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

AESAs is your voice at the national level. Our association is the only organization that links local, regional, and national activities into a strong network for ESAs. This success has been the direct result of outstanding leadership on the AESAs Executive Council.

AESAs 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.

<b>Current Council Member</b>	<b>Region</b>	<b>State</b>
Christopher Rooney David Branch John J. George	Eastern	New Jersey Ohio Pennsylvania
Jeff West (President) John Sheldahl Suzanne M. Riley	Central	Nebraska Iowa Minnesota
Jill Broussard Mike Cook Sheryl Weinberg	Western	Arizona Kansas Alaska
Phoebe Bailey (President-Elect) Jerry G. Maze (Past President) Joseph Oliverio Nancy Hutchinson	Southern	Arkansas Texas West Virginia Kentucky

### **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 by-laws 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 Leadership Conference committee.
- May serve on standing committees, subcommittees and ad hoc committees.
- May write for the online newsletter.

### **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 March or early April. 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 the Summer Leadership conference.
- Fall Council Meeting: This meeting is usually held in September, the day before 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 Annual Conference.

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

- Legislative Agenda-setting Meeting for the Federal Advocacy 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 prior to the Spring Council Meeting. It is attended by the three new Executive Council members, the president, the president-elect, past-president and AESA staff.
- Summer Leadership Conference: This is an AESA Foundation sponsored conference in July for leadership teams.
- 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 week after Thanksgiving.

### **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. 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: (BYE)** 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:** 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 15, 2017. 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 [jbass@aesa.us](mailto:jbass@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 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 email along with the preferred date for it to be sent out to [jbass@aesa.us](mailto:jbass@aesa.us).
5. AESA will place the candidate's picture and the biographical statement in the *AESA Online News* e-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. 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).

### **2017/2018 Election Timelines**

<b>June 6, 2017</b>	Nomination information and forms are posted on the AESA Website. <a href="#">AESA Executive Council</a>
<b>September 15, 2017</b>	Nominations, biographical statements, pledge letter and picture are due at the AESA office.
<b>September 26, 2017</b>	Nominations set or, if necessary, regional primary election ballots mailed to involved regions(s).
<b>October 24, 2017</b>	Regional elections ballots due at AESA .
<b>December 12, 2017</b>	National ballots mailed or electronically submitted to the AESA membership.
<b>January 9, 2018</b>	National ballots due in AESA office.

**Nomination and signed pledge letter must be received in the AESA office by September 15, 2017 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 [jbass@aesa.us](mailto:jbass@aesa.us).**

Region (Check One): Central \_\_\_\_\_ South (BYE) \_\_\_\_\_ West \_\_\_\_\_ East \_\_\_\_\_

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

## NOMINATION

Nominee: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please return completed nomination form by September 15, 2017 to:  
John Bass, COO at [jbass@aesa.us](mailto:jbass@aesa.us)**

## **Pledge Letter**

In order to minimize costs for elections and insure equal treatment of all candidates, the AESA Executive 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 [jbass@aesa.us](mailto:jbass@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 Online News*, 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.
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3. Candidates will be introduced at the AESA Annual Conference
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).

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

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Candidate Name (please print)

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Candidate Signature

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Date