

ASBO International Rules for Nominations & Elections

These Election rules shall be adopted, suspended or rescinded by a two-thirds vote of the Board of Directors.

A. Nomination Rules

Only those candidates meeting the following criteria and who are employed as a fulltime school business official 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 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 except in the event that no more than one member so qualified shall have announced candidacy for the position to the Chair of the Election Committee in accordance with the election rules and regulations as prescribed by the Board of Directors. In that case, any duly elected incumbent director is eligible to become a candidate.
- b) Has complied with the election rules and regulations as prescribed by the Board of Directors.

Certification of Candidates

1. Those who desire to be candidates must submit either an endorsement from their sponsoring affiliate organization or letters of endorsement with notarized signatures representing at least 40 % of the ASBO International eligible voters within the affiliate’s boundaries (where applicable) and a signed Code of Conduct (see last page), to the chair of the ASBO International Election Committee, with a copy to the ASBO Executive Director, on or before January 4 of the election year. Should the 40% endorsement option be used, the prospective candidate must submit a draft endorsement letter to the chair of the elections committee for approval prior to distribution of the letter.

2. 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 as soon as possible before February 1.

3. 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*.
4. 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.
5. All candidates are expected to appear and participate in the Presentation of the Candidates at the Leadership Conference.

B. Campaign Rules

1. Affiliate organizations of candidates are permitted to publish and distribute information and approved brochures about their candidates. Any member may mail personal letters in support of an individual candidate.
2. No posters, signs or brochures of any type supporting the candidacy of any individual may be displayed or distributed at any official ASBO International meeting facility including hotel lobbies, meeting rooms, hospitality suites, general assembly trade show areas, etc.
3. Members may wear badges, buttons and gadgets if they are definitive of the Affiliate only, and have no direct reference to a candidate. No items may be distributed that cannot be affixed to the name badges until after 5:00 p.m. each day.

C. Failure to Comply with Rules

In the event of any violation noted by, or reported to and substantiated by the election committee, the Chair shall immediately advise the candidate and supporters to cease such violation forthwith.

Failure to comply will result in the violation procedure as outlined below being implemented by the Election Committee.

The following procedures must also be observed by a voting member who observes a violation of the rules and wishes to file a formal protest against the conduct of any candidate.

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, but in any case prior to the election if possible, and prior to the certification of the election results, call the Board of Directors into session.

3. The Board of Directors will review the evidence and make a judgment. The candidate against whom the protest has been filed will be notified and requested to be present when the Board meets on the protest.
4. The Board must sustain or deny the protest. If the Board sustains the protest, 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 via e-mail and other means, where appropriate that the candidate has been withdrawn from the election by Board 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 contest for any 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 are eligible to vote.
4. Candidates' names and their Affiliate associations 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 and if a tie vote, 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. Successful candidates will be announced during the annual meeting.

BOARD 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 on this the _____ day of

Signature

Date