

# AASPA Operational Handbook

## 4.40 - NOMINATING COMMITTEE

### STATEMENT OF PURPOSE

The major purpose of the Nominating Committee is to prepare and present to the Executive Board and to the membership recommendations for candidates for elected positions as Association officers and Executive Board members.

### OPERATIONAL PROCEDURES

The Nominating Committee chairperson should arrange to meet with his/her committee to review procedures for the selection of nominees for office the following year.

Nomination from the memberships-at-large for the office of President-Elect and Recording Secretary shall be made to the Nominating Committee by any member. Members nominating and members being nominated for the office of Regional Representative must live within that Region. The Nominating Committee may nominate a minimum of one (1) and a maximum of three (3) candidates for the offices to be filled annually.

In accordance with a timeline set by the Nominating Committee, a special announcement should be sent, in cooperation with the AASPA headquarters staff, to qualifying members soliciting nominations and indicating the positions to be filled in the subsequent election, the criteria for nominations, and the procedure for submitting a nomination. A nominating form designed to show the nominee's qualifications should accompany the announcement.

Nominating Committee Chairperson and Co-Chairperson shall not be eligible for nomination during their time in office.

### Nominations Timeline

*Specific dates noted may be adjusted as deemed necessary by the Nominating Committee to avoid weekend, holiday, or other conflicts.*

October	Nominating Committee reviews procedures for the selection of nominees for office positions following the annual conference.
February 1	Nominating Committee (through AASPA office) sends nominations solicitation to all affected regional members and the entire membership for President-Elect and Secretary (when applicable), with periodic reminders sent throughout the nominating period. This will include the nominations timeline and campaign guidelines.
April 1	Nominations deadline
April 15	Nominating Committee verifies nominations of qualified candidates. The Nominating Committee contacts finalists resulting from the screening process to determine willingness to serve if nominated and elected to the position. In the event there is no qualified candidate for an elected position, the nominating committee shall request that the AASPA staff re-open nominations to the appropriate group and establish a timeline for the nomination process which will allow for the submission of a full slate of candidates to the Executive Board at their summer meeting.

May 1	Nominating Committee meets virtually to recommend final slate of nominated, seconded, and qualified (vetted by the Nominating Committee) candidates to the AASPA Executive Board. Nominating Committee confirms voting process and campaign and election timeline.
June	Executive Board approves slate of candidates for open Board positions at summer Executive Board Meeting. AASPA staff prepares website, election emails, and voting links, places necessary links and information on website for members to review.
July 1-31	Official campaign period.
July 15	Voting information and instructions sent to qualified members with links to candidate information – reminders sent the day before voting closes.
August 1	Voting begins, 8:00 am (EDT)
August 10	Voting closes, 5:00 pm (EDT)
August 15	Run-Off/Tie-Breaker Election (if needed) voting begins, 8:00 a.m. (EDT)
August 25	Run-Off/Tie Breaker Election voting closes, 5:00 p.m. (EDT)
Sept 1	Nominating Committee verifies voting results.
Sept 2	The current AASPA President notifies all elected candidates of their selection, and the Past President contacts the unelected candidates to communicate the election results. The Executive Director communicates with winners to confirm attendance to the Annual Conference, New Board Member Orientation and upcoming Board Meetings. Executive Director relays confidential election results and updates, to the Executive Board.
October	Nominating Committee announces election results and reports at Business Meeting.

### **Nominations Procedures and Guidelines**

Following the established deadline for receiving the nominating packet, the committee should screen those recommended for office or seeking nomination on the following criteria:

- 1) Active membership in AASPA for a minimum of three years, five years preferred.
- 2) a) Leadership experience on the Executive Board (required for the position of President-Elect)  
or  
b) Leadership experience on the Executive Board or other major committees of the Association (for all other positions)
- 3) Active membership in other organizations/associations (holding offices, chairing committees, etc.)
- 4) Successful experience as a school personnel administrator, a minimum of five years preferred.
- 5) Active participation and regular attendance at AASPA annual conferences.
- 6) Demonstrated substantial knowledge of current personnel problems and trends.
- 7) Presentations, papers, publications, awards, and other contributions to the profession.

An official nomination form for each candidate should be sent to members of the committee. They, in turn, should vote for or rank each candidate according to the screening criteria and their judgment as

to the qualifications of the nominees and complete the AASPA Nominations Screening Form. A minimum of one (1) and a maximum of three (3) candidates with the highest rankings for the offices to be filled should then be placed on a ballot. One name will be placed on the ballot in the event that there is only one qualified nominee for a given position.

In the event there is no qualified candidate for an elected position, the nominating committee shall request that the AASPA staff reopen nominations to the appropriate group and follow the established timeline for the nomination process, which will allow for the submission of a full slate of candidates to the Executive Board at their summer meeting.

A report of the slate selected by the committee for each vacancy to be filled should be sent to the Executive Board Liaison for presentation to the Board at its summer meeting. The slate for office will not be considered final until the Executive Board has acted to accept the report of the Nominating Committee.

While there are no geographical limitations on the selection of nominees for President-Elect or Recording Secretary, the Constitution and By-laws stipulate that candidates for regional representative must come from within the region to be represented. Further, the Constitution and By-laws require that a nomination for regional representative may only be made by a member from within the region.

In arriving at nominations for office, the Nominating Committee should consider ethnicity and gender balance in their recommendations. The selection of candidates should ensure that gender and ethnicity are considered in the procedure. They should also try to ensure that as wide a geographical representation also be reflected on the Board.

The Nominating Committee chairperson should be available ~~at the annual conference~~ to meet with the newly appointed chairperson and provide appropriate guidance and materials for the following year.

#### **4.41 - AASPA Official Nominating Form**

The official Nomination Form will be reviewed and updated annually by the Nominating Committee.

#### **4.42 - AASPA Campaign Guidelines**

- 1) Candidates are to conduct positive campaigns focusing on what they can offer the Association and their profession.
- 2) AASPA will not accept advertising for a member's candidacy in any AASPA publication.
- 3) AASPA will provide each officially nominated candidate with one list of email contacts appropriate or the position they are seeking.
- 4) The Nominating Committee will establish an official campaign period each election cycle. Campaigning may only occur between the published start and end dates. These dates will be communicated in writing to all candidates upon official nomination and will be posted on the AASPA election information webpage.
- 5) Candidate campaign activity—including distribution of materials, email outreach, or announcements including social media intended to influence voting—must occur exclusively within the designated campaign period.
- 6) Candidate headshot, biography and campaign statement must be submitted with nomination form. Submissions may not exceed 500 words; any content beyond this limit will be truncated.

The Association will publish only the materials received by the deadline and will not extend deadlines or create additional content on behalf of any candidate.

7) Upon approval of the official slate of candidates by the Executive Board, candidates shall not participate in, request to participate in, or use any Association activity in a manner that may be construed as supporting, promoting, or providing visibility to their candidacy. *Including but not limited to these items:*

- *Leading Webinars*
- *Presenting Podcast*
- *Creating Blogs*
- *Leading Presentations*

8) Any inquiries or challenges related to campaign or election disputes must be directed to the Nominating Committee in writing. The Committee will review and rule on the matter in accordance with Association guidelines and their decision shall be final.

9) Candidates are discouraged from expending large funds for purposes of encouraging voter support.

10) The winning candidate for President-Elect will be given an opportunity to address the membership at the annual business meeting. Winning candidates for regional offices will be provided an opportunity to address their respective region during the annual conference.

\* The guidelines established by the AASPA Nominating Committee apply exclusively to AASPA-sponsored events and national leadership processes. These protocols do not extend to, or govern the activities of, state-affiliated organizations or their respective local events.

## **NOMINATING GUIDELINES**

- 1) The Committee Staff Liaison bears the responsibility for providing for the AASPA Website information publicizing the vacancies, the nominating procedures, and encouraging nominations from all voting members of qualified candidates representative of the organization for the upcoming year.
- 2) The Nominating Committee will consider all qualified members nominated by any individual(s) or Affiliate for the vacant positions.
- 3) If a written acceptance of nomination has not been received as part of the supportive information provided by the nominator, the Chairperson or designee will obtain a written confirmation from each nominee of interest to be a candidate.
- 4) All written nominations including a 500 word limit biography and campaign statement, and picture, must be received by the chair of the Nominating Committee no later than April 1. The Nominating Committee will prepare a report and submit it to the Executive Board for its June meeting. No individuals who express an interest or seek nomination after April 1 will be considered.

## **ELECTIONS and RESULTS**

- 1) The Association conducts online elections to provide all members with a secure, efficient, and transparent voting process. All data collected for the election will be limited to what is necessary to verify eligibility, ensure election integrity, and administer the election.
  - a) **Data Collected:** For each online vote, the Association may collect:
    - Member Identifier (e.g., email) to verify eligibility.
    - Vote Selection (the candidate or option chosen by the member).
    - Timestamp indicating when the vote was cast.

- IP Address and login metadata for internal security purposes, including detecting duplicate votes or suspicious activity.

**b) Use of Data**

- Vote selections and timestamps are used to tabulate election results.
- IP addresses and other technical metadata are used solely to ensure one vote per member and detect potential irregularities.
- No IP addresses or technical metadata will be shared, published, or linked to individual members.

**c) Privacy and Confidentiality**

- No additional personal information beyond what is necessary for eligibility verification and voting will be collected.
- Identifying information of voters and their individual cast ballot selections will not be disclosed.
- Data collected is for election administration purposes only and will not be used for any other purpose.

**d) Transparency and Reporting**

- Aggregate election statistics may be shared with the Nominating Committee, Executive Board, and membership, such as total number of eligible voters, total ballots cast, and regional turnout.
- Individual member votes or identifying data will not be disclosed.
- In the event of a contested election result in which identifiable voting data or technical information must be reviewed, the Association President shall appoint a special committee composed of members of the Past Presidents Council. The Nominating Committee Chair and the Executive Director shall serve in ex-officio roles to the special committee. The appointed past presidents shall conduct a confidential review of the relevant data and provide written conclusions or findings to the Nominating Committee. The Nominating Committee will consider these findings as part of its deliberations. All decisions of the Nominating Committee remain final.

**e) Candidate Access**

- Candidates will not have access to any information that could identify how individual members voted.
- Candidates will receive only the membership information necessary for official campaign purposes (e.g., names and official emails within their region(s) eligible for voting for the respective office), in accordance with other campaign guidelines.

2) The Nominating Committee will monitor the elections and certify the results to the membership.

*Revised February 10, 2026*