



# NOMINATION FORM



## NOMINEES FOR ASBA OFFICERS SOUGHT

Board members may submit the name of any school board member to be considered for nomination to an ASBA office. Please obtain the permission and the signature of the person nominated and include a short résumé, **not to exceed 100 words**. The résumé must also be signed by the nominee. Use the form below (one form per nomination, please copy if you have more than one). Send recommendations and résumés to Suzanne Schweiger-Nitchals, Arizona School Boards Association, 2100 N. Central Avenue, Suite 200, Phoenix, AZ 85004.

## 2009 NOMINATING COMMITTEE TO MEET

Suzanne Schweiger-Nitchals, ASBA Immediate Past President, will serve as Chair of the Nominating Committee. The Committee is scheduled to start interviewing candidates at 9:00 AM, Friday, November 6, at ASBA's Office Building, 2100 N. Central Avenue, Suite 200, Phoenix, to develop a slate of candidates. ASBA will reimburse the costs of mileage and meals to individuals recommended for office who are interviewed by the Nominating Committee Meeting on November 7.

***Deadline for submitting nominations is October 30, 2009.***

## RECOMMENDATION TO ASBA NOMINATING COMMITTEE

I recommend this person for the following office:

\_\_\_\_\_ **President-Elect**

\_\_\_\_\_ **Secretary**

\_\_\_\_\_ **Treasurer**

Would this person be willing to accept nomination to an office other than the office which is checked above?      Yes ( )      No ( )

Nominee's Name: \_\_\_\_\_ District: \_\_\_\_\_

Street Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature of person *making nomination*: \_\_\_\_\_

***(Please print name):*** \_\_\_\_\_

Signature of person *being nominated*: \_\_\_\_\_

***(Please print name):*** \_\_\_\_\_

**\*\*\*Be sure to include a résumé!\*\*\***



## **ASBA INTERNAL POLICIES NOMINATING COMMITTEE PROCEDURE**

1. The members of the member boards of the Association shall be notified at least thirty (30) days in advance of the initial meeting of the Nominating Committee.
2. Any member of a member board of the Association may submit a name or names to the Nominating Committee for consideration, provided that the written consent of the individual has been obtained and a brief biographical sketch of the individual has been submitted.
3. Persons on the Nominating committee shall not be eligible for consideration for an office.
4. The members of the member boards shall be notified of the slate proposed by the Nominating Committee prior to the Annual Meeting of the Association.
5. Nominations may be made from the floor, provided the consent of the nominee has been obtained.

### **PROCEDURE FOR PREPARATION OF BALLOTS:**

1. The names of the nominees proposed by the Nominating Committee shall be so identified on the ballot.
2. The names of persons nominated from the floor shall be included on the printed ballot by direction of the presiding officer after the nomination has been accepted by the delegates
3. The Credentials Committee shall be charged with the responsibility of distributing the printed ballots to the official delegates of each member board present at the Annual Membership Meeting.
4. The ASBA staff shall be responsible for having the ballots printed.
5. The election of officers shall be conducted at such time after the presentation of the report of the Nominating Committee and the call for nominations from the floor. The election must be held on the date printed in the program.

## SELECTED DUTIES AND FUNCTIONS OF ASBA OFFICERS

The elected officers of ASBA comprise the ASBA Executive Committee and meet as required by the ASBA President or as the Committee deems necessary. The Executive Committee shall have the following duties:

- 1) to act on any emergency when the President deems it impracticable to call a meeting of the entire board,
- 2) may review plans and programs to be presented to the Board at their regular meetings,
- 3) to give direction or delegate that such direction is given on legislative action to come before the State Legislature on which there is no formal Association position.

*\*All actions of the Executive Committee shall be subject to ratification of the Board of Directors*

The elected officers of ASBA comprise the ASBA Budget Committee, with the Association Treasurer as Chairperson. The Chairperson is responsible for calling the necessary meetings of the Budget Committee to prepare and review the Annual Budget for presentation to the Board of Directors.

The President Powers and Duties include:

- ⇒ such powers and duties as are usually exercised by such an officer,
- ⇒ shall preside at meetings of the Association,
- ⇒ shall preside at meetings of the Board of Directors,
- ⇒ shall preside at meetings of the Executive Committee,
- ⇒ unless otherwise provided, shall appoint all standing and special committees,
- ⇒ shall serve as ex-officio member of all committees, except the Nominating Committee, with voting power.

The President Elect:

- ⇒ shall serve and perform president duties in the absence or disability of the president.

The Secretary:

- ⇒ shall have such powers and duties as are usually exercised by such an officer,
- ⇒ shall keep the minutes of all meetings of the Association, the Board and the Executive Committee,
- ⇒ shall keep a membership roster up-to-date at all times,
- ⇒ shall preserve the records and files of the Association,
- ⇒ shall give notices as required.

The Treasurer:

- ⇒ shall collect dues and receipts,
- ⇒ shall receive and cause to be deposited all monies belonging to the Association,
- ⇒ shall disburse the funds of the Association in accordance with the dictates of the Board,
- ⇒ shall report regularly to the Board,
- ⇒ shall prepare a Budget Report to be presented to the delegates and membership,
- ⇒ shall perform such other duties as are delegated by the President or by the Board,
- ⇒ shall serve as Chairperson for the ASBA Budget Committee.

Many of the above duties are delegated to ASBA support staff; however, there are numerous other duties and functions associated with ASBA representation, presiding, etc. that may become necessary as Association Officers during ASBA and NSBA activities. It is expected that officers are visible and active which will require a considerable time commitment. Many activities may require expense to the individual or the district; thus, it is advisable for interested parties to gain the support of the district governing board and administration before pursuing an officer position in the Association.