

COMMITTEES

Policy Statement 400.5 Guidelines for the NAESP Nominating Committee

The process by which candidates are nominated for election to office in NAESP is intended to assure NAESP members of three essential elements: nomination of the best qualified on-line principals and assistant principals as candidates, representation of minorities among the officers of the Association, and a fair and open nomination process.

Scope of Policy

The assurances of the policy are guaranteed through: (a) a full review of data submitted by candidates and of criteria for candidates, (b) a specified category year for the office of Vice President, and (c) committee procedures. Chief consideration at all times shall be given to the qualifications of each individual. For the office of Vice President, the individuals must be within the specified category according to the Guidelines.

Guidelines for Implementation

1. The Committee shall use all available data in the determination of which candidates shall be selected for the ballot for Vice President. Criteria to be included in such consideration are:
 - A. Regular membership (active, life, emeritus) in NAESP. The number of years of membership service should also be considered.
 - B. On-line principal or assistant principal, which is defined as an individual assigned to a specific school as a principal or assistant principal who is responsible for the supervision and evaluation of teachers and is responsible for children in that school.
 - C. Demonstrated interest and leadership in professional association activities.
2. In order to assure representation of ethnic minorities in the office of Vice President, the following process is established:
 - A. Ethnic Minority. If no member of an ethnic minority has been elected to the office Vice President for five (5) consecutive years, in the sixth year, the election for office of the Vice President will be a special category year for ethnic minority members. The five-year cycle for the special category year will start over at zero when either a special category year occurs or an ethnic minority member is elected to the office of Vice President. Five-year cycles will be measured from 2013 as year one.
 - B. Ethnic minority candidates shall submit their Prospective Candidate Data Forms so they arrive at NAESP headquarters no later than October 1. If by October 1 of the year preceding the special category year, no ethnic minority candidate or only one ethnic minority candidate has submitted a Prospective Candidate Data Form for that special

category, then the deadline will be extended to November 1. If by November 1, no ethnic minority candidate or only one ethnic minority candidate has submitted a Prospective Candidate Data Form, then the deadline will be extended to December 1 and declared open.

C. If any special category year becomes open, state leaders will be so notified and urged to seek potential candidates, who will have until January 1 to submit their Prospective Candidate Data Forms.

3. Previous candidates who were not selected by a prior Nominating Committee may submit a letter to the chair of the Nominating Committee (with a copy to the Executive Director) reinstating their candidacy and updating their materials. Prior candidates shall not be considered as active candidates unless such a written request is submitted.

Procedures

1. Each year the President shall notify the Nominating Committee of the rotation schedule for the office of Vice President, including all nomination policies and procedures.
2. The Nominating Committee shall carefully consider all guidelines and established nomination criteria in its review of prospective candidate data and materials and in its selection of two candidates for Vice President.
3. Persons who serve on the Nominating Committee shall not be considered for a position on the Board of Directors during the year of service on the Nominating Committee.
4. Between the time of election to the Nominating Committee and the time of the Nominating Committee meeting, members of the Committee shall not endorse, either in writing or otherwise, any potential candidate.
5. When the Nominating Committee convenes, it shall first discuss and reach agreement on the process to be used for selecting the candidates for Vice President. The selection process criteria for Vice Presidential candidates must include all categories listed on the Prospective Candidate Data Form with the addition of "Communication Skills." All candidates' credentials, by position, must be reviewed prior to implementing the process of selection.
6. The Chair of the Nominating Committee will determine the questions to be asked of the nominees in their live electronic interview.
7. The Chair of the Nominating Committee shall work in advance with the Committee to reach a consensus of the three questions to be asked of each nominee. The nominees shall be notified in advance of two of the three questions; however, the third question will be asked to elicit a spontaneous response during each nominee's interview.
8. As soon as possible after the Nominating Committee has selected the nominees for the Vice Presidential election, the Chair of the Nominating Committee shall report the selected nominees to the NAESP President and Executive Director.

9. Upon confirmation by the President and the Executive Director of adherence to the guidelines, the Nominating Committee Chair shall cause the nominees to be notified by telephone and in writing of their selection. Candidates not nominated will be similarly notified.
10. If the President and the Executive Director determine that the guidelines have not been followed, the President will so notify the Nominating Committee's Chair and direct the Nominating Committee to reconvene to prepare a slate of nominees that does conform to the guidelines.
11. Upon the Chair's receipt of a notice from the President as specified in Procedural Step No. 8, above, the Chair shall reconvene the Nominating Committee as soon as possible. Following the preparation of a new slate of nominees, the Chairman of the Nominating Committee shall once again commence the review process initiated in Procedural Step No. 5, above, and the process will continue again through Procedural Step Nos. 5, 6, 7 and 8, above, before proceeding to Procedure Step No. 10, below.
12. The report of the Nominating Committee shall be submitted to the Executive Director, who shall direct the preparation of appropriate publicity and the ballots.
13. In the event one of the candidates for Vice President drops out, for any reason, following selection by the Nominating Committee, the Nominating Committee will reconvene by conference call and identify a second candidate. In extenuating circumstances, the Board of Directors may change the deadline dates set for the balloting process to accommodate this situation.
14. In the event both candidates for Vice President drop out before the election, the Nominating Committee will reconvene by conference call and identify two new candidates. If there is a vacancy in the office of Vice President, the Board will follow the vacancy process stated in the NAESP Bylaws.
15. Any candidate who drops out before the election, as stated above, should inform, in writing if possible, the NAESP Executive Director, who will in turn notify the Chair of the Nominating Committee and the NAESP President. The Chair of the Nominating Committee will telephone the candidate to confirm his/her action whether their notification was in writing or by telephone.

Authority Level

Action

As specified.

As stated above