



Inaugural Meeting

October 25 & 26, 2022

Facilitated by the Council of State Governments



The Council
of State
Governments

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COUNSELING COMPACT INAUGURAL COMMISSION MEETING
October 25 & 26, 2022
Washington, DC and Zoom
Proposed Agenda

Zoom Information:

Registration required for attendance.

Registration link: <https://csg-org.zoom.us/meeting/register/tZwsce-gqzgtHtRMXIYel1R-IRjyWPOWED3m>

Washington, D.C. Location:

Hall of the States
Room 285
444 North Capitol St NW
Washington, DC 20001.

Members of the public are encouraged to attend virtually due to COVID-19 spacing concerns.

Commissioners attending in person are welcome to arrive at 9:00 for breakfast. Breakfast and lunch for commissioners will be provided both days.

All times listed are EDT.

Tuesday, October 25, 2022

10:00-10:10	Welcome and Introductions of Interim Staff	The Council of State Governments (CSG)
10:10-10:30	Call to Order Roll Call Commission Delegate and Attendee Introductions Review and Approval of Agenda	CSG Interim Chair CSG, Interim Chair
10:30-11:30	Governance Structure Review Delegate Governance Training	Interim Legal Counsel Interim Chair, Interim Legal Counsel

	Review and ex post adoption of Code of Conduct*	
11:30-Noon	Review and Approval of Compact Commission By-laws*	Interim Chair, Interim Legal Counsel
Noon-1:00	LUNCH	
1:00-3:00	Transition Issues	
	Review and Approval of Transition Timeline*	Interim Chair, CSG
	Discussion of Funding Information	CSG
	Discussion of RFPs for Executive Director, Secretariat, and Interest in Secretariat role*	Interim Chair, Interim Legal Counsel
3:00-3:15	BREAK	
3:15-3:30	Discussion and Approval of Rule on Rulemaking*	Interim Chair, Interim Legal Counsel
3:30-4:00	Executive Committee	
	Discussion of Executive Committee Role	Interim Legal Counsel
	Nomination, Election and Removal Process for Executive Committee Officers	Interim Legal Counsel, CSG
4:00-4:30	Delegate Questions and Public Comment	Interim Chair
	Questions from Delegates	
	Public Comment from Non-Delegate Attendees	
4:30	RECESS	

Wednesday, October 26, 2022

10:00-10:15	Call to Order Roll Call	Interim Chair, CSG
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Review of Day One Counseling
Compact Inaugural Meeting
Review and Adoption of Agenda*

10:15-11:00	Executive Committee Election	
11:00-11:15	Discussion of Other Committees' Structure and Function	Interim Legal Counsel
	Overview of Committee Process and Requirements	
	Delegate Sign-Up for Committees	
11:15-11:30	BREAK	
11:30-Noon	Ex-Officio Organization Selection*	
Noon-1:00	LUNCH	
1:00-1:15	Legislative Update	CSG, ACA
1:15-1:30	Meeting Summary and Next Steps	CSG
	Next Meeting Date: TBD	
1:30-2:00	Delegate Questions and Public Comment	Chair
	Questions from Delegates	
	Public Comment from Non-Delegate Attendees	
2:00	ADJOURN	Chair

Counseling Compact Commission Administrative Policy

Code of Conduct

Date of Adoption: October 25, 2022

I. Introduction

As a joint government entity created by the enactment of the Counseling Compact (Compact) by the member states, the Counseling Compact Commission (Commission) affords great deference to its member states in selecting Counseling Compact Commission Delegates (Delegates) to represent them. The diverse personal, educational, and professional backgrounds of Delegates are one of the Commission's greatest assets. However, this diversity means that some Delegates may have personal pecuniary interests which are affected by the outcomes of management and other decisions which must be made concerning the administration of the Compact Commission at times. This policy was implemented to ensure transparency, accountability, and integrity in the Commission's decision-making process.

II. Code of Conduct

Delegates and their Temporary Representatives appointed by the states are responsible for upholding the integrity of the Commission and its member states. No Delegate or Temporary Representative shall engage in criminal or unethical conduct prejudicial to the Commission, any other Delegate, or any other state.

No Delegate or Temporary Representative shall vote or participate in debate upon a matter in which they have a direct or indirect financial or other personal interest resulting in a personal benefit that conflicts with the fair and impartial conduct of official duties. The Executive Committee shall have the sole authority to consider allegations of breaches of this code, including appeals from Delegates alleged to be in violation herewith. In the case of a breach, the Executive Committee may direct the Chair to notify the appropriate appointing authority in the Delegate's home state.

III. Definition

A Conflict of Interest is a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary personal interest economic or otherwise.

IV. Disclosure of Conflicts of Interest

1. All Delegates and Temporary Representatives are required to complete a Code of Conduct form. The form constitutes an agreement by each Delegate and Temporary Representative to disclose personal interests that may impact the ability of a Delegate or Temporary Representative to conduct business in a "fair and impartial" manner

and that the Delegate or Temporary Representative will recuse from debating or voting on such a matter in fulfilling the duties of an OT Compact Delegate or Temporary Representative.

2. Completed Code of Conduct forms must be submitted to the Executive Director by January 31 of each year, regardless of whether there have been any changes in status from the previous year. If a Delegate or Temporary Representative is appointed after January 31, a completed Code of Conduct form must be submitted prior to participation in a Commission meeting. For the first year of implementation of this policy, all Delegates and Temporary Representatives must complete the form prior to the October 25 & 26 2022 Inaugural Meeting.
3. Completed Code of Conduct forms are public documents which may be disclosed by the Commission upon request.

V. Delegate and Temporary Representative Recusal

Prior to the discussion of an issue in which a Delegate or Temporary Representative believes a conflict of interest may exist, the Delegate or Temporary Representative must announce to the Committee or Commission meeting that they are recusing themselves from participating in the caucus and voting. Once recused, the Delegate or Temporary Representative will not be able to participate in the debate or the vote concerning the matter which led to the recusal.

VI. Concerns over Financial Disclosure and Conflict of Interest

Concerns over conflicts of interest should be brought to the attention of the Chair of the Commission for consideration by the Executive Committee. The Executive Committee will determine if any of the provisions of the Commission's Policy on Conflicts of Interest have been violated and decide the appropriate action, if any.

VII. Notification of Home State Appointing Authority

If any of the following conditions are met, the Commission may notify the appropriate appointing authority in the home state of the Delegate or Temporary Representative regarding its concern about the ability of the Delegate or Temporary Representative to perform his/her duties in a fair and impartial manner.

1. The Delegate or Temporary Representative has a substantial financial conflict of interest in the outcome of the matter, such as the awarding of a contract for services or employment;
2. The Delegate or Temporary Representative has a substantial positional conflict of interest in the outcome of the matter, such as a leadership position for another organization whose purpose is contrary to that of the Commission;

3. The Delegate or Temporary Representative has been found in violation of criminal or civil state or federal statute or regulation;
4. The Executive Committee determines that a Delegate or Temporary Representative is not performing their duties consistent with this policy.

Code of Conduct Form

Delegates or Temporary Representatives appointed by the states are responsible for upholding the integrity of the Commission and its member states. No Delegate or Temporary Representatives shall engage in criminal or unethical conduct prejudicial to the Commission, any other Delegate, or any other state. No Delegate or Temporary Representative shall have a direct or indirect financial interest that conflicts with the fair and impartial conduct of official duties. The Executive Committee, in consultation with Legal Counsel to the Commission, shall have the sole authority to consider allegations of breaches of this code, including appeals from Delegates alleged to be in violation herewith. In the case of a breach, the Executive Committee may direct the Chair to notify the appropriate appointing authority in the Delegate or Temporary Representative's home state.

I, _____,
(*print name*)

_____ for the State of _____
(*title—delegate or temporary representative*)

hereby swear or affirm that I have read and understand the Counseling Compact Commission Code of Conduct and will comply with said policy in all matters pertaining to my duties and obligations as a Delegate, Temporary Representative, or Officer of the Commission, including my obligation to recuse myself from consideration, debate or voting on any matter that conflicts with the fair and impartial conduct of my official duties.

(*Signature*)

Dated this ____ day of _____, 20__.

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Article I: Commission Purpose, Function and Bylaws

Section 1. Purpose.

Pursuant to the terms of the Counseling Compact, (the “Compact”), Counseling Compact Commission (the “Commission”) is established as a joint public interstate agency of the member states to fulfill the Compact objectives through a means of joint cooperative action among the member states. This is accomplished by developing a comprehensive process that facilitates the exchange of information in the areas of licensure and investigative authority of Licensing Boards of Licensed Professional Counselors and providing for mutual recognition of Professional Counseling licenses by all member states, through the issuance of privileges to practice, thereby enhancing the portability and mobility of licenses and ensuring and promoting public protection.

Section 2. Functions.

In pursuit of the fundamental objectives set forth in the Compact, the Commission shall, as necessary or required, exercise all of the powers and fulfill all of the duties delegated to it by the member states. The Commission’s activities shall include, but are not limited to, all powers and duties as outlined in Section 8.C. of the Compact and as otherwise provided by the Compact, or as determined by the Commission to be warranted by, and consistent with, the objectives and provisions of the Compact. The provisions of the Compact shall be reasonably and liberally construed to accomplish the purposes of the Compact.

Section 3. Bylaws.

As required by the Compact, these Bylaws shall govern the management and operations of the Commission. As adopted and subsequently amended, these Bylaws shall remain subject to the terms of the Compact.

Article II: Membership

The Commission membership shall be comprised as provided by the Compact. Each member state shall have and be limited to one delegate selected by that Member States’ Licensing Board. The delegates shall be current members of the Licensing Board or the Administrator of the Licensing Board. The delegate shall be a current member of the Licensing Board, who is a Licensed Professional Counselor or Public Member of the Licensing Board or an Administrator of a Licensing Board. Each member state shall forward the name of its delegate to the Chair of the Commission or designee by executing the nomination form which affirms that they are the appropriate appointing authority.

A delegate may designate a person to serve in place of the delegate as the delegate’s temporary representative with respect to Commission business, including attending Commission meetings and voting. A delegate must notify the Chair of the Commission or designee of the identity of the temporary

representative and the scope and duration of the representation, prior to each meeting wherein the temporary representative will be serving on behalf of the delegate. The temporary representative's service must be limited in scope and the Commission may determine the number of meetings at which the delegate may have an excused absence during their term. A temporary representative shall not be allowed to vote on behalf of a delegate who has been elected to the executive committee with regard to executive committee business. A temporary representative shall be allowed to vote on behalf of the delegate on all other Commission business as long as that temporary representative has signed the Code of Conduct and the Commission has been notified by the delegate that the temporary representative will temporarily serve in their place.

The Chair of the Commission shall promptly advise the member state of the need to appoint a new delegate whenever a vacancy occurs. Any delegate may be removed or suspended from office as provided by the law of the state from which the delegate is appointed. The member state board shall fill any vacancy occurring on the Commission with a successor delegate who is a current member or administrator of a Licensing Board, within no longer than 90 days.

Article III: Executive Committee

Section 1: Composition

The Commission shall establish an Executive Committee, which shall be empowered to act on behalf of the Commission between Commission meetings, except for rulemaking or amendment of the Compact. The Commission shall determine the procedures, duties and budget of the Executive Committee. The power of the Executive Committee to act on behalf of the Commission shall be subject to the Bylaws, Compact or the Commission.

The Executive Committee shall consist of seven (7) voting members who are elected by the Commission from the current membership of the Commission and four (4) ex-officios, nonvoting members from four (4) recognized national counselor organizations. The ex-officio members shall be selected by their respective organizations. Of the seven (7) voting members elected to the Executive Committee, four (4) members shall be designated as Chair, Vice-Chair, Secretary and Treasurer of the Commission and the remaining three (3) Members of the Executive Committee shall serve a term of two years or until a successor is elected. No person shall serve more than two (2) terms consecutively in the same office. Three (3) remaining voting members of the Executive Committee shall be members-at-large chosen from the current membership of the Commission and elected by the Commission.

The Executive Committee shall give seven (7) days' notice of its meetings, posted on its website and as otherwise determined by the Commission to provide notice to persons interested in the business of the Commission.

The Commission may determine the number of meetings at which the delegate may have an excused absence during their term.

Section 2. Duties and Qualifications.

The Commission's officers shall perform all duties of their respective offices as the Compact and these Bylaws provide. Their duties shall include, but are not limited to, the following:

- a. Chair: The Chair, with the assistance of the Executive Director of the Compact, shall call and preside at Commission and Executive Committee meetings; prepare agendas for the meetings; act on Commission's behalf between Commission meetings.
- b. Vice Chair: The Vice Chair, with the assistance of the Executive Director of the Compact, shall perform the duties of the Chair in their absence or at the Chair's direction. In the event of a vacancy in the Chair's office, the Vice Chair shall serve until the Commission elects a new Chair.
- c. Treasurer: The Treasurer, with the assistance of the Executive Director of the Compact, shall monitor the Commission's fiscal policies and procedures and serve as chair of the Finance Committee.
- d. Secretary: The Secretary, with the assistance of the Executive Director of the Compact, shall keep minutes of all Commission meetings and shall act as the custodian of all documents and records pertaining to the status of the Compact and business of the Commission. The Commission may allow for the Executive Director, if hired, to serve as Secretary of the Commission provided that the Executive Director will not be a member of the Commission.

The Executive Committee shall:

- a. Recommend to the entire Commission changes to the rules or bylaws, changes to this Compact legislation, fees paid by Compact member states such as annual dues, and any commission Compact fee charged to licensees for the compact privilege;
- b. Ensure Compact administration services are appropriately provided, contractual or otherwise;
- c. Prepare and recommend the budget in consultation with the Treasurer;
- d. Maintain financial records on behalf of the Commission;
- e. Monitor Compact compliance of member states and provide compliance reports to the Commission;
- f. Establish additional committees as necessary; and
- g. Perform other duties as provided in rules or bylaws and administer the affairs of the Commission in a manner consistent with the Bylaws and purpose of the Commission.

Section 4. Removal of Executive Committee Members.

Any Executive Committee member may be removed from office for good cause by a two-third (2/3rd) majority vote of the Commission.

Section 5. Vacancies and Elections

Upon the resignation, removal, or death of a member of the Executive Committee, such vacancy shall be announced to the Commission by the Chair or designee.

After the inaugural commission meeting and elections, which shall not be subject to this provision, an Elections Committee shall send a call for nominations 30 days prior to the election, shall announce a slate of candidates to the Commission 20 days prior to the election, shall announce voting by electronic ballot 10 days prior to the election and shall verify and report the results of the election to the Commission.

Any election resulting in a tie vote will be decided by runoff election between the Delegates with the highest votes. No Commissioner shall be nominated or eligible to serve on the Executive Committee if from a member state in default of its obligations under the Compact.

Article IV: Commission Personnel

Section 1. Duties of the Executive Director.

The Commission, through its Executive Committee, may contract for an Executive Director of the Compact. As the Commission's principal administrator, the Executive Director shall also perform such other duties as may be delegated by the Commission or required by the Compact and the Bylaws, including, but not limited to, the following:

1. Serve at its discretion and act as Secretary to the Commission, but shall not be a Member of the Commission;
2. Hire and supervise such other staff as may be authorized by the Commission;
3. Establish and manage the Commission's office or offices as determined by the Commission;
4. Recommend general policies and program initiatives for the Commission's consideration;
5. Recommend for the Commission's consideration administrative personnel policies governing the recruitment, hiring, management, compensation and dismissal of Commission staff;
6. Implement and monitor administration of all policies, programs, and initiatives adopted by the Commission;
7. Prepare draft annual budgets, in consultation with the Treasurer, for the Commission's consideration;
8. Monitor the Commission's financial performance for compliance with approved budgets and policies, and maintain accurate records of the Commission's financial account(s);

9. Execute contracts on behalf of the Commission as directed;
10. Receive service of process on behalf of the Commission;
11. Prepare and disseminate all required reports and notices directed by the Commission;
12. Assist the members of the Executive Committee in the performance of its duties;
13. Speak on behalf and represent the Commission;
14. In collaboration with legal counsel, ensure the legal integrity of the Commission; and
15. Report about policy, regulatory, political, legal or other developments of relevance to the Commission's operation.

Article V: Meetings of the Full Commission

Section 1. Meetings and Notice. The Commission shall meet at least once a year at a time and place as determined by the Delegates. Additional meetings shall be held as determined by the Executive Committee. Members may participate in meetings in person or by electronic means as is necessary. Special meetings of the full Commission may be scheduled at the discretion of the Chair or shall be called upon the request of a majority of Delegates.

All Delegates shall be given notice of Commission meetings at least thirty (30) days prior to the scheduled date. Agendas shall be provided to all Delegates no later than seven (7) days prior to any meeting of the full Commission. If an amendment to an agenda is made after an agenda has been noticed, but forty-eight (48) hours prior to a regular meeting, or twenty-four (24) hours prior to a special meeting, then the agenda is amended upon the posting of the amended agenda. Additionally, the full Commission or any Committee of the Commission may vote to accept an agenda as amended by majority vote.

All Commission meetings shall be open to the public, except as set forth in Commission Rules or as otherwise provided by the Compact. Prior public notice of full Commission meetings shall be as follows: publication of notice of each meeting of the full Commission will be posted at least thirty (30) days prior to the meeting on the Commission's website or another website designated by the Commission. Interested parties may sign up to receive meeting links on the meetings page of the Comm and distribution. A meeting may be closed to the public if the Commission determines by a majority vote of the Delegates that there exists at least one of the conditions for closing a meeting, as provided by the Compact or authorized Rules or as certified by legal counsel to the Commission.

Section 2. Quorum.

A majority of Delegates shall constitute a quorum for the transaction of business, except as otherwise required in these Bylaws. The presence of a quorum must be established before any vote of the Commission can be taken.

Section 3. Voting.

Each Delegate is entitled to one vote. A Delegate shall vote on their own behalf and shall not delegate the vote to another Delegate, except as permitted by a designation allowed under Article II. Any question submitted for a vote of the Commission shall be determined by a simple majority, except as otherwise required by the Compact or the Bylaws.

Section 4. Procedure.

The rules contained in the then current edition of Robert's Rules of Order Newly Revised shall govern the parliamentary procedures of the commission and its committees in all cases not provided for in these Bylaws or in any policies and procedures or any special rules of order which are duly adopted by the Commission.

Section 5. Public Participation in Meetings.

Upon prior written request to the Commission any person who desires to present a statement on a matter on the agenda shall be afforded an opportunity to present an oral statement at an open meeting. The Chair may, depending on the circumstances, allow any person who desires an opportunity to present a statement on a matter that is on the agenda even in the absence of a prior written request to the Commission. The Chair may limit the time and manner of public statements at any open meeting.

Article VI : Committees

Section 1. Committees.

The Commission shall establish committees, as it deems necessary, to carry out its objectives which shall include, but not be limited, to:

1. Rules Committee: A Rules Committee shall be established as a standing committee to develop uniform Compact rules and bylaw amendments and policies for consideration by the Commission and concurrent implementation by the states and to review existing rules and recommend necessary changes to the Commission for consideration.
2. Compliance Committee: A Compliance Committee shall be established as a standing committee to monitor a member state's compliance with the terms of the Compact and its authorized rules.
3. Finance Committee: A Finance Committee shall be established as a standing committee to provide financial oversight and ensure the Commission is operating within its budget and is developing financial resources to achieve its purposes.
4. Elections Committee: An Elections Committee shall be established as a standing committee to:

- a. Inform the Commissioners on the responsibilities of the office;
- b. Encourage participation by the Commissioners in the elections process;
- c. Announce nominations deadline and anticipated vacancies of the Executive Committee of the Commission;
- d. Communicate with incumbents to determine if they wish to run for re-election.
- e. Accept qualified nominees and prepare a slate of candidates for the election of the officers or members at large of the Executive Committee;
- f. Present a list of candidates to the Commission including the terms of office expiration dates; and
- g. Tally and verify the election results and report to the Commission.

5. Communications Committee shall be a standing committee to, in consultation with the Chair of the Commission and the Executive Director:

- a. Onboard new member state delegates and administrative staff;
- b. Create press releases;
- c. Suggest updates to the website and informational items to media sources;
- d. Create additional public relations documents and provide presentations regarding the work of the Commission if needed.

Other standing and ad hoc committees may be created by the Commission as they are determined to be necessary by the Commission by 2/3 vote. The composition, procedures, duties, budget and tenure of all committees (if not outlined in bylaws) shall be determined through policies approved by the Commission. The Commission may dissolve any committee it determines is no longer needed.

After review of the bios of the eligible, interested candidates, the Executive Committee shall appoint the chair of each committee and establish the composition of each committee, except that the Treasurer shall serve as the chair of the Finance Committee and the Chair of the Commission shall chair the Executive Committee. The chairperson, vice-chairperson, and executive director of the commission shall be considered ex-officio members of each established committee. Members of any committee shall serve a two-year term as long as they remain eligible to serve. The Executive Committee may establish or appoint Committees and determine duties of Committees on behalf of the Commission and in accordance with the Compact and Bylaws. The Commission may dissolve any committee it determines is no longer needed.

All Committees shall give seven (7) days' notice of their meetings, posted on the Commission website and as otherwise determined by the Commission to provide notice to persons interested in the business of the Commission.

These committees are not subject to the notice requirements of Section 11.E of the Counseling Compact Article V of these Bylaws.

Article VII: Finance

Section 1. Fiscal Year.

The Commission's fiscal year shall begin on January 1 and end on December 31 of each year. Membership fees in an amount to be determined by the Commission, are payable by January 1 of each year unless otherwise specified.

Section 2. Budget.

The Commission shall operate on an annual budget cycle and shall, in any given year, adopt budgets for the following fiscal year or years as provided by the Compact and determined by the Commission.

Section 3. Accounting and Audit.

The Commission, with the assistance of the Executive Director, shall keep accurate and timely accounts of its internal receipts and disbursements of the Commission funds. The receipts and disbursements of Commission funds are to be audited annually by an independent certified or licensed accountant. The independent audit report shall be made available to the public.

Section 4. Costs and Expense Reimbursement.

Subject to the availability of budgeted funds and unless otherwise provided by the Commission, Delegates shall be reimbursed for any actual and necessary expenses incurred pursuant to their attendance at all duly convened meetings of the Commission or its committees as provided by the Compact.

Article VIII: Adoption and Amendment of Bylaws

Any Bylaw may be adopted, amended or repealed by a majority vote of the Delegates, provided that written notice and the full text of the proposed action is provided to all Delegates at least thirty (30) days prior to the meeting at which the action is to be considered. Failing the required notice, a two-third (2/3rd) majority vote of the Delegates shall be required for such action.

Article IX: Qualified Immunity, Defense, and Indemnification

Section 1. Immunity

The Commission, its Delegates, officers, Executive Director, and employees shall be immune from suit and liability, either personally or in their official capacity, for any claim for damage to or loss of property or personal injury or other civil liability caused or arising out of or relating to any actual or alleged act, error, or omission that occurred, or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties, or responsibilities; provided, that any such person shall not be protected from suit or liability, or both, for any damage, loss, injury, or liability caused by the intentional or willful and wanton misconduct of any such person.

Section 2. Defense

Subject to the provisions of the Compact and Rules promulgated thereunder, the Commission shall defend the Delegate of a Member State, his or her representatives or employees, or the Commission, and its representatives or employees in any civil action seeking to impose liability against such person arising out of or relating to any actual or alleged act, error or omission that occurred within the scope of Commission employment, duties, or responsibilities or that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties or responsibilities; provided, that the actual or alleged act, error, or omission did not result from gross negligence or intentional wrongdoing on the part of such person.

Section 3. Indemnification

The Commission shall indemnify and hold the Delegate of a Member State, his or her representatives or employees, or the Commission, and its representatives or employees, harmless in the amount of any settlement or judgement obtained against such person arising out of or relating to any actual or alleged act, error, or omission that occurred within the scope of Commission employment, duties, or responsibilities that such person had a reasonable basis for believing occurred within the scope of Commission employment, duties, or responsibilities; provided, that the actual or alleged act, error, or omission did not result from gross negligence or intentional wrongdoing on the part of such person.

The Commission shall not bear any costs related to a State that is found to be in default or that has been terminated from the Compact, unless agreed upon in writing between the Commission and the defaulting State.

Article X: Withdrawal

Member states may withdraw from the Compact only as provided by the Compact.

Article XI: Dissolution of the Commission

The Compact shall dissolve effective upon the date of the withdrawal or the termination by default of a member state, which reduces membership in the Compact to one member state as provided by the Compact.

Upon dissolution, the Compact becomes null and void and shall be of no further force or effect, and the business and affairs of the Commission shall be concluded in an orderly manner and according to applicable law.

Proposed Transition Plan: Counseling Compact Operations

The following will be completed during the inaugural Counseling Compact Commission Meeting:

Internal procedures and policies

- Review and adopt code of conduct forms
- Discuss and adopt by-laws
- Adopt Rule on Rulemaking
- Discuss of committees' structure and function
- Election of Counseling Compact Executive Committee
 - Select Ex-Officio Organizations
- Discuss date of first Executive Committee meeting
- Request other committee participants

Introductions and Commission Personnel

- Introduce State Commissioners and Ex-Officio Organizations
- Governance and legislative review
- Discuss Counseling Compact Commission finances
- Discuss and vote on transition plan
- Discuss interim legal counsel
- Discuss RFP for secretariat services and timeline
- Role of CSG for Counseling Compact Commission
- Role of CSG under the current contract in support the American Counseling Association
 - State level technical assistance
 - State legislative technical assistance
 - Legal services
 - Continued outreach on status of state enactments of the OT Compact
 - Continued maintenance of OT Compact website
 - Temporary secretariat services

Subsequent meetings of the Counseling Compact Commission and Executive Committee will consider the following items for action:

- Discuss additional rules, bylaw amendments and policies
- Develop MOU for financial support
- Finalize and circulate RFPs for executive director and secretariat
- Develop and approve budget, including but not limited to the following items: staff salaries, benefits, travel, meetings, postage, secretariat services, legal services, and insurance.
- Select secretariat for OT Compact Commission
- Discuss OT Compact Commission data system

Proposal Title and Purpose:

Counseling Compact Commission Support

The purpose of this Request for Proposal (RFP) is to solicit an Association Management Company (AMC) who will help commence, implement, and sustain the work of the Counseling Compact Commission (Commission).

Background/Entity Descriptions:

Work on this endeavor began over three years ago, when The Council of State Governments (CSG) was contracted by American Counseling Association (ACA) to assist with the development of the compact. Since that time, ACA and CSG have worked closely with Professional Counseling state regulatory boards and state associations to introduce compact legislation. As of September 2022, 17 states have approved the compact legislation. The Professional Counseling Compact Commission, a joint governmental agency composed of an elected representative from each state that passed compact legislation, will hold its inaugural meeting October 25-26, 2022.

Proposal Request Schedule:

The Counseling Compact Commission seeks proposals from AMCs to provide administrative and management services to help implement the Commission's responsibilities and strategic initiatives and handle day-to-day operations. Below is information pertaining to ACA and CSG which may be useful for AMCs in assessing their ability to supply the desired services, infrastructure, resources, and preparing a proposal for consideration.

Deadline for proposal submission is xx/xx/2023.

Terms of Contract:

The Counseling Compact Commission desires to enter into an agreement with the successful awardee for a period of three (3) years with the option to renew in one-year increments for an additional three (3) years. The anticipated commencement date is to be determined.

Project Goals:

Work with the Counseling Compact Commission, its Executive Committee and other Committees, and its Executive Director to:

- Provide all necessary management infrastructure including appropriate staffing, technology, and resources as needed
- Convene meetings with Counseling Compact Commission as needed
- Prepare an annual budget
- Apply for grants
- Establish national policies and procedures
- Secure a national licensure data system (including disciplinary actions)
- Work with each Professional Counseling state licensure board or state agency on the interface and implementation of the database
- Develop all initial reporting templates
- Develop all initial routine communication templates
- Prepare all initial public facing communications
- Process all Professional Counseling practitioner requests for a compact to practice privilege
- Respond to all Professional Counseling state licensure board administrators requests to confirm disciplinary action information
- Prepare data and reports, as needed

Nothing herein shall inappropriately delegate Commission responsibilities to the AMC. The Commission shall approve all actions taken by the AMC as determined by the Commission.

Scope of Work:

The scope of all expectations for assistance with the work outlined in this RFP must be completed as follows:

Convene meetings with Counseling Compact Commission as needed	Beginning xx/xx/2023
Provide all necessary management infrastructure including appropriate staffing, technology, and resources as needed	Beginning xx/xx/2023
Secure a national licensure data system	xx/xx/2023
Work with each Professional Counseling state licensure board or state agency on interface and implementation of the database	xx/xx/2023

Prepare annual budget	xx/xx/2023
Apply for grants	xx/xx/2023
Establish national policies and procedures	xx/xx/2023
Develop all initial reporting templates	xx/xx/2023
Develop all initial routine communication templates	xx/xx/2023
Prepare all initial public facing communications	xx/xx/2023
Prepare and implement a marketing strategy and messaging to Professional Counseling state regulatory boards who may be interested in the compact legislation	Beginning xx/xx/2023 - Ongoing
Process all Professional Counseling practitioner requests for a compact to practice privilege	Beginning xx/xx/2024 - Ongoing
Respond to all Professional Counseling state licensure board administrators requests to confirm disciplinary action information	Beginning xx/xx/2024 - Ongoing
Prepare data and reports, as needed for the Professional Counseling Licensure Compact Commission	Beginning xx/xx/2024 - Ongoing

Dates are subject to change at the Compact Commission's discretion

How can current roadblocks and barriers be removed:

Risks

- Insufficient management resources
- Database inefficiency
- Database security
- Insufficient start-up funding

Support of the Counseling Compact Commission and the necessary database is essential to ensure the success of the Counseling Compact. AMCs can mediate these risks by

thoroughly indicating methods to address these issues. An established system and process with past successes will be considered.

Proposal Requirements

A. Company Information

1. Provide the company name, address, telephone number, website, and any social media handles.
2. Provide the name, title, and email address of the individual who will serve as the company's primary contact.
3. Describe the company's history, ownership and affiliations.
4. Describe the mission and philosophy that distinguishes the company from competitors.
5. List the company's complete scope of services.
6. Describe the size of your company in employees and revenue.

B. Clients & References

7. Provide a list of the company's current clients in order of annual billings, length of time with the company, and the services provided.
8. Identify clients the company gained and lost during the last 12 months, describing why the company was selected or the relationship was severed.
9. List any current or past clients that are affiliated with ACA or the Counseling profession (LPCs).
10. Provide a minimum of three client references, ideally with prior experience of similar scope and magnitude to the services requested within this RFP. Include name, organization, phone number, email address, a brief description of the work completed on behalf of each client, and samples.

C. Relevant Experience & Strategic Approach

11. Provide a summary of the company's qualifications, experience, and competitive advantages in providing the services outlined in this RFP.

D. Project Management

12. Describe the company's approach to client relationships.
13. Provide detailed implementation plan for a contract awarded as a result of this RFP.

E. Staff & Partners

14. Provide a breakdown of the company's employees by function and location.
15. Provide a list of individuals who would service the Counseling Compact Commission's project if awarded, including staff responsibilities, locations, and brief bios.

F. Financial Proposal

16. Please bid your services for the *administration and management services* in one comprehensive amount with detailed costs for major components (such as the national licensure data system).
17. Describe the company's policy with regard to methods of compensation

Submission Requirements of the Proposal:

All proposals must be sent to the Counseling Compact Commission Chair or their designee by **xx/xx/2023**. Failure to adhere to the dates indicated below may result in bidder disqualification.

Request for Proposal released to vendors by Commission	xx/xx/2023
Intent to participate in RFP indicated by vendors	xx/xx/2023
Deadline for written questions or requests for clarification	xx/xx/2023
Response to questions and requests by Commission	xx/xx/2023
Deadline for proposal submission	xx/xx/2023
Evaluation of proposals by Commission	xx/xx/2023
*Commission vote to accept RFP and execution of contract by Commission	xx/xx/2023
*Awardee commencement of project	xx/xx/2023

*Subject to change at the Compact Commission's discretion

Evaluation Metrics and Criteria:

Once the AMC has been selected, the following evaluation criteria will be used to assess the AMC's performance:

Is the AMC responding to requests/needs of the Counseling Compact Commission and its Executive Director in a timely manner?
Has the AMC provided appropriate assistance to the Counseling Compact Commission and its Executive Director to complete national policy and procedural documents?
Has the Counseling Compact disciplinary action database been secured by the AMC?
Have the implementation timelines established in the compact been adhered to by the AMC?
Is the AMC proactive in working with the Counseling Compact Commission and its Executive Director in addition to problem solving solutions to challenges?
In conjunction with the Counseling Compact Commission and its Executive Director, what kind of marketing initiatives has the AMC implemented to further educate and work with other Professional Counseling state licensure boards who may be interested in the compact legislative initiative?

Contact Information:

All questions and requests for clarification should be directed to the Chair of the Counseling Compact Commission, (Name of Chair).

Email: xxxx@xxxx

Phone: xxx-xxx-xxxx

Job Description

<u>Job Title</u>	<u>Group</u>	<u>Date Posted</u>
Director, COUNSELING COMPACT COMMISSION	COUNSELING COMPACT COMMISSION	
<u>Accountable to:</u> COUNSELING COMPACT COMMISSION/Chair/Executive Committee		<u>Authority</u> COUNSELING COMPACT Section 9.C (9)
<u>Job Summary:</u> Serves as the lead staff executive for the COUNSELING COMPACT COMMISSION, a joint, governmental public agency of member states. Provides day-to-day administrative oversight and supervision of the organization, its efforts, projects, relationships and staff and works in concert with the Commission leadership, and its Executive Committee.		
<u>Tasks</u>	<u>Principle Responsibilities</u>	<u>Frequency</u> <u>High to low</u>
1	Manages the day-to day operations of the COUNSELING COMPACT. Provides support to the Commission Chair, Delegates, Committee Chairs and Executive Committee in the execution of its responsibilities, under the Compact Bylaws. Works in consultation with Commission Chair to develop meeting agendas, materials, minutes and reports. Provides executive level staff support and ensures effective planning, promotion and delivery of operational activities for all the organization’s meetings. In conjunction with the Treasurer and Executive Committee, responsible for managing the annual operating budget and reserves, and monitoring the Commissions financial performance. Maintains records of the Commission. May serve as Secretary to the Commission; coordinates Executive Committee elections.	25%
2	Conducts outreach and public relations related to the COUNSELING COMPACT. Effectively manages external stakeholder relationships while representing the Commission. Serves as the COUNSELING COMPACT training officer; provides training to state boards of counseling. Facilitates the orientation of new Commissioners. Develops and maintains a repository of informational, educational and training materials regarding the COUNSELING COMPACT. Provides external presentations and education.	25%
3	Participates in the development of the Commission strategic plan and objectives and drives the implementation of strategies. In concert with the Executive Committee, sets the overall strategic direction based on research and environmental analyses.	15%
4	In conjunction with the Commission and its committees, develops implementation strategies for regulatory compliance and implements a process for monitoring compliance of member states with statute, bylaws, rules and creates and reviews policy manual for staff and new delegates for currency.	15%
5	Responsible for supervising the staff and independent contractors of the Commission. Recommend for the Commission’s consideration administrative personnel policies governing the recruitment, hiring, management, compensation and dismissal of Commission staff	10%
6	Actively seeks to reduce legal liabilities and ensures the legal integrity of the COUNSELING COMPACT. Maintains records of the Commission. Executes contracts on behalf of the Commission as directed. Receives service of process on behalf of the Commission.	10%
<u>Job Specifications</u> (Education, Certification, Special Knowledge and Skills)		
<ul style="list-style-type: none">▪ Bachelor’s degree required, Master’s or JD preferred. Background in business, management, healthcare administration or related field. Five or more year’s member-based association management / governance and committee management experience preferred.▪ Knowledge of occupational licensure, administrative law and operations management preferred.▪ Excellent oral and written communication, presentation, technical, organizational, customer service, problem solving, analytical and critical thinking, and problem solving skills are required.▪ Ability to work independently to resolve member issues and collectively to establish a positive working rapport with members and stakeholders. Facilitates effective meetings with stakeholders. Domestic travel will berequired.		

- Ability to build, maintain, communicate, and manage professional relationships with members, stakeholders, and public and governmental agencies, with an emphasis on political awareness, public perceptions, and COUNSELING COMPACT initiatives and details.

DRAFT



May 12, 2022

Dan Logsdon
National Center for Interstate Compacts
The Council of State Governments
1776 Avenue of the States
Lexington, KY 40511

Dear Dan:

On behalf of the American Association of State Counseling Boards (AASCB), thank you for your work on the interstate counseling compact, and congratulations on the accomplishment of reaching the 10-state minimum needed to trigger the compact moving forward.

I am writing to register AASCB's interest in being considered when the compact commission considers how to manage its activities going forward. With our newly established partnership with the Council on Licensure, Enforcement, and Regulation (CLEAR) we have significantly enhanced our ability to take on projects of this magnitude and would welcome the opportunity to submit a formal proposal at the appropriate time.

Understanding that it still may be a few months before anything concrete happens, we nonetheless wanted to register our interest formally. Please keep us apprised of next steps.

Best regards, and, again, congratulations,

Kevin Doyle, Ed.D., LPCC, LPC, LSATP
President

cc: Denauvo Robinson, President-Elect
Matt Grayson, Executive Director
Lynn Linde, American Counseling Association

Counseling Compact
Counseling Compact Commission

Public comment information:

Public comments on this rule should be sent to ieliassen@csg.org by 6 p.m. Pacific Time on October 21st 2022.

Title of Rule: Rule on Rulemaking

History of Rule: Drafted September 23, 2022
Adopted at public meeting on October 25, 2022

Reason for Rule: To further outline and clarify the rule promulgation process of the Counseling Compact Commission.

Effective Date: November 25, 2022

Chapter 1: Rulemaking

Authority: Section 13: Date of Implementation of the Interstate Commission for Counseling Practice and Associated Rules, Withdrawal, and Amendment
Section 9: Establishment of the Counseling Compact Commission
Section 11: Rulemaking

1.0 Purpose: Pursuant to Section 11, the Counseling Compact Commission shall promulgate reasonable and lawful uniform rules to facilitate and coordinate implementation and administration of the Counseling Compact. This Rule will become effective upon passage by the Counseling Compact Commission as provided in Section 11 of the Counseling Compact.

1.1 Definition(s): (a) **“Commission”** means: the Counseling Compact Commission, which is the national administrative body whose membership consists of all states that have enacted the Compact.

(b) **“Compact”** means: Counseling Compact.

(c) **“Delegate”** means: the appointed delegate from each state as described in Section 9 of the Compact and further rules promulgated by the Commission pursuant to the criteria set forth in Section 11.

(d) “**Member state**” means a state, the District of Columbia, or United States territory that has enacted this Compact legislation and which has not withdrawn pursuant to Section 13 or has not been discharged pursuant to Section 12 due to non-compliance with the provisions of Section 3.

(d) “**Rule**” means: a regulation, principle or directive promulgated by the Commission pursuant to the criteria set forth in Section 11 that has the force and effect of statutory law in a Member state and includes the amendment, repeal, or suspension of an existing Rule.

(e) “**Rules Committee**” means: a committee that is established as a standing committee to develop reasonable and lawful uniform rules for consideration by the Commission and subsequent implementation by the states and to review existing rules and recommend necessary changes to the Commission for consideration.

(f) “**Scope of Practice**” means: the procedures, actions, and processes a Licensed Professional Counselor is permitted to undertake in that state and the circumstances under which the Licensed Professional Counselor is permitted to undertake those procedures, actions and processes. Such procedures, actions and processes and the circumstances under which they may be undertaken may be established through official means, including, but not limited to, statute, rules and regulations, case law, and other processes available to the State Regulatory Authority or other government agency.

(g) “**State**” means: any state, commonwealth, district, or territory of the United States of America that regulates the practice of Professional Counseling.

1.2 Proposed rules or amendments: rules shall be adopted by majority vote of the Member States of the Commission pursuant to the criteria set forth in Section 11 and in the following manner:

(a) New rules and amendments to existing rules proposed pursuant to Section 9 and Section 11 and the Commission Bylaws shall be submitted to the Commission office for referral to the Rules Committee in any of the following ways:

(1) Any Delegate may submit a proposed Rule or rule amendment for referral to the Rules Committee during the next scheduled Commission meeting.

(2) Standing Committees of the Commission may propose rules or rule amendments by majority vote of that Committee.

(3) The Commission or an authorized committee of the Commission may direct revisions to a previously adopted Rule or amendment for purposes of correcting typographical errors, errors in format, errors in consistency, or grammatical errors. Public notice of any revisions shall be posted on the website of the Commission. The revision shall be subject to challenge by any person for a period

of thirty (30) days after posting. The revision may be challenged only on grounds that the revision results in a material change to a Rule. A challenge shall be made in writing and delivered to the Chair of the Commission prior to the end of the notice period. If no challenge is made, the revision will take effect without further action. If the revision is challenged, the revision may not take effect without the approval of the Commission.

1.3 The Rules Committee: shall prepare a draft of all proposed rules and provide the draft to the Executive Committee to provide to all Delegates for review and comments. Based on the comments made by the Delegates, the Rules Committee shall prepare a final draft of the proposed rule(s) or amendments for consideration by the Commission not later than 30 days prior to the next Commission meeting.

1.4 Prior to promulgation and adoption of a final Rule: In accordance with Section 11 of the Compact, the Commission shall publish the text of the proposed rule or amendment prepared by the Rules Committee not later than 30 days prior to the meeting at which the vote is scheduled, on the official website of the Commission and on the website of each Member state licensing board or other publicly accessible platform or the publication in which each state would otherwise publish proposed rules. All written comments received by the Rules Committee on proposed rules shall be made available to the public upon request. In addition to the text of the proposed Rule or amendment, the reason for the proposed rule shall be provided.

1.5 The Notice of Proposed Rulemaking shall include:

- (a) The proposed time, date and location of the meeting in which the Rule shall be considered and voted upon,
- (b) The text of the proposed Rule or amendment and the reason for the proposed Rule.
- (c) A request for comments on the proposed Rule from any interested person; and
- (d) The manner in which interested persons may submit notice to the Commission of their intention to attend the public meeting and any written comments.

1.6 Public Hearings: The Commission shall grant an opportunity for a public hearing before it adopts a Rule or amendment if a hearing is requested by:

1. At least twenty-five (25) persons;
2. A state or federal governmental subdivision or agency; or
3. An association having at least twenty-five (25) members.

If no written notice of intent to attend the public hearing by interested parties is received, the Commission may proceed with promulgation of the proposed Rule without a public hearing.

If a hearing is held on the proposed rule or amendment, the Commission shall publish the place, time, and date of the scheduled public hearing. If the hearing is held via electronic means, the Commission shall publish the mechanism for access to the electronic hearing.

1. All persons wishing to be heard at the hearing shall notify the executive director of the Commission or other designated member in writing of their desire to appear and testify at the hearing not less than five (5) business days before the scheduled date of the hearing.
2. Hearings shall be conducted in a manner providing each person who wishes to comment a fair and reasonable opportunity to comment orally or in writing.
3. All hearings shall be recorded. A copy of the recording shall be made available on request.
4. Nothing in this section shall be construed as requiring a separate hearing on each Rule. Rules may be grouped for the convenience of the Commission at hearings required by this section.

Following the scheduled hearing date, or by the close of business on the scheduled hearing date if the hearing was not held, the Commission shall consider all written and oral comments received.

1.7 Final adoption of Rule: The Commission shall, by majority vote of all Member States, take final action on the proposed Rule and shall determine the effective date of the rule, if any, based on the rulemaking record and the full text of the rule.

1. If a majority of the legislatures of the Member States rejects a Rule, by enactment of a statute or resolution in the same manner used to adopt the Compact within 4 years of the date of adoption of the Rule, the Rule shall have no further force and effect in any Member state.
2. Rules or amendments to the rules shall be adopted at a regular or special meeting of the Commission.

1.8 Status of Rules upon adoption of Compact additional Member states and applicability:

Any state that joins the Compact subsequent to the Commission's initial adoption of the rules shall be subject to the rules as they exist on the date on which the Compact becomes law in that state. Any Rule that has been previously adopted by the Commission shall have the full force and effect of law on the day the Compact becomes law in that state.

No Member State's rulemaking requirements shall apply under this Compact.

The Rules of the Commission shall have the force of law in each Member State, provided however that where the Rules of the Commission conflict with the laws of the Member State that establish the Member State's Scope of Practice as held by a court of competent jurisdiction, the rules of the Commission shall be ineffective in that State to the extent of the conflict.

1.9 Emergency Rulemaking: Upon determination that an emergency exists, the Commission may consider and adopt an emergency Rule without prior notice, opportunity for comment, or hearing, provided that the usual rulemaking procedures provided in the Compact and in this section shall be retroactively applied to the rule as soon as reasonably possible, in no event later

149 than ninety (90) days after the effective date of the rule. For the purposes of this provision, an
150 emergency rule is one that must be adopted immediately in order to:

- 151 1. Meet an imminent threat to public health, safety, or welfare,
- 152 2. Prevent a loss of Commission or Member state funds; or
- 153 3. Meet a deadline for the promulgation of an administrative Rule that is established by
154 federal law or rule.

155 **2.0 Non-substantive Rule Revisions:** The Commission or an authorized committee of the
156 Commission may direct revisions to a previously adopted Rule or amendment for purposes of
157 correcting typographical errors, errors in format, errors in consistency, or grammatical errors.
158 Public notice of any revisions shall be posted on the website of the Commission. The revision
159 shall be subject to challenge by any person for a period of thirty (30) days after posting. The
160 revision may be challenged only on grounds that the revision results in a material change to a
161 Rule. A challenge shall be made in writing and delivered to the Commission prior to the end
162 of the notice period. If no challenge is made, the revision will take effect without further
163 action. If the revision is challenged, the revision may not take effect without the approval of
164 the Commission.
165

166 The Commission shall exercise its rulemaking powers pursuant to the criteria set forth in Section
167 11 of the Compact and the rules adopted thereunder. Rules and amendments shall become
168 binding as of the date specified in each Rule or amendment.

Election information: Positions and Duties

The Commission will elect four officers and three members-at-large to serve on the Executive Committee from among the current delegates to the Commission. All seven of those elected will be voting members of the Executive Committee.

Below are descriptions the duties of the Executive Committee and its officers as written in the Compact, its bylaws, and based on the experience of executive committees of other compacts. You may also refer to the bylaws, in particular Article III (Executive Committee) and Article VI (other committees).

The Commission's officers shall perform all duties of their respective offices as the Compact and these Bylaws provide. Their duties shall include, but are not limited to, the following:

Chair

With support and assistance from the ED, the chair:

- Calls and presides over monthly executive committee meetings, including reviewing meeting agenda and minutes.
- Calls and presides over annual commission meetings, including reviewing meeting agenda and minutes.
- Leads special meetings of the full commission as needed (2-3 expected in the first year; 1 or fewer in subsequent years).
- Acts on the commission's behalf between commission meetings.
- Attends other monthly committee meetings as needed to provide information and support.
- Attends conferences to present about the compact as needed (expected 2-3 times per year)
- Meets with secretariat or interim secretariat on a weekly or bi-weekly basis as needed.
- Meets with the legal counsel or interim legal counsel as needed.
- Attends other monthly committee meetings in an ex-officio (nonvoting) capacity when possible.

Vice Chair:

With support and assistance from the ED, the vice chair:

- Performs the duties of the Chair in their absence or at the Chair's direction.
- Supports the chair with the above duties as needed.
- In the event of a vacancy in the Chair's office, the Vice Chair shall serve until the Commission elects a new Chair.

Treasurer:

With support and assistance from the ED, the treasurer:

- Calls and presides over monthly finance committee meetings.
- With the assistance of the executive director of the compact (when hired), the treasurer monitors the commission's fiscal policies and procedures, including scheduling and providing information for audit as needed.
- Attends monthly executive committee meetings to provide finance updates as needed.

Secretary:

With support and assistance from ED, the secretary:

- Keeps minutes for all full commission meetings.
- Acts as custodian of all documents and records pertaining to the status of the compact and business of the commission.
- The commission may allow for the executive director to serve as secretary of the commission provided that the executive director will not be a member of the commission.
- Members-at-large (3 positions open):
 - Attend monthly executive committee meetings.
 - Fulfill duties of the executive committee as outlined below.

The Executive Committee shall:

- a. Recommend to the entire commission changes to the rules or bylaws, changes to this compact legislation, fees paid by compact member states such as annual dues, and any commission compact fee charged to licensees for the compact privilege;
- b. Ensure compact administration services are appropriately provided, contractual or otherwise;
- c. Prepare and recommend the budget in consultation with the treasurer;
- d. Maintain financial records on behalf of the commission;
- e. Monitor compact compliance of member states and provide compliance reports to the commission;
- f. Establish additional committees as necessary; and
- g. Perform other duties as provided in rules or bylaws and administer the affairs of the commission in a manner consistent with the bylaws and purpose of the commission.

If you are interested in helping the commission but are not interested in serving on the executive committee, there are several other roles you may want to consider.

- Committee member for rules committee, finance committee, or other committees
- Committee chair for rules committee or other committees

In addition to the executive committee, the rules and finance committees are essential to beginning and maintaining lawful and reliable compact operations. The committees are composed of volunteers and meet on a monthly basis or as needed. Committee chairs preside over committee meetings and work with compact staff to review and approve meeting minutes and agendas. Committee chairs (except finance) are decided by an internal vote of that committee and approved by the executive committee.

Detailed descriptions of these committees can be found in Article IV, Section 1 of the bylaws.



Memo

To: The Counseling Compact Interstate Commission

From: Dan Logsdon, National Center for Interstate Compacts

Date: September 21, 2022

RE: Document Team Discussion of Ex Officio Members

The Counseling Compact allows for 4 ex officio members to the Executive Committee. The compact doesn't provide guidance about specific organizations, which was by design by the Document Team. However, the Document Team did mention four organizations during their discussions.

The organizations that were discussed:

- American Counseling Association
- The National Board of Certified Counselors
- American Association of State Counseling Boards
- American Mental Health Counselors Association

The Counseling Compact Commission has the sole authority to appoint the ex officio members. This memo is meant only to provide background information for commission deliberations.

Counseling Compact Legislative Update

2021 Counseling Compact Legislative Enactments

- | | |
|------------|-------------|
| 1. Georgia | 2. Maryland |
|------------|-------------|

2022 Counseling Compact Legislative Enactments

- | | |
|--------------|--------------------|
| 1. Alabama | 9. Maryland |
| 2. Colorado | 10. Mississippi |
| 3. Delaware | 11. Nebraska |
| 4. Florida | 12. North Carolina |
| 5. Georgia | 13. Ohio |
| 6. Kentucky | 14. Tennessee |
| 7. Louisiana | 15. Utah |
| 8. Maine | |

As of October 1, 2022, 15 states enacted the Counseling Compact in 2022. This brings the membership total to 17 states.

As part of the contract with CSG for work on the Counseling Compact, funded by the American Counseling Association, the organizations are developing a list of states for the 2023 legislative sessions. The goal is to secure at least ten new states in 2023. A comprehensive update for the 2023 legislative sessions will be provided later this year.