sup>®</sup> Chair by June 15<sup>th</sup> each year.

**National Case Writing Committee**

This committee is responsible for crafting the 17 cases used in the APPE IEB<sup>®</sup> National Competition each year. These cases are to be submitted to the APPE IEB<sup>®</sup> Chair by December 15<sup>th</sup> each year, so that they may be posted to the APPE website by December 23<sup>rd</sup> each year.

**Regional Case Writing Committee**

This committee is responsible for crafting 15 cases to be used in the various APPE IEB<sup>®</sup> Regional Competitions each fall. These cases are to be submitted to the APPE IEB<sup>®</sup> Chair by September 1<sup>st</sup> each year, so that the cases can be posted to the APPE website the week after Labor Day each year.

**Awards Committee**

This committee is responsible for developing or revising the processes for selecting the recipients for awards and recognitions associated with the APPE IEB<sup>®</sup>. The two major awards currently conferred each year are the Bob Ladenson Spirit of the Ethics Bowl Award and the Pat Croskery Memorial Award.

### **National Competition Organizing Committee**

This committee is responsible for the organization and execution of the actual APPE IEB® National Competition. Responsibilities include recruiting and training judges and moderators and compiling all materials for the competition, including both materials for judges and moderators and materials for teams.

### **Diversity Committee**

This committee is responsible for trying to ensure that the APPE Intercollegiate Ethics Bowl® is an inclusive and welcoming experience for all involved and for advocating for diversity of backgrounds and identities among those involved with the APPE IEB® leadership and the APPE IEB® competitions.

### **Chairs Advisory Committee**

This committee is comprised of all and only former chairs of the APPE IEB® Council and serves as a resource for the current chair in decision making.

### **APPE Intercollegiate Ethics Bowl® Chair**

The APPE IEB® Chair is responsible for coordinating the work of the various APPE IEB® Committees and for bringing any proposed changes in policies, procedures, rules, or guidelines to the APPE IEB® Council for a vote. This person is also a member, by position, of the APPE Ethics Bowl Committee. As such, this person also works closely with APPE on all matters regarding the APPE Intercollegiate Ethics Bowl®. This person is also, by position, the chair of the APPE IEB® National Competition Organizing Committee.

### **APPE Oversight of the APPE Intercollegiate Ethics Bowl®**

Changes in rules of the APPE Intercollegiate Ethics Bowl® National Championship, as well as formal changes to the policies and procedures concerning the structure of the APPE Intercollegiate Ethics Bowl® must be approved by a vote of the APPE IEB® Council.

Whenever a major change in policies or procedures is to be sent to the APPE IEB® Council for a vote, the APPE Ethics Bowl Committee will first be notified of the changes that are to be voted upon, and the committee may offer input as to these changes.

When a rules change or policy and procedure change is approved by the APPE IEB® Council, the APPE IEB® Chair will notify the APPE Ethics Bowl Committee of this change.

## **III. Requirements and Preferred Qualifications for Membership on APPE IEB® Committees, the APPE IEB® Council, and APPE IEB® Chair Positions**

### **National Case Writing Committee (6-7 members)**

Those wishing to serve on this committee must meet the following qualifications, as judged by the chair and current members of the committee. In addition, those wishing to serve should contact the current chair for any further requirements for participating on the committee.

- a) Must be a good writer, as judged by the current members of the committee
- (b) Must be able to give and take constructive criticism.
- (c) Should have more than one area of interest/expertise/experience, and those areas must complement the strengths of other members of the committee.
- (d) Must not have a political axe to grind. These cases must always have multiple facets allowing students to take more than one position.

- (e) Must not have a philosophical axe to grind (e.g., even if the case writer is a utilitarian, he or she must not be dismissive of Kant, or the ethics of care, or rights theory, etc.)
- (f) Does not have to be versed in ethical theories, but must understand that ethical issues are distinct from legal issues, political issues, religious issues, and economic issues.
- (g) Interested people should submit a sample case study

### **Regional Case Writing Committee (5-7 members)**

See qualifications for the National Case Writing Committee. However, this committee does not require the ability to dedicate five consecutive days to the process. However, a substantial commitment of time in summer is required.

### **Rules Committee (7 members)**

Must have served as a coach of an APPE Intercollegiate Ethics Bowl® team for at least three years.

Must be able to dedicate time to work on Rules issues over the early summer.

### **National Competition Organizing Committee (membership will vary based on need)**

One member of this committee is the APPE IEB® Chair. The executive director of APPE, or a designee, is also a member of the committee. Additional members may be added to the committee by the APPE IEB® Chair, as needed.

### **Diversity Committee (3-5 members) and Awards Committee (3 members):**

Members of these committees should have at least three years of experience with the APPE IEB®, either as a coach, judge, moderator, or APPE IEB® Council member.

### **APPE IEB® Council**

It is strongly encouraged but not required that any member of the APPE IEB® Council have served as a coach for at least three years.

### **APPE IEB® Chair**

The APPE IEB® Chair must have served as a coach for at least three years. Additionally, to be qualified to be elected Chair, a person must have served either as a Regional Representative to the APPE IEB® Council for at least one term or as a member of the Rules Committee for at least three years. These positions could have been held concurrently.

Having served as Chair of the Rules Committee is not a requirement for serving as the APPE IEB® Chair, but is a strongly preferred qualification.

## **IV. Joining an APPE IEB® Committee**

It is possible to join an APPE IEB® Committee in one of two ways. 1. A member of that committee steps down for any reason. 2. A member of a committee is eligible to be replaced.

In either case, anyone interested in joining the committee should send a notice of interest to the APPE IEB® Chair, which will be forwarded to the relevant committee. This notice of interest should include the reasons the person is interested in joining the committee, and an articulation of their relevant background.

If more than one person expresses interest in a position, selections will be made by a vote of the members currently on the committee.

### **Vacancies**

If a member of a committee voluntarily decides to step down for any reason, the APPE IEB® Chair and APPE executive director will be notified, and notice of the open position on the committee will be sent to the members of the various APPE IEB® Committees and the APPE IEB® Council and posted to the APPE website.

### **Replacing a Member Eligible to Be Replaced**

After serving on a committee for six years, a member becomes eligible to be replaced. If multiple people on the committee have served for more than six years, and someone new wishes to join the committee, the most senior non-Chair member of the committee will be replaced, unless another member of the committee volunteers to be replaced instead.

Committees may appeal to the APPE IEB® Council for exceptions to this process, provided they detail a process by which a new member may join the committee. The APPE IEB® Chair will be responsible to keeping a record of any such exceptions.

If a member of a committee is eligible to be replaced, this information will be posted on the APPE website. The website will simply indicate that there is someone eligible to be replaced, not the name of that person.

If a committee has multiple people on it who are eligible to be replaced, only one such member can be replaced in a given year.

Persons replaced on a committee are eligible to join another committee immediately (or to join the same committee after a period of one year off the committee).

Persons moving into the Chair position of a committee restart the six-year clock.

### **Election of and Replacement of Committee Chairs**

Committee chairs can only be replaced by a member of the same committee.

At the time at which a committee chair steps down from the position, the outgoing chair will work in conjunction with the APPE IEB® Chair to begin a nomination process for a new chair of the committee.

The outgoing chair, the APPE IEB® Chair, or anyone else on the committee may nominate a member of the committee to become chair.

The nominating period for the chair position will be two weeks, and, if there is more than one nominee, this will be followed by an election.

Nominations and votes for chair of a committee will be submitted to the APPE IEB® Chair.

## **V. Elections and Terms of Members of the APPE IEB® Council (excluding the APPE IEB® Chair)**

The APPE Intercollegiate Ethics Bowl® Council is composed of one representative from each region, as elected by the coaches in their region.

The default time for Regional Representatives to serve is a three-year term, which is renewable.

Since regional representation is largely left up to the regions, and the differing regions have vastly different ways of conducting their affairs, regions are allowed to deviate from the default three-year terms, provided the process by which regional representatives are chosen, and the length of the terms of regional representatives is transparent. If a region wishes to use a process other than that outlined here, that region must provide a document which details how regional representatives are chosen, and in the event that they are not observing the three-year term limit, how long their representatives are to serve. This document will be submitted to the APPE IEB® Chair, who is responsible for maintaining this information.

The status of each APPE IEB® Council member's term will be posted clearly on the APPE website.

Terms run from January 1<sup>st</sup> to December 31<sup>st</sup>. By November 15<sup>th</sup> of the final year of a term for a member, that member will send a notice to any coaches of teams that have competed in that region at any point over the last three years, announcing the end of the representative's term and calling for nominations for Regional Representative. They should also indicate at the time whether or not they are willing to serve an additional term.

There will be a one-week nomination period, followed by a one-week election.

The outgoing APPE IEB® Council member shall make arrangements to have a neutral party, either the APPE IEB® Chair, a representative from APPE, or an election official or election committee within the region, handle the formal process of nominations and voting, and this process shall be clearly communicated to those eligible to vote and to the APPE IEB® Chair.

This process will also be followed if the APPE IEB® Council member decides to step down for any reason prior to the end of their term with notice of the vacancy being sent to coaches in the region and posted on the APPE website. In the event that a member of the APPE IEB® Council steps down in the middle of a term and an election is held prior to December of that calendar year, the newly elected member's term will be three years, plus the remainder of that calendar year.

## **VI. Election of the APPE Intercollegiate Ethics Bowl® Council Chair**

The term of the chair of the APPE IEB® Council is five years, including a year as chair-elect. The conclusion of the APPE IEB National Championship marks the beginning and end points for a chair's term.

The chair of the APPE IEB® Council may serve a maximum of two terms, but in the event that there is no one that the APPE IEB® Council deems acceptable to serve, the APPE IEB® Chair's term may be extended by a vote of the APPE IEB® Council in one-year increments. Since the Chair's initial term included a year as chair-elect, in the event that a Chair serves a second term, the term shall be four years.

Two months prior to the APPE IEB® National Championship that marks the beginning of the final year of the chair's term, a call for nominations for the next chair is to be sent out.

The call for nominations shall be sent out by the APPE executive director, to the members of the various APPE IEB® Committees and the APPE IEB® Council. All members of any of the APPE IEB®

Committees or of the APPE IEB® Council are eligible to submit nominations. If the person is eligible to serve as chair, self-nominations are permissible.

Only voting members of the IEB APPE® Council are eligible to vote for the Chair.

The nomination and election should be completed before the coming APPE IEB® National Championship. The elected person then becomes "APPE IEB® Chair Elect" at the end of the APPE IEB® National Championship and serves in that role for the following year (i.e., through the end of the next APPE IEB® National Competition). That person then begins his or her term as APPE IEB® Chair immediately following completion of the APPE IEB® National Championship. The year as "chair-elect" is not counted as one of the four years of a chair's term.

In the event that the APPE IEB® Chair steps down from the position for any reason prior to the end of his or her term, notice will be sent to the APPE IEB® Council calling for nominations for Interim APPE IEB® Chair. There will be a two-week nomination period, followed by a one-week election (unless all APPE IEB® Council members vote before the week is over, in which case the election expires when all eligible votes are cast).

If, while there is an Interim Chair, time allows for an election of Chair before the upcoming APPE IEB® National Championship, the nomination and election will be held in the two months prior to that event.

If, for whatever reason, the timing of the election of an Interim APPE IEB® Chair does not allow for there to also be an election of chair before the coming APPE IEB® National Championship, nominations and elections for chair will be held as soon as possible after that year's APPE IEB® National Championship.

Whenever the election of Chair is held, if the elected Chair and the Interim Chair are different people, the Interim Chair will remain on through the incoming chair's year as "Chair Elect", through the APPE IEB® National Championship that follows the chair's election.

If the person elected Chair is the same person as the Interim Chair, any time spent as Interim Chair will be considered time as "Chair Elect", so that the person's election as Chair marks the beginning of their four-year term, not the beginning of their year as "Chair Elect". A Chair's term, including any time as Chair Elect or Interim Chair, shall not exceed five National Championships.

Once the chair of the APPE IEB® Council's term ends he or she becomes a member of the APPE IEB® Chair's Advisory Committee. This is a lifetime appointment. The APPE IEB® Chair's Advisory Committee is composed of all and only former APPE IEB® Chairs.

## **B. Procedures for Filing Petitions for Matters Regarding the APPE IEB® (as opposed to Regional Competitions)**

To petition the APPE IEB® Council, the petitioner must address a letter to the chair of the APPE IEB® Council requesting the APPE IEB® Council consider a particular matter. The letter must include a summary of the matter, a formal request that the APPE IEB® Council review the request, a clearly stated rationale for the request, and a statement outlining the specific matter or issue to be deliberated upon by the APPE IEB® Council. The chair of the APPE IEB® Council will solicit other accounts of the matter as necessary, and forward the entire dossier to the APPE IEB® Council for review, discussion, and possible action.