

# LEADERSHIP ASSEMBLY

SECTION 6  
ACSA POLICIES & PROCEDURES

## Section 6 — Leadership Assembly

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### **Policies:**

#### **6.1 Duties and Responsibilities**

In addition to the duties and responsibilities listed in the bylaws the leadership assembly shall receive financial reports at each meeting for review.

#### **6.2 Retired Delegates**

A delegate who retires during the year may, with the concurrence of the region board of directors, complete that fiscal year's service. The region will replace the individual effective July 1.

(Revised: October 2006 Board)

#### **6.3 Expenses for Delegates**

Expenses for attendance of delegates or alternates, and region consultants at all meetings of the leadership assembly will be reimbursed.

#### **6.4 Visitors to Leadership assembly**

Members of ACSA are encouraged to visit and observe the leadership assembly in action.

### **Procedures**

#### **6.5 Agenda**

6.5.1 Preliminary information shall be mailed to all delegates in accordance with the calendar of activities adopted for the year.

6.5.2 The responsibility for obtaining any input/reactions/suggestions from appropriate groups/individuals is up to the region presidents, committee chairs and other delegates.

6.5.3 Items may be added to the agenda prior to the adoption of the agenda but this procedure should be utilized only in exceptional circumstances.

#### **6.6 Resolutions/Amendments to Bylaws**

6.6.1 Resolutions or amendments to the bylaws should, if possible, be included with the preliminary leadership assembly information.

6.6.2 Objections to an agenda item should be limited to inappropriateness, previous consideration, etc. In most cases, members should be allowed a full hearing of their proposals. If defeated the issue is dead until re-introduced. It cannot be acted upon at the following meeting.

(Revised: July 2020 Board)

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### 6.7 Annual Calendar

An annual calendar of regularly scheduled meetings of the leadership assembly shall be presented no later than its annual meeting.

### 6.8 Rules for Conduct of Business

- 6.8.1 The leadership assembly shall operate under Sturgis Standard Code of Parliamentary Procedures unless otherwise provided in the policies & procedures manual.
- 6.8.2 ACSA past president shall be designated parliamentarian for the leadership assembly and shall be in attendance at the portion of a regular or special meeting when actions are taken to insure meetings are conducted in accordance with Sturgis Standard Code of Parliamentary Procedures.
- 6.8.3 Individuals who desire to speak to the leadership assembly shall first be recognized by the president, state their name and status (delegate, region president, committee chair, staff or visitor).
- 6.8.4 The president may impose time limits on presentations to the leadership assembly.
- 6.8.5 The president or assembly by majority vote may call a recess when appropriate to allow time for caucus.
- 6.8.6 Motions for amendments shall be submitted to the president in writing prior to the item being voted upon.
- 6.8.7 Motions for adoption not in the agenda packet shall be submitted to the president in writing prior to the item being voted upon.

### 6.9 Rules Regarding Membership

- 6.9.1 Committee chairs/council presidents who have a vote in the assembly are specified in the policies & procedures manual, Section 5 — Committees.
- 6.9.2 A member serving as a delegate in more than one capacity shall have one vote only.
- 6.9.3 Alternates to leadership assembly may be appointed to attend, participate, and vote if an alternate authorization form has been completed.
  - 6.9.3.1 Alternates may not be appointed for members of the board of directors.

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- 6.9.3.2 Region voting delegates and their alternates must be members of and work in the region they represent.
- 6.9.3.3 Alternates for committee chairs/council presidents must be members of the respective state committee/council.
- 6.9.3.4 Delegates who are represented by an alternate shall transmit relevant information and all leadership assembly materials to the alternate prior to the meeting.
- 6.9.3.5 Delegates or alternates for regions or committees/councils may not be region staff or any other ACSA staff member.

(Revised: February 2014 Board)

### 6.10 Nominating Committee

Rev. The policies for the selection of the Nominating Committee are set forth in  
9/95 ACSA's bylaws, Article IV. The procedure for the Nominating Committee follows:

- 6.10.1 The names and addresses of the chair and members of the Nominating Committee shall be published as soon as available.
- 6.10.2 Recommendations for candidates shall be solicited from the total membership.
- 6.10.3 Regional representatives to the Nominating Committee represent not only their own region but also the partner region and should solicit recommendations from both.
- 6.10.4 The Nominating Committee shall distribute nomination forms. Forms submitted to the Nominating Committee must include a signature of the nominee and the region president.
- 6.10.5 The Nominating Committee shall assess the qualifications of individuals recommended. The Nominating Committee shall submit a slate for officers which takes into consideration the following criteria:
  - I. President-Elect
    - 1. Service as vice president is preferable in order to have had sufficient exposure to the responsibilities of the office and before the leadership assembly.
    - 2. Support the practice of selecting a single slate for this office.

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### II. Vice President

1. Service on the board of directors is preferable.
2. Service on the leadership assembly as region president or state chair is preferable.
3. A slate of more than one candidate will be presented.

### III. Vice President for Legislative Action

1. Active participant in ACSA with experience in a position of leadership at the region level.
2. Experience with political coalition-building is preferable.
3. Experience with grass-roots political action is preferable.

6.10.6 The Nominating Committee shall solicit a sufficient number of candidates to assure a balanced slate.

6.10.7 The Nominating Committee will screen out under qualified individuals or individuals who would contribute to a region or job role imbalance or sustained over-representation.

6.10.8 The Nominating Committee shall publish its report in the preliminary agenda of the first leadership assembly of the fiscal year. The report shall include biographical and other support material for each candidate selected by the Nominating Committee.

6.10.9 Nominations from the floor — Additional nominations may be made from the floor only at the first leadership assembly of the fiscal year provided prior consent has been obtained from the nominee and provided further that seven voting delegates each from a different region concur.

6.10.10 Following the election at the annual meeting of the leadership assembly, the executive director shall contact the employer of the successful candidate for vice president to negotiate terms of the candidate's release for participation as ACSA president. The results will be made available to the board of directors.

(Revised: October 2006, Board of Directors)

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Rev. 07/15 **6.11 Presentation of Candidates and Electioneering**

- 6.11.1 Because participation in ACSA benefits the membership, ACSA distinguishes a difference between service/participating in statewide activities and campaigning for statewide office. To ensure there is a fair, level playing field there will be a campaign orientation for all nominees during or following the October leadership assembly to articulate the difference between participation in ACSA and official campaign activities and to explain campaign protocols and prohibitions. (Revised, BOD, February 2018)
- 6.11.2 Once the slate of candidates is approved at the October Leadership assembly, between that time and the May Leadership assembly, candidates may begin their campaigning by sending promotional materials and other items to delegates and regions. They can also use any other forms of communication, including mailers, emails, phone calls, video and social media. In-person campaigning shall not conflict with ACSA sponsored activities such as workshops, academies, Legislative Action Day or region and charter meetings. Revised, BOD July 2018
- 6.11.3 Dissemination at or during any leadership assembly of campaign materials other than provided for in this section (6.11) is prohibited.
- 6.11.4 The only time a reception or event can be held for a particular candidate is at the annual Leadership Summit.
- 6.11.5 Any violations to the guidelines set forth in the ACSA policy and procedures shall be referred to the ACSA Executive Committee who will determine sanctions that may include disqualification.
- 6.11.6 Prior to the **February and May Leadership assembly** meetings, a biographical sketch and a candidate's position statement of not more than 200 words will be distributed to each voting member of the leadership assembly, and posted on ACSA's website at [www.acsa.org/stateelections](http://www.acsa.org/stateelections). ACSA will publish a "special election" segment prior to the May Leadership assembly Meeting in an EdCal edition that includes the information noted above, as well as photo(s) of the candidate. ACSA will also produce video profiles of each candidate and distribute throughout the association and host an online forum wherein regions can engage the candidates. Candidates are welcome to submit articles for EdCal, Leadership, and elsewhere; publication will be determined based on established criteria. Revised, BOD July 2018
- 6.11.7 At the May meeting of leadership assembly (prior to the election) ACSA will host a reception that provides an opportunity for the delegates to get to know each candidate. Each candidate will be provided a randomly assigned table at

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the evening reception. A brief forum will be scheduled to allow the candidates to answer questions relative to the new position they are seeking.

From this table the candidate and his/her representatives, at their expense, may hand out materials promoting his/her candidacy. Materials will not be allowed on the leadership assembly floor. Neither can they be displayed anywhere else in the hotel. There shall be no other receptions or parties for any candidate except at the Leadership Summit.

- 6.11.8 All candidates will be introduced at the **February and May Delegate Assemblies** and will be allocated three minutes each for their presentation before the total voting membership of the leadership assembly. Nomination and presentation of the candidate at the February and May leadership assembly meeting shall be limited to distribution of the same statement of information as provided in the report of the Nominating Committee. No introductions of candidates or further nominations will be allowed. Any candidate who is not a regular member of the assembly will be invited to attend this meeting at ACSA's expense.
- 6.11.9 Candidates who have been nominated for state officer positions shall be provided at no expense an email list and two sets of mailing labels for voting members of the leadership assembly. Each candidate will be provided a specified budget not to exceed \$350 to offset mailing expenses.
- 6.11.10 Board officers are precluded from endorsing a candidate running for state office.

### 6.12 **Balloting**

- 6.12.1 The president shall appoint a board of tellers of three or more persons to count the ballots.
- 6.12.2 On any ballot the candidate receiving a majority of votes shall be elected.
  - 6.12.2.1 When no candidate receives a majority of votes, the candidate receiving the fewest number of votes shall be dropped from the next ballot. In the event of a tie for the fewest number of votes, another ballot will be cast.