

# National Association of School Psychologists OPERATIONS HANDBOOK \*

## NOMINATIONS AND ELECTIONS

### *Values*

Efforts are made to encourage maximum participation by NASP members in the election process and elections with two or more candidates are encouraged.

Elections are fair, and ample opportunity is given for the membership to learn about the candidates through the use of printed, electronic, or audio methods distributed by NASP.

All candidates have equivalent opportunities to present information about themselves and to campaign with NASP members.

NASP elections and campaigning are conducted with integrity befitting a professional organization and are consistent with the ethical principles, professional practices, and standards of the association. Candidates are courteous and respectful of other candidates. Candidates honor and respect the privacy and professionalism of all members.

All members, including candidates, are active stewards of the election process and will help insure a fair election by monitoring and reporting alleged election irregularities.

### *Procedures*

The Nominations and Elections procedures shall be maintained by the Association (see [Appendix VIII.1 – Nomination and Election Procedures](#)). Procedures include the following:

- Candidate eligibility criteria
- Nomination and election procedures for all elected positions, including Delegate Representative
- Time lines
- Selection of nominees for ballot
- Resolution of a tie for election
- Filling an office when no nominees apply
- Notification of nomination and election
- Proposal of a slate
- Candidate submission requirements
- Campaigning

## APPENDICES

<b>Appendix</b>	<b>Title</b>
VIII.1	Nominations and Elections Procedures
_____	NASP Constitution and Bylaws

## Appendix VIII.1: Nomination and Election Procedures

### 1. Nominations and Elections Workgroup

- a. **Structure.** The Nominations and Election Workgroup will be composed of the Immediate Past President, two other Past Presidents, and one Delegate and one Delegate Representative (not to be from the same region). Three members of the committee would constitute a Quorum. Each year, the NASP President appoints a Past President as chairperson.
- b. **Functions.** The Nominations and Election Workgroup oversees all aspects of the NASP elections process. The workgroup serves as a resource to staff in this regard and as an advisory committee to the Executive Council.
- c. **Duties.** The workgroup is responsible for monitoring the entire election process from the solicitation of candidates to the announcement of the election results.

The workgroup shall enforce the rules set forth by the Executive Council/Delegate Assembly as described herein. The workgroup shall recommend to the Executive Council/Delegate Assembly any and all procedural changes that it deems necessary and appropriate. The workgroup shall address all election complaints with final mediation if necessary by the Executive Council.

Members of the Nominations and Elections Workgroup shall refrain from actively supporting a candidate. Should a workgroup member feel it is necessary to publicly endorse or actively campaign for a candidate, that workgroup member should recuse him/herself from the Workgroup.

### 2. Nominations Candidates

- a. **Call for Self Nominations.** A Call for Self Nominations with a description of the responsibilities of each position and the procedure potential candidates must follow in the self nomination process will be published in the *Communiqué*, on the NASP website, and in additional NASP electronic publications.
- b. **Eligible Candidates – State Delegate.** Any NASP Member (except Associate, Student Associate, Canadian, and International Members) may run for a NASP Delegate position. Candidates must be credentialed as a school psychologist (state credential or NCSP) or have completed a school psychology training program but are not required to have prior experience as an elected or appointed leader of NASP.

Delegate candidates must have their official NASP mailing address in the state they wish to represent. They must either live or work in this state. These positions will be elected by the NASP members from their state.

- c. **Eligible Candidates – Officer.** Any NASP member (except Associate and Student Associate) may run for a NASP officer position. Candidates must be credentialed as a school psychologist (state credential or NCSP) or equivalent, (Canadian or International Member) or have completed a school psychology training program. Candidates are not required to have prior experience as an elected or appointed leader of NASP. This position will be elected by the voting NASP membership.
- d. **Notification of Intent to Seek Election.** Written notification (ground mail or email) of prospective candidates' intent to seek election must be received by the Nominations and Elections Chair by the 15th of September. No member may seek election to two or more positions within the same election period. Current Delegates or officers may seek a different position while holding an elected position. If elected to a new position they will be required to resign from their former position. Unsuccessful candidates may continue in their current positions.
- e. **Candidate Packet.** NASP will inform the announced candidates about the schedule, procedures, campaigning rules, and other information about the election process by October 1st.
- f. **Statement of Compliance.** All candidates will be expected to sign a "Pledge of Compliance" to the rules and procedures for election (including campaigning rules, NASP website policies for users and access to Leadership Tools, etc) and the [NASP Conflict of Interest Policy](#) and return it to the Nominations and Elections Chair via ground mail or email by October 10th.
- g. **Certification of Candidates' Membership.** All potential candidates must be certified as members of NASP as of October 1st to be on the ballot.

- h. *Statements and responses to questions.*** The Nominations and Elections Workgroup will determine a schedule of responses that candidates will be responsible to complete and submit to the Chair. These will include biographies, two opportunities (officers) – one (delegates) to have NASP send personal statements to the members, and additional responses to questions posed by the Nominations and Elections Workgroup. Additional requirements will be presented to the candidates as needed to insure adequate exposure for all candidates.
- i. *Dissemination.*** The list of members interested in seeking election will be placed in the Communiqué, NASP Announce, NASP Listserv, and NASP website.

### **3. Campaign Practices**

***The campaigning policies and procedures apply to all candidates as well as others who may be supporting a candidate.***

All campaigning must be positive. It is required that a candidate (and his or her supporters) only campaign about his/her own qualities and positions and any reference to an opponent's qualifications or positions is forbidden.

Each candidate is asked to honor and respect his/her fellow members and is asked to use caution in sending multiple messages or extensive documents as part of campaigning. All candidates will have ample opportunity to make personal statements to the membership through NASP mailings, postings on the NASP website, and e-mails sent by NASP. NASP will send two personal statements to the NASP membership for officer candidates and one personal statement to state members for delegates. More communications may be authorized by the N&E committee at its discretion.

Candidates and their supporters may contact anyone **individually** about the election. Any written communication must be on a one-to-one basis i.e. one e-mail address per e-mail message. Candidates or supporters may not use Listservs, group e-mails, social networking (e.g., Facebook, Twitter), broadcast telephone message, and other communications sent to large groups to campaign. All campaigning should be individual communications from the candidate or the supporter to another member. The use of flyers, bumper stickers, buttons, or other promotional materials to campaign is prohibited.

To level the playing field and insure that all candidates have equal access to NASP online membership and workgroup lists, all announced candidates will have “leader access” to the NASP website and the Leadership Tools webpage. As specified in the NASP website user policy for NASP leaders, leader access to the NASP website and Leadership Tools are restricted to only authorized individuals. A candidate’s login/password for the NASP website and access to Leadership Tools are intended for only the authorized individual; login and access may not be shared or transferred to others. All candidates may use these tools to find e-mail addresses, postal mailing addresses, and phone numbers of members. They may **NOT** use these tools to “Export lists to Excel” or develop and send automated or group e-mails to the membership using the “Send an e-mail to this group using an online form” or “Send an e-mail to this group using your own e-mail client” within the Leadership Tools site. Again, campaigning policy permits only one e-mail address per e-mail message. All individuals acting in their capacity as candidates will agree to use Leadership Tools for approved campaigning purposes and adhere to the NASP website user policy for NASP leaders. Those who use the restricted leader access to the NASP website or Leadership Tools in a manner forbidden by these Campaigning Policies or the NASP website policy may lose their access to Leadership Tools or may have additional sanctions placed on them by the N&E Workgroup.

The use of the NASP logo, print or electronic mediums (such as the NASP website, *Communiqué*, e-mail or *NASP Announce*), or NASP staff for campaign purposes is prohibited.

A candidate or their supporters may reference a personal Web or social networking sites, but a candidate may not use the site to campaign for the position they seek or make reference to the election. Reference to a website in candidates’ messages will not be active links in printed or posted materials on the NASP website or in NASP materials. It is permissible to link from a personal website to the NASP website.

Minimal expenditure of a candidate’s own funds or those of other individuals or organizations for campaigning is acceptable. The maximum personal expenditure for an officer election is \$150 and in this day of electronic communication there is little need for personal expenditures for a delegate race.

State school psychology associations and other professional associations should refrain from endorsing any one candidate for a specific position, but instead are asked to promote the NASP election process and to encourage their eligible members to vote. For example, a state association may facilitate the dissemination of all candidate statements or the link to the NASP website. State or other professional associations may facilitate delegate candidate forums assuming that ALL delegate candidates for a position are included in the event. They may not conduct officer candidate forums. Candidates should not make public statements promoting their candidacy unless it is within a public forum that includes all candidates. Again, the use of flyers, bumper stickers, buttons, or other promotional materials to campaign is prohibited.

Candidates are cautioned that anyone campaigning for them is responsible for following the campaigning procedures. Candidates are asked to advise their supporters of these procedures and supply them with copies of these procedures. Candidates should report any suspected irregularities or breaches by their supporters to the Nominations and Elections Workgroup. Candidates and supporters are also advised to use care and insure the NASP Ethical Principles and advisories issued by the Ethics Committee are followed when enlisting the support of graduate students, supervisees, coworkers, and others who may be in a subordinate role with the candidate.

If a candidate has a question or is uncertain if a planned campaigning activity is consistent with these campaigning rules, he or she should contact the Nominations and Elections workgroup **in advance** of the planned activity.

Serious breaches of the campaigning procedures may lead to sanctions that may include a warning or even disqualification. When the Nominations and Elections Workgroup becomes aware of a possible breach of the Campaigning Policies and Procedures, for example, through a complaint reported by a NASP member or other means, the candidate or supporter will be contacted by the Nominations and Elections Workgroup Chair regarding the alleged breach of procedures. See #6 below to review the complaint procedures.

#### 4. General Election

- a. **Candidates.** Any member who indicates their interest in being elected and meets eligibility requirements will have their name placed on the ballot for the position they are seeking. Each General Election ballot will have a write-in slot for each position being contested regardless of the number of announced candidates.
- b. **Filling Out the Slate of Candidates.** In the event that no candidate self nominates for a position, the NASP Executive Council will solicit candidates.
  - In the case of delegate, the NASP President will contact the president of the state association to seek at least two interested members. In the event that the state association requests assistance in determining who the candidates would be, the Nominations and Elections Workgroup will help facilitate polling the state association board.
  - In the case of no one being nominated or willing to take the nomination for an officer position, the NASP Executive Council will nominate two candidates who are willing to run for the officer position. The Nominations and Elections Workgroup will facilitate the polling of the NASP Executive Council to obtain the candidates.
- c. **Statement of Compliance.** In order to be placed on the general election ballot, each candidate is required to sign a “Pledge of Compliance” to the rules and procedures for election (*including campaigning rules, NASP website policies for users and access to Leadership Tools, etc*) and the [NASP Conflict of Interest Policy](#) and return them to the Nominations and Elections Chair (using ground mail or email) within 10 days of the receipt of the procedures.
- d. **General Election Statements.** The Nominations and Elections Workgroup will prepare a series of questions for the candidates to respond to that will allow them to address their qualifications and previously held positions within NASP or their state association, articulate their goals and vision for the NASP, and discuss important issues facing school psychology. Schedule deadlines, format, and length of such statements will be given to the candidates at the time they receive their questions from the workgroup.
- e. **Schedule of Election.** The election shall be scheduled so that results will be known before the annual NASP convention is held. The voting period shall be scheduled so that at least a three-week voting

window is available for the membership.

- f. **Membership Voting Eligibility.** To be eligible to vote, a person must become a NASP member (except associate and student associate) at least three weeks before the start of the NASP General Election. The membership “as of” date will be announced in the *Communiqué* and in other official NASP communications.

## 5. Election Process

- a. **Ballots.** An outside, independent elections firm selected by the Executive Council will run the General Election. Ballots will be available to all NASP members via the Internet or by requesting a paper ballot. The election website address and procedures for requesting a paper ballot will be announced to all current members via official NASP electronic communication, the NASP website, and the *Communiqué*.

All ballots will have a method to rotate the names as they appear on the online ballots. In the event of more than two candidates running for a specific position the Ballot will have a preferential voting system such as the Hare or Hare-Clarke system to help identify a clear winner. Prior to the start of the election cycle the Nominations and Elections Workgroup will consult with the independent election vendor to choose a system that is most preferred based on the number of candidates in each race. The system chosen will be used to determine a clear winner in each race and no run-off election will be held.

- b. **Returning Ballots.** Ballots must be received by NASP (through the selected firm) via electronic voting or by paper ballot by 5:00 p.m. Eastern Time the day the election polls close in order to be counted in the election.
- c. **Counting Ballots and Certifying Results.** The outside, independent elections firm selected by the NASP Executive Council will supervise the counting and certification of the ballots. Within three days of the close of the election results ballots will be certified and communicated to the Nominations and Elections Workgroup Chairperson who will notify candidates of the results.
- d. **Run-Off Elections.** In the event of a tie for first place in a two candidate race there will be a run-off election facilitated by the elections firm. Internet ballots listing the candidates with the two highest numbers of votes will be prepared. Paper ballots will not be used. NASP will provide two e-mail blasts announcing the run-off election and the voting and ballot procedures. Internet run-off ballots must be received by the elections firm within 14 days of the polls opening to be valid and counted.
- e. **Finalizing the Election.** After receiving the election report from the outside elections firm, the Nominations and Elections Workgroups shall submit a report of the results to the Executive Council, including comprehensive data for the results of each election and a summary of all complaints and irregularities in the election process, as well as their resolutions by the workgroup. The Executive Council shall officially finalize the election results at an Executive Council meeting (virtual or face-to-face) within 45 days following the close of the election cycle and the certification of the independent election firm. The Executive Council shall consider any remaining election complaints or concerns prior to finalizing the election at the Executive Council meeting. The President shall inform the Nominations and Elections chair of the decision of the Executive Council, and the chair shall inform all candidates of the results. If the EC does not validate the election results within 45 days the EC will provide a plan for a new election or a separate remedy that they consider appropriate.

## 6. Election Complaints and Enforcement

Only current NASP members may make election complaints. All problems, concerns, and discrepancies are to be reported in writing (via U.S. mail or e-mail) and forwarded to the Nominations and Elections Workgroup Chair. In addition, the Nominations and Elections Workgroup itself may identify potential breaches. The workgroup will act on the complaint or suspected breach in a timely manner and indicate the substance of the complaint and the action to be taken to the candidate and the complainant. Either the complainant or the offending party may appeal this decision to the Executive Council. The Executive Council’s decision will be final and may not be appealed.

Violations of the Nominations and Elections procedures may result in sanctions or other resolutions. An offending member may be given a warning, or asked to cease a campaigning activity, or, in the case of serious or repeated breaches of procedures, the candidate could be disqualified from the election. If the breach involves a suspected violation of the NASP Ethical Principles, the Nominations and Elections Workgroup also may refer the issue to the NASP Ethics Committee, which will consider the complaint

in accordance with its procedures.

## 7. Delegate Representative Elections

- a. **Qualification.** Potential candidates for NASP Delegate Representatives must be State Delegates at the time of the election and whose final delegate term is not ending at the end of the year in which they seek election. Candidates are not required to have two years remaining for their delegate term to run for Delegate Representative.
- b. **Announcing Interest.** At least two weeks prior to the winter/spring Delegate Assembly meeting (or during a time designated in February or March by the Nominations and Elections workgroup), the Nominations and Election Workgroup Chair will announce that self-nominations are open to current delegates. Delegates who wish to self-nominate should present a 250-word statement about why their fellow regional Delegates should elect them to be a Delegate Representative. These statements will then be sent to the region's Delegates within seven days of the winter/spring Delegate Assembly or other specific time designated in February or March by the Nominations and Elections workgroup.
- c. **Campaigning.** Candidates for the position of Delegate Representative will adhere to the NASP campaign policies when campaigning for this position (see Section 3)
- d. **Delegate Representative Elections.** At the winter/spring Delegate Assembly meeting, or in an email ballot conducted in February or March by the Nominations and Elections workgroup, the Delegates will elect new Delegate Representatives. Ballots will be distributed with the name and the candidate statement included for review. Each Delegate will have one vote and may not use proxies. The Delegate must be present to vote unless there is a schedule conflict and the delegate is presenting at the convention. In this case a proxy vote would be allowed and only used to break a tie.

A current Delegate Representative whose term is not ending at the end of the year may not run for the other Delegate Representative position in his or her region. In the event an unexpired Delegate Representative term becomes vacant, the Delegates of that region shall fill that position as soon as practical while maintaining regional representation on the Executive Council (see Constitution and Bylaws Article VIII Section 2). The other Delegate Representative from that region is not eligible to run for that position unless his/her term will expire at the same time as the other term would begin.

The Constitution and Bylaws Article VI Section 2 states that a Delegate Representative may serve no more than two consecutive terms.

- e. **Ties.** In the event of a tie for the Delegate Representative position, the candidates will be given a chance to make a brief statement and answer questions from the regional Delegates. Then another ballot will be taken following the statement and questions. In the instance of a Delegate Rep election conducted via electronic means the Delegate must return his or her ballot to the nominations chair by a time specified by the Nominations and Elections workgroup

In the event that there are more than two candidates running, any candidate who did not tie for first place will be eliminated from the revised ballot. The remaining candidates that did tie will have a chance to make a statement and answer questions before a second ballot is taken.

The process will repeat until a winner is selected.

These procedures will be reviewed and updated as needed at least every 5 years.

*Adopted by NASP Executive Council July 16, 2010*