



Book
PSBA Policy Manual

Section
300 Committee Activities

Title
Leadership Development Committee and Nomination Procedures

Number
302

Status
Active

Legal

Adopted
January 15, 1971

Last Revised
August 13, 2015

The Governing Board shall establish policies and procedures for the direction of the Leadership Development Committee of the Association.

The function of the Leadership Development Committee is to seek and consider, on behalf of the membership of the Association, a slate of candidates to fill the several elected positions of the Association, and to encourage wider participation of members in elections and in the leadership of the Association. The committee shall engage in appropriate activities to increase awareness among the membership about Association leadership opportunities, and to identify members whose background, experiences, talents, training, involvement in Association activities and other pertinent attributes indicate potential for valuable contributions to the success of the Association at increasing levels of Association leadership and responsibility.

A. Composition.

1. The Leadership Development Committee consists of the Immediate Past President serving as non-voting chair, and nine (9) additional members appointed as follows:
 - a. Two (2) members of the Regional Directors Coordinating Council appointed by the Coordinating Council;
 - b. One (1) member of the Advisory Council appointed by the Council;

- c. Two (2) current members of the Governing Board appointed by the Governing Board;
 - d. One (1) member of the Association appointed by the Association president; and
 - e. Three (3) voting members of the Association appointed by the chair of the Committee (the Immediate Past President).
2. The Governing Board, Regional Directors Coordinating Council and Advisory Council each may also choose to pre-designate an alternate who, in the event one of their appointees is unable to participate in the Committee meeting at which candidate interviews and endorsement deliberations take place, will replace that appointee without need to convene the appointing body. The alternate does not become a member of the Committee until the original appointee they are to replace has resigned.
 3. All appointees and alternates to the Leadership Development Committee should be active members who exhibit an understanding of PSBA's organizational structure, programs and services. The President and Immediate Past President shall confer with the Governing Board, the Regional Directors Coordinating Council and department heads in an effort to ensure that in selecting persons to serve on the Leadership Development Committee, an appropriate geographical balance and balance of current Governing Board members and others not holding positions of leadership in the Association is sought in constituting the membership of the committee each year.

B. Meetings.

1. The Leadership Development Committee shall meet each year prior to June 30 for the purposes of conducting candidate interviews and deciding whether to endorse the nomination of one (1) or more candidates for any elected position as a means of identifying those candidates the Committee has determined to be highly qualified. Unless a different time and place is established by the President and announced to the membership, this meeting shall take place annually on the third Saturday in June.
2. A quorum of the Leadership Development Committee shall be two-thirds (2/3) of its designated membership.
3. Electronic participation by Committee members may be permitted, at the discretion of the Committee chairperson, for the annual meeting at which interviews, deliberations and voting on endorsements occur. In the event a member of the Committee becomes aware that the member will be unable to attend that meeting in person, the member should notify the Committee chairperson immediately, so that alternative arrangements can be made for participation at the meeting.
4. The Committee also may meet at the call of the chairperson at such other times and places, including via electronic means, as necessary to carry out the other functions of the Committee.
5. Only members of the Committee may attend or observe the committee meeting at which interviews, deliberations and voting regarding endorsements occur. However, the President, and/or the President-Elect if designated by the President, may attend as an observer without right of participation. When the President and/or President-Elect attends as an observer, those officers may be designated by the Committee chair to take notes of the meeting, and to serve as tellers for counting ballots and reporting results of balloting in the event the Committee elects to use secret written ballots in deciding whether to endorse any candidates.

C. Applications and Eligibility.

1. Position descriptions detailing the qualifications and responsibilities of officer and at-large positions, and an Application for Nomination form shall be approved by the Governing Board and widely distributed to members. Application forms may be updated from year to year to reflect current interview dates, the positions that are up for election and other administrative elements, without further action of the Governing Board, if no substantive aspects of the form are changed.
2. Persons seeking consideration for a position as an officer or at-large representative of the Association shall file at PSBA headquarters to the attention of the Leadership Development Committee chair an Application for Nomination on the form approved by the PSBA Governing Board, accompanied by a photograph, letters of recommendation and such other supporting materials as may be specified on the Application for Nomination form for the purpose of further documenting the candidate's involvement in activities of the association, relevant community service and leadership experiences or other qualifications.
3. Applications may be submitted via hand delivery, U.S. mail, email or other delivery method. Applications for Nomination must be marked received at PSBA headquarters or mailed first class and postmarked no later than April 30 of the election year in order to be considered as timely filed. If April 30 falls on a Saturday, Sunday or holiday, an Application for Nomination will be considered timely filed if marked received at PSBA headquarters or mailed and postmarked on the next business day.
4. The Leadership Development Committee shall review all Applications for Nomination to make a preliminary determination that applicants meet minimum eligibility requirements established in the Association Bylaws for the positions sought.
5. During interviews of applicants, the Committee shall also confirm whether a candidate continues to meet minimum eligibility requirements for the position sought.
6. An applicant whose eligibility has been questioned at any point shall be notified and provided an opportunity to respond to the issue regarding eligibility.
7. For officer positions, eligibility requires that the person be a voting member of the association in good standing (a member of the governing board of a school entity having current PSBA membership or the non-member secretary of the governing board of such an entity). Candidates for the office of treasurer must also have fiscal acumen and experience in finance and accounting, enabling an understanding of the association's financial issues including but not limited to, accounting standards, financial reports, financial statements, audits, budgets and financial record keeping requirements.
8. Eligibility for one of the three (3) at-large representative positions requires that the candidate be a member of the governing board of a school entity having current PSBA membership that is situated in a region included in the East, Central or West section of the state represented by the at-large representative position being sought. The three (3) sections are defined as follows:
 - a. The Eastern section consists of PSBA Regions 7, 8, 10, 11, and 15.
 - b. The Central section consists of PSBA Regions 4, 5, 6, 9, and 12.
 - c. The Western section consists of PSBA Region 1, 2, 3, 13, and 14.

9. To be eligible for election as an at-large representative or an officer other than Treasurer, a candidate also shall have completed a minimum of four (4) years of service as a school director in the state of Pennsylvania prior to taking office.
10. In order to be eligible for election as an officer or at-large representative, the current year membership dues of the entity from which a candidate's individual membership is derived must be paid in full.
11. No person is eligible to be slated as a candidate for any officer or at-large representative position in any year for which such person accepted appointment as a member of the Leadership Development Committee.
12. If it appears that an applicant has ceased to meet minimum eligibility requirements after the initial review, but before being slated as a candidate, the Leadership Development Committee shall make a final determination of whether the candidate is no longer eligible for election, and shall not slate the applicant as a candidate if the Committee determines the applicant has ceased to meet eligibility requirements.

D. Alternate Candidate Recruiting Process

1. In the event that no person meeting minimum eligibility requirements has filed a timely Application for Nomination for an officer or at-large representative position, or if the only applicant for a position ceases to meet minimum eligibility requirements for the position sought after the application is received, the following alternate candidate recruiting procedure shall be implemented to assist the Leadership Development Committee in seeking applications by interested candidates.
 - a. Not later than May 5, the Leadership Development Committee chair shall notify the Governing Board of any position(s) for which no candidate has filed an Application for Nomination by the April 30 deadline.
 - b. Members of the Leadership Development Committee, Regional Directors Coordinating Council and Governing Board will engage in appropriate activities to find and recruit interested candidates for the position lacking any applicant.
 - c. Second round Applications for Nomination completed in accordance with Policy 302 must be marked received at PSBA headquarters or mailed first class and postmarked not later than June 1, addressed to the chair of the Leadership Development Committee.
 - d. Should no applicants come forward under the alternate procedure for seeking out interested candidates by June 1; the incoming Governing Board shall fill resulting vacancies in accordance with the [Bylaws](#) and [Policy 108](#).

E. Applicant Interviews and Endorsements.

1. An applicant for nomination who seeks endorsement by the Leadership Development Committee must be interviewed. The Committee chairperson shall have discretion to permit interviews via electronic means in extraordinary circumstances.
2. No reimbursement of expenses shall be made to applicants for nomination in connection with interviews with the Leadership Development Committee. Such expenses are to be borne by the individual applicant, except where the person's expenses are eligible for reimbursement

by the Association for a different reason.

3. In determining whether to endorse any candidate the Committee shall consider the extent to which the candidate's background, experiences, talents, training, involvement in Association activities and other pertinent attributes indicate potential for valuable contributions to the success of the Association at increasing levels of Association leadership and responsibility. With regard to the office of treasurer, the Committee shall also consider the extent to which an applicant possesses fiscal acumen and experience in finance and accounting, enabling an understanding of the association's financial issues including but not limited to, accounting standards, financial reports, financial statements, audits, budgets and financial record keeping requirements. The Leadership Development Committee shall further outline the endorsement criteria to be used for each position.
4. The Committee may elect to use secret written ballots when voting upon whether to endorse one (1) or more candidates. Whenever the Committee elects to use written ballots at least two (2) persons shall be designated to count the ballots together.

F. Published Slates.

1. As soon as practicable following the Committee's candidate interviews and endorsement determinations, and in any event no later than July 31, a slate reflecting the qualified candidates shall be prepared and published to the PSBA membership in the Association's publications and on the PSBA website.
2. The published slate shall indicate clearly whether a candidate has been endorsed by the Leadership Development Committee.
3. Whenever more than one (1) candidate is slated for an elected position, the order of appearance on the published slate and any ballot shall be determined by lots drawn by the Leadership Development Committee. The name of each candidate shall be written on a slip of paper and placed in an opaque container. The Committee shall designate a member to draw names from the container. The order in which names are drawn from the container shall be the order of appearance on the slate/ballot.
4. Additional information about candidates shall be disseminated to the membership as provided in [Policy 108](#) (Procedures and Campaign Policy for Election of Officers and At-Large Representatives).