



Association of School Business Officials International

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ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTERNATIONAL 2014 ANNUAL ELECTIONS MANUAL

January 1, 2014

ASBO International Rules for Candidates & Elections

These Election Rules shall be adopted, suspended or rescinded by a two-thirds vote of the Board of Directors.

A. Candidacy Eligibility Rules

Only those candidates meeting the following criteria and who are active members are eligible for election.

Two Directors shall be elected annually by the voting members. The term of office shall be three years commencing January 1 following the election.

An eligible director candidate is one who:

- a) Has been and qualifies as an “Active” or “Life” member for at least the past five (5) consecutive years prior to the filing deadline as established by the Election Committee.
- b) Has attended at least three (3) of the last six (6) Annual Meetings.
- c) Has complied with the election rules and regulations as prescribed by the Board of Directors.

The vice president shall be elected annually by voting members.

An eligible vice president candidate is one who:

- a) Has served one elected term as Director. In the event that only one qualified member has announced their candidacy to the Chair of the Election Committee in accordance with the election rules and regulations as prescribed by the Board of Directors, any duly elected incumbent director is eligible to become a candidate for vice president and must declare their candidacy no later than January 18th.
- b) Has complied with the election rules and regulations as prescribed by the Board of Directors.

In no case shall there be more than one sitting board member from any state, province or international equivalent.

Certification of Candidates

To the Chair of the ASBO International Election Committee, prospective candidates:

- a.) must submit a letter on or before January 4th of the election year outlining their intent to be a candidate.
- b.) must also submit a signed Code of Conduct and letter of support from their current employer.
- c.) must submit either:
 - a. a letter of endorsement from their respective affiliate association on or before August 1st prior to the election year; or

b. in the event the candidate does not have an affiliate organization or their affiliate does not submit a letter of endorsement for another candidate by the August 1st deadline, the endorsement of at least 50 Active ASBO members utilizing the form prescribed by the ASBO Board of Directors.

1. During the election year, the chair of the Election Committee will verify eligibility of the candidate and will notify each applicant of eligibility to be a candidate on or before January 31 and notify the Executive Director of ASBO International as soon as possible before February 1.

2. Eligible candidates must by May 1 submit biographical summaries and a vision statement for ASBO (not to exceed 300 words combined) along with a photo for publishing on the ASBO Web site and in *School Business Affairs*.

3. On or before May 1, candidates will receive a set of three questions regarding current association issues. Candidates shall submit written responses to these questions to the Election Committee Chair with a copy to the Executive Director on or before August 1. Candidates will be allowed a maximum of 1000 words to respond. The unedited responses will be published in *School Business Affairs* and on the ASBO Web site.

4. All candidates are expected to appear and participate in the Presentation of the Candidates at the Leadership Conference.

B. Campaign Rules

1. Candidates and/or their affiliate organizations are permitted to publish and distribute information and brochures to advance the election of their respective candidate. Any ASBO member in good standing may provide informational materials in support of an individual candidate. Candidates will not be allowed access to ASBO International's member information data base to include email addresses. However, candidates may create their own electronic address database to email campaign materials. Materials may be posted on the candidate or affiliate's website. Campaign materials at ASBO sponsored events are limited to buttons, stickers, pins or handouts of informational value.

2. All informational brochures as well as other items mentioned above must be approved in advance by ASBO International. Items submitted to ASBO Headquarters for approval must be submitted at least three (3) weeks in advance of printing or publication date in order to process the approval request.

C. Failure to Comply with Rules

In the event a voting member witnesses an alleged violation of campaign rules, the Chair of the Election Committee shall be notified immediately. If the alleged violation is substantiated by

the Election Committee, the Chair shall immediately advise the candidate and their supporters to cease such violation.

If the candidate or the observing member disagrees with the decision of the Election Committee the following procedures may be implemented:

1. The protest, together with supportive evidence, must be filed in writing with the President of ASBO International.
2. Upon receipt of the protest, the President shall, as soon as practical and, if possible, prior to the certification of the election results, call the Board of Directors into session either in person or through a conference call.
3. The Board of Directors will review the evidence and make a judgment. The observing member and candidate will be notified and may be requested to be present when the Board meets to discuss the protest.
4. The Board of Directors must sustain or deny the decision of the Election Committee. If the Board of Directors determines that the candidate has violated election rules, the candidate's name will be removed from the ballot and/or stricken from the ballot tabulation. The candidate will be notified of the decision and an announcement made to the membership that the candidate has been withdrawn from the election by Board of Directors action.
5. No ballots will be tabulated until the official closing time for the election.

D. Election Rules

1. In the event that there is no contested election for either of the positions of Director or Vice President, the candidates may be presented by the Election Committee and declared elected to their respective offices.
2. Voting will be conducted electronically via a secure process prior to the annual meeting.
3. Only Active, Emeritus or Life members of ASBO International are eligible to vote.
4. Candidates' names and their Affiliate associations, if endorsed by the Affiliate association, will be listed on the ballots in alphabetical order.
5. In the case of a tie vote, the Chair of the Election Committee shall verify the official vote count. If so verified, the election for that position will be considered null and void and a run-off election between candidates having identical votes will be held electronically within two weeks to determine the winner. Campaign activity will be limited to the rules above.
6. Results of the election shall be made public by the Chair of the Elections Committee after notifying the candidates and the Board of Directors.



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ASBO BOARD OF DIRECTORS CODE OF CONDUCT

I realize that to be the most effective advocate for the ASBO INTERNATIONAL membership, we, as a board must function as a team. To this end, I pledge to do my best to adhere to the principles listed below. Should I, for whatever, reason, fail to follow these guidelines I ask my fellow board members to call it to my attention. When that happens, I pledge to accept the board's feedback, and to renew my efforts to follow this code of conduct.

Board-to-Board Relationship

1. I will make a good faith effort to understand and accommodate the views of other board members.
2. I will not make negative comments about another board member, either publicly or privately.
3. I will seek to inform and include all board members in my discussion of substantive issues.
4. What is said to me in confidence by a board member or the executive director will remain in confidence.
5. When talking to another board member it is my responsibility to alert that board member if I wish the discussion to be confidential.
6. I will not attempt to state or otherwise represent the position of another board member on any issue.
7. I will not intentionally embarrass another board member, ASBO INTERNATIONAL member or ASBO INTERNATIONAL employee in public.
8. I will treat every other board member the way I want him/her to treat me.

Personal Commitment

1. I will be consistent. What I say in public is what I will say in private. What I say I will do is what I will do.
2. I will attend board meetings and come prepared.
3. I will notify the board president or the executive director in the event I will not be able to attend a Board meeting.
4. I will not monopolize the conversation.
5. I will not put items on the agenda for the purpose of advancing a personal or political cause.
6. I reserve the right to disagree, but I will not be disagreeable, nor will I harbor grudges from past issues or events.
7. I will publicly support the board's decisions.
8. I will always strive to put the needs of the membership above the wants of the individual.
9. For the benefit of the organization, I will resign from my position as a member of the Board of Directors if I am unable to comply with attendance requirements as stated in Board Policy.

I agree and accept the Board Code of Conduct set out above.

Printed Name

Signature

Date