



Memorandum

To: AESA Superintendents/CEO's
From: Dee Alarcon, President
Date: July 1, 2010
Re: 2010/2011 AESA Executive Council Nominations

Each year the Association of Educational Service Agencies (AESAS) shares with its members the Call for Executive Council Nominations. As president of AESAS, I ask that you think about serving on the Council.

AESAS is a respected and growing organization. We have a very strong association agenda for this year that includes work being conducted by the following committees: membership services, governmental relations, business relations, research and development, and the global education ad hoc committee. The annual conference in early December has grown exponentially over the last decade. I believe this growth is due to the hands-on efforts of our members and Executive Council. The annual conference, as well as other association activities, is organized by AESAS members.

While there is an expectation of real involvement and, yes, actual hard work; personal and professional growth by Council members is significant. It is an experience that Council members enjoy very much.

AESAS Bylaws, Article III, Section (b) states "In order to maintain 12 Council members and have four-year terms of office each region elects Council members three out of four years. The election sequence will be determined by the Council with each region having a bye every four years." This year the Eastern Region has the bye and will not have a nominee. The states in the Eastern Region are Connecticut, Indiana, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont. These states will, however, have the opportunity to vote in the national election. This year's national nominations must come from the Central, Western and Southern regions.

All nomination materials can be found on the AESAS Website <http://www.aesa.us>. I urge you to give careful consideration to running for a Council position. Nominations, biographical statements, signed pledge letter, and a digital picture are due at the AESAS office on or before September 10, 2010

**ASSOCIATION OF EDUCATIONAL SERVICE AGENCIES (AESAs)
CALL FOR
EXECUTIVE COUNCIL NOMINATIONS**

AESA is your voice at the national level. By linking the local, regional, and national activities into a strong network representing ESAs throughout the country, we have become the fastest growing and one of the most influential educational associations in America. This success has been the direct result of outstanding leadership on the AESA Executive Council.

AESA is governed by a twelve/thirteen member body including twelve council members and the immediate past president. The past president, depending on whether he/she was elected in the third or fourth year of his/her term, will either be the twelfth or thirteenth member. In order to maintain twelve council members and have four-year terms of office, each region will elect council members three out of four years. The election sequence was determined by the council with each region having a bye every four years.

- Each state may have only one voting representative on the council at a given time. Therefore, states with current council members are ineligible to offer nominations.
- No state shall be represented by an elected member on the council for more than four consecutive years, except in the case of the past president where the past presidency may occur in his/her fourth or fifth year, depending on the year he/she was elected president.
- Council members may not serve consecutive terms of office. The state whose Council member serves as past president is ineligible during the year of the past presidency.

Current Council Members	Region	State
James Baldwin (President Elect)	Eastern	New York
Dan Hare	Eastern	Ohio
Marjorie Wallace	Eastern	Pennsylvania
Bruce Dennison	Central	Illinois
Cliff Carmody	Central	Minnesota
Mick Loughran	Central	Nebraska
Joseph Crozier (Past President)	Central	Iowa
Steve Aguirre	Western	New Mexico
Dee Alarcon (President)	Western	California
Mike Cook	Western	Kansas
John Bass	Southern	Texas
Dee Cockrille	Southern	West Virginia
Lindy Franks	Southern	Arkansas

Executive Council Responsibilities

- Appoint the Executive Director.
- Approve the revenue and expenditure budgets for AESA.
- Approve program recommendations of the Executive Director.
- Make final eligibility determination for members.
- Set membership fees.
- Conduct annual performance review of the Executive Director.
- Recommend bylaws changes for action by the membership.
- Establish the strategic planning objectives for AESA.
- Communicate with members within the region represented

In Addition, Individual Council Members

- May serve as president-elect.
- May serve as president.
- May serve as past-president.

Volunteer Leadership Opportunities

AESA is very much a volunteer organization. In the past, Executive Council members have stepped forward to direct and manage professional development programs, and assume leadership roles for subcommittees formed to address timely topics. Following is a list of key responsibilities council members have shared:

- May chair the annual conference.
- May serve on the Summer CEO Conference committee.
- May serve on standing committees, subcommittees and adhoc committees.
- May write “From the Council” columns for our newsletter, *AESA News*.

AESA Events

Following are some guidelines to help better understand the responsibilities of an AESA Council member.

Council Meetings – Council member attendance is “essential” at the following official council meetings:

- Spring Council Meeting This meeting is usually held in late April or early May. It is the first official meeting for new council members.
- Summer Council Meeting This meeting is usually held at the summer conference site the day before or after the summer conference.
- Fall Council Meeting This meeting is usually held in September, the day before or after the AESA Educators' Call to Action: Federal Advocacy conference in Washington D.C.
- December Council Meeting This meeting is usually held one day prior to and at the site of the AESA Annual Conference.

Other AESA Events – In addition, council member attendance is “recommended” at the following AESA events:

- Legislative Agenda-setting Meeting for the Governmental Relations Committee
This meeting is open to council members and the federal relations representative from each state. The purpose of this meeting is to set that year's legislative agenda and usually takes place in mid-January in Washington, D.C.
- New Council Member Orientation This meeting is scheduled around the Spring Council Meeting. It is attended by the three new Executive Council members, the president, the president-elect, past president, standing committee chairs, AESA Foundation chair and AESA staff.
- CEO Summer Leadership Seminar This is a two or three day AESA Foundation sponsored conference in July for CEOs and their executive level administrators.
- Educators' Call to Action: Federal Advocacy Conference - Sponsored by AESA and held in mid-September in Washington D.C. The purpose is to work the appropriation process on Capitol Hill with Congress and to receive briefings from the U.S. Department of Education.
- AESA Annual Conference The annual conference is usually held the first week of December.

Expense Reimbursement

AESA reimburses council member expenses for “essential” travel. The rationale which distinguishes “essential” from “recommended” travel is that AESA assumes council members would attend the various organization events as an active member of the association, and therefore would be responsible for their own travel expenses. This rationale was designed to keep travel/administrative expenses to a minimum and thus keep membership dues as low as possible. Standard reimbursable expenses for AESA are:

- Airfare
- Hotel Room
- Meals
- Incidentals, such as baggage handling, taxi fare, parking, etc.
- Car Rental (only when essential)

AESA OFFICIAL ELECTION INFORMATION

National Elections. Council candidates are nominated by region, but elected by national vote. AESA bylaws state that only the chief executive officer of an AESA member agency is eligible to nominate, be nominated, and vote.

Regional Primary Elections. If there are more than two nominees from a given region, a regional election will be held to determine the two finalists to be placed on the national ballot.

Limitations. Each state may have only one voting representative on the council at a given time. Therefore, states with current council members are ineligible to offer nominations. No state shall be represented by an elected member on the council for more than four consecutive years except in the case of the past president where the past presidency may occur in his/her fourth or fifth year, depending on the year he/she was elected president. Council members may not serve consecutive terms of office. The state whose council member serves as past president is ineligible during the year of the past presidency.

Regional Composition

Central: Illinois, Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin.

Southern: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, Missouri, North Carolina, South Carolina, Texas, Virginia, West Virginia.

Western: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, New Mexico, Oregon, Utah, Washington, Wyoming.

Eastern: (BYE)
Connecticut, Indiana, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont.

Procedures

Following the above delineated limitations, nominations for specific regional council positions must be submitted by filling out the nomination form, sending in a biographical statement of 150 words or less and a digital picture, and mailing in the signed pledge letter to AESA by September 10, 2010. Biographical statements over 150 words will be declared ineligible.

Campaign Guidelines

General

1. Each candidate must have completed a nomination form and have signed a candidate pledge letter. The candidate pledge letter ensures that all candidates are treated equally and that the candidate will follow the letter and spirit of the election guidelines.
2. To assist the membership in making its decision, the 150 words or less biographical statement submitted with the nomination form will be included with the ballot. Please send the statement in a Word document to info@aesau.com along with a digital picture. Candidate information will be reproduced as unedited copy as received from the individual candidates. Biographical statements over 150 words will be declared ineligible.
3. Candidates are allowed a one-time postal mailing per election at their own cost. If requested, candidates will be provided with one set of current AESA membership labels from AESA for each election (regional and national).

4. Candidates are allowed two electronic mailings per regional election and two electronic mailings per national election. For the national election the candidate may send one electronic mailing prior to the annual conference and one electronic mailing after the annual conference. AESA will send out the electronic mailing provided by the candidates to the membership. Please send the text along with the preferred date for it to be sent out to info@aesa.us. AESA only allows one candidate e-mail per day, first come, first served.
5. AESA will place the candidate's picture and the biographical statement in the *AESA News* newsletter, which is also on the AESA website.
6. Members of the AESA Executive Council and all AESA employees are prohibited from endorsing candidates.

Campaigning at the AESA Annual Conference

1. Buttons, hats or similar items are prohibited.
2. Candidates will be provided with a table in the vendors' area where literature can be distributed. Only the candidate or one representative may work the table at any one time.
3. A candidate ribbon will be provided for attachment to the conference name badge.
4. Candidate receptions are prohibited.

Penalties

Penalty for violation of the above rules may cause removal from the ballot. Removal to be determined by the president and executive director or their designee(s).

2010/2011 Election Timelines

July 1, 2010	Nomination information and forms are posted on the AESA Website – www.aesa.us .
September 10, 2010	Nominations, biographical statements, pledge letter and picture are due at the AESA office.
September 24, 2010	Nominations set or, if necessary, regional primary election ballots mailed to involved regions(s).
November 5, 2010	Regional elections ballots due at AESA office.
December 8, 2010	National ballots mailed or electronically submitted to the AESA membership.
January 15, 2011	National ballots due in AESA office.

Nomination and signed pledge letter must be received in the AESA office by September 10, 2010 and must be accompanied by a biographical statement no longer than 150 words and a digital picture. Please e-mail your biographical statement in a Word document to info@aesa.us

Region (Check One) Central____ South ____ West _____ East (Bye)
Nominees must be a chief executive officer of an educational service agency that is a member of AESA.

NOMINATION

Nominee: _____
Title: _____
Agency: _____
Address: _____

Phone: _____ Fax: _____ E-mail: _____

Nominations must be submitted by a chief executive officer of an educational service agency that is a member of AESA.

Nominated by: _____
Title: _____
Agency: _____
Address: _____

Phone: _____ Fax: _____ E-mail: _____

Please return completed nomination form by September 10, 2010 to:

**Peter Young
AESA Chief Financial Officer
53 Hotchkiss Grove Road
Branford, CT 06405-5409**

Ph: (703) 875-0739 FAX: (203) 483-7550 E-mail: pyoung@aesa.us



Pledge Letter

In order to minimize costs for elections and insure equal treatment of all candidates, the AESA Council has approved the following campaign guidelines.

General

1. Each candidate must have completed a nomination form and have signed a candidate pledge letter. The candidate pledge letter ensures that all candidates are treated equally and that the candidate will follow the letter and spirit of the election guidelines.
2. To assist the membership in making its decision, the 150 words or less biographical statement submitted with the nomination form will be included with the ballot. Please e-mail your biographical statement in a Word document to info@aesa.us, along with a digital picture. Candidate information will be reproduced as unedited copy as received from the individual candidates. Biographical statements over 150 words will be declared ineligible.
3. Candidates are allowed a one-time mailing per election. If requested, candidates will be provided with one set of current AESA membership labels from AESA for each election (regional and national).
4. Candidates are allowed two electronic mailings per regional election and two electronic mailings per national election. For the national election the candidate may send one electronic mailing prior to the annual conference and one electronic mailing after the annual conference. AESA will send out the electronic mailing provided by the candidates to the membership.
5. AESA will place the candidate pictures and biographical statements in the *AESA New Newsletter*, which is also on the AESA website.
6. Members of the AESA Executive Council and all AESA employees are prohibited from endorsing candidates.

Campaigning at the AESA Annual Conference

1. Buttons, hats or similar items are prohibited.
2. Candidates will be provided with a table in the vendors' area where literature can be distributed. Only the candidate or one representative may work the table at any one time.
3. A candidate ribbon will be provided for attachment to the conference name badge.
4. Candidates will be introduced at the AESA Annual Conference
5. Candidate receptions are prohibited.

Penalties

Penalty for violation of the above rules may cause removal from the ballot. Removal to be determined by the president and executive director or their designee(s).

As a candidate I have read the candidate guidelines and am committed to following the letter and spirit of these guidelines.

Candidates Name (please print)

Candidate Signature

Date

6.09.10