



Policy 303

Nomination and Campaign Procedures: Election of Officers, Zone Representatives & Sectional Advisors

*Section 300 Governing Board/Executive Committee
Adopted*

The Governing Board adopts this policy to establish guidelines necessary to carry out the process of electing PSBA officers, Zone Representatives and Sectional Advisors.

The procedures set forth in this policy apply to the election of the following elected positions of the association:

President-Elect.

Vice President.

Treasurer.

East Zone Representative.

Central Zone Representative.

West Zone Representative.

Sectional Advisors (8), PSBA Sections 1 through 8.

SUCCESSION

The President-Elect shall automatically assume the office of President in the year following the term as President-Elect, without needing to stand for election, unless the President-Elect was appointed to fill a vacancy. In that case, a President will be nominated and elected by the Governing Board upon obtaining a three fourths affirmative vote of all eligible members of the Governing Board. In the event a vacancy in the office of President occurs, the President-Elect shall serve as Acting President for the remainder of the term, shall assume the office of President the following year in the normal course, and the term of the Immediate Past President shall be extended for one year.

TERMS

The term of office for the offices of President, President-Elect, and Vice President is one (1) calendar year, commencing on the first day of January following the election (although not elected, the term of an Immediate Past President is also one (1) year). The term for each Zone Representative is three (3) years, staggered such that one is elected each year. The Treasurer shall serve a term of three (3) years. The elections of the Treasurer and Zone Representatives shall take place every three (3) years calculated from the year in which elected for the first full three-year term. For reference purposes, the first full three-year terms of the Treasurer and Zone Representatives commenced as follows:

Treasurer elected for three-year term commencing January 1, 2021, 2024, 2027...

West Zone Representative elected for a three-year term commencing January 1, 2021, 2024, 2027...

East Zone Representative elected for a three-year term commencing January 1, 2022, 2025, 2028...

Central Zone Representative elected for a three-year term commencing January 1, 2023, 2026, 2029...

The three (3) zones of the state from which each Zone Representative is elected are defined as follows:

The Eastern Zone consists of PSBA Sections 4 and 8.

The Central Zone consists of PSBA Sections 2, 3, 6 and 7

The Western Zone consists of PSBA Sections 1 and 5.

Sectional Advisors serve a two-year term.

NOMINATION

The nominating process shall be overseen by a Nominating Committee as outlined in the PSBA Bylaws and consistent with this policy. The function of the Nominating 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, to carefully evaluate the qualifications of the applicants for office and identify for benefit of the voting membership those the Committee believes will best govern 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 candidate shall not apply for or be slated for more than one elected position in any year.

Committee Composition

The Nominating Committee consists of:

The Immediate Past President serving as committee chair

The president-elect;

One sectional advisor appointed by and from among the sectional advisors;

One individual member of the Association from each PSBA zone, appointed by the president from among at least three persons nominated by each zone representative;

Two current members of the Governing Board other than officers appointed by the Governing Board;

Two past presidents of the Association appointed jointly by the president and the immediate past president;

Two school directors who are individual voting members of the Association not otherwise holding an elected position of the Association, appointed by the president;

The Governing Board and Sectional Advisors each shall designate one alternate who, in the event an appointee is unable to participate in the Committee meeting at which candidate interviews 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. A Committee member who discovers that he or she will be unable to participate in the interview meeting in person or via alternative means shall immediately notify the chairperson and tender his or her resignation so that an alternate may be activated.

All appointees and alternates to the Nominating 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 and the Sectional Advisors and department heads to ensure that in selecting persons to serve on the Nominating 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.

Committee Meetings

The Governing Board shall establish a timeline with deadlines for submission of Applications for Nomination, completion of candidate interviews and preparation and publication of the slate of candidates, such that the Association membership can be notified of the result of the nomination slating process no later than July 31 of each year. The approved timeline shall be widely published to the membership. The approved timeline shall remain in effect for succeeding years until amended or replaced by the Governing Board.

A quorum of the Nominating Committee shall be a minimum of nine members.

Electronic participation by Committee members may be permitted, at the discretion of the Committee chairperson, for the annual meeting at which the Committee conducts interviews and deliberations. 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 in the meeting. 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.

Only members or an alternate of the Committee may attend or observe the committee meeting at which interviews, deliberations and voting occur. However, the President may attend as an observer without right of participation. The Corporate Secretary of the Association (and/or their designee) may attend the meetings for the purpose of providing staff support and creating a record of the proceedings. When the President and/or Corporate Secretary attends as an observer, they 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 confidential written ballots.

Eligibility for elected positions

Eligibility for election to the PSBA Governing Board requires that the candidate be a voting member of the Association in good standing (a member of the local board of a school entity having current PSBA membership) and having completed four years of service on their local board.

Eligibility for election to a Zone Representative position requires that the candidate be an elected member of the Governing Board of a school entity having current PSBA membership that is situated in a section included in the East, Central or West zone of the state represented by the Zone Representative position being sought.

To be eligible for election as a Zone Representative or an officer other than Treasurer, a candidate shall have completed a minimum of four (4) years of service as a school director in the state of Pennsylvania prior to taking office. No person may hold at the same time more than one (1) of the elected positions of the association.

Candidates for the office of Treasurer must 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.

Eligibility for election to a Sectional Advisor position requires that the candidate be a member of the Governing Board of a school entity having current PSBA membership that is situated in that PSBA section of the state. There is no requirement for years of service.

No person is eligible to be slated as a candidate for any officer, Zone Representative or Sectional Advisor position in any year for which such person accepted appointment as a member of the Nominating Committee.

To be eligible for election as an officer, Zone Representative or Sectional Advisor, the current year membership dues of the entity from which a candidate's individual membership is derived must be paid in full prior to the slating of candidates.

An individual school director is ineligible to stand for election if they are no longer serving in an elected local director position. The only exception being an individual elected to the position of president-elect may complete the succession to president and immediate past president.

Applications

Position descriptions detailing the qualifications and responsibilities of officer and Zone positions, and Application for Nomination forms shall be approved by the Governing Board and widely distributed to members. Position descriptions are listed in Policy 100. 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 a form are changed.

Persons seeking consideration for an elected position of the association shall file at PSBA headquarters to the attention of the Corporate Secretary an Application for Nomination on a 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.

Applications may be submitted via hand delivery, electronically or via United States Postal Service. Applications for Nomination must be marked received at PSBA headquarters no later than the application deadline specified in the timeline approved by the Governing Board in order to be considered as timely filed.

During interviews of applicants, the Committee shall also confirm whether a candidate continues to meet minimum eligibility requirements for the position sought.

Process

The Nominating Committee shall review all Applications for Nomination that meet TIER 1 criteria to make a preliminary determination that applicants meet minimum eligibility requirements established in the Association Bylaws for the positions sought. The Nominating Committee shall apply a three-tiered

eligibility process to the selection of a candidate(s) for each open position:

TIER 1 – Application for a position must be received by the established deadline. The member-district must be considered in good standing and be current with PSBA dues. Candidates must meet the minimum years of service on their local board (as outlined in this policy and bylaws) and be current with all state-required training for school directors. In addition, the candidate must supply evidence that their local school board has officially adopted the PSBA Principles for Effective Governance and Leadership.

Any application received that does not meet these minimum criteria will not be provided to the Nominating Committee by the Corporate Secretary. PSBA staff will notify the committee chair of all applications received. PSBA staff will notify all applicants of their application status.

TIER 2 – Applications for nomination shall be reviewed by the Nominating Committee and all slated candidates must meet the following criteria to be slated:

A demonstrated record of service to their local board

Consistent participation in PSBA programs and services

Familiarity with PSBA structures, bylaws, and resources

A record of promoting PSBA and maintaining their fiduciary duty during past PSBA service

Exhibits ongoing support of PSBA, the platform and professional staff

All candidates meeting TIER 2 requirements shall be slated by the nominating committee.

TIER 3 - Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates.

At the conclusion of the process, the Chair of the Nominating Committee shall provide, in writing, feedback to all applicants regarding the strengths and weaknesses of their application based on the committee review.

LOSS OF ELIGIBILITY

If it appears that a candidate has ceased to meet minimum eligibility requirements after being slated, the matter shall be referred to the Credentials Committee for determination of whether the candidate remains eligible for election. The determination of the Credentials Committee shall be considered final. The applicant shall not be slated as a candidate if the Credentials Committee determines the applicant has ceased to meet eligibility requirements.

If the Credentials Committee determines that the candidate no longer is eligible for election and thus is disqualified, the candidate’s name shall be removed from subsequently published slates and ballots and other measures shall be taken to inform members of the Association of the change to the slate for that position.

On July 20, the staff will provide the Credentials Committee with a list of the candidates and the date their district paid the current year’s dues and any candidate whose district dues have not been paid will be deemed ineligible by the Committee and disqualified from the election, regardless of subsequent dues payment.

Loss of eligibility by the only candidate slated for an office after the nomination process, such that no eligible candidate remains slated and no candidate thus can be elected, results in a vacancy in that position effective upon the commencement of the term of office. The vacancy will be filled by the incoming Governing Board in accordance with the Bylaws.

PUBLISHED SLATES AND BALLOTS

As soon as practicable following the Nominating Committee's candidate interviews and determinations of candidates to be designated as endorsed, and in any event no later than July 31, a slate reflecting the candidates shall be prepared and published in PSBA publications and on the Association website.

DISSEMINATION OF CANDIDATE INFORMATION TO THE MEMBERSHIP

Information about slated candidates shall be disseminated to the membership as follows:

The slate with brief candidate profiles shall be published on the PSBA website.

In addition to the publication of slates and ballots, the following candidate information shall be published on the Association's website if provided by the candidate:

A good quality head shot of the candidate.

Biography and written statement from the candidate summarizing the candidate's interest in, qualifications for and goals of serving the Association in an elected position, not to exceed five hundred (500) words in length.

A video of the candidate delivering a statement addressing a brief series of points developed by the Nominating Committee, not to exceed three (3) minutes in total length.

VOTING PROCEDURES

Voting and registering of votes shall take place during a period commencing eight (8) weeks prior to the annual meeting of the Delegate Assembly and ending one (1) week prior to the annual meeting of the Delegate Assembly, unless the PSBA Governing Board declares a shorter voting period. Specific dates for the first and last day of voting shall be widely publicized to the membership.

Sufficiently prior to the voting window, printed slates of candidates, along with instructions for voting, shall be distributed to the board secretary of the Governing Board of each member entity eligible to cast votes. For purposes of the PSBA election process and this policy, a Joint Operating Committee is regarded as that entity's Governing Board.

Casting of votes by member entities

Each member entity whose current year PSBA dues have been paid in full shall be entitled to cast one (1) vote for each elected position presented for election.

An entity may cast a vote only for an Zone Representative position for the zone of the state to which the entity is assigned. An entity may cast a vote only for a Sectional Advisor position for the section of the state to which the entity is assigned.

The vote of the entity for each position shall be determined by simple majority vote of the entity's Governing Board (majority of a quorum), cast at a public meeting of the Board.

A candidate must receive a majority of votes of a quorum of the entity's Governing Board present and voting in order for an entity's vote to be cast for that candidate. A plurality of votes by an entity's

Governing Board for any candidate is not sufficient. If no candidate for a position receives at least a majority of votes of the quorum present and voting, a run-off shall be conducted between the two (2) candidates previously receiving the most votes. If the Board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.

The secretary of each entity's Board shall record the Board's vote as to each elected position on the ballot. The selections of each member entity's Board for the elected positions on the ballot cast for that entity shall be registered with the PSBA Credentials Committee via the PSBA election system by the secretary of each entity's Board.

Tallying of votes

The Corporate Secretary, or designee, shall implement an electronic voting system. The system may be either an internal system or provided by an external vendor. The Credentials Committee shall meet as necessary prior to the annual meeting of the Delegate Assembly to review, verify and certify the tallying of votes for the elected positions of the Association.

The Credentials Committee shall determine whether a voting entity was ineligible to vote because the entity's current year dues were not paid in full prior to the close of the voting window and shall declare void votes cast by entities that were ineligible to vote. The decision of the Credentials Committee shall be considered final.

Plurality and tie votes (reference General Counsel legal opinion dated September 9, 1987, and thereafter incorporated in PSBA policy): In any election year when two (2) or more candidates are on the ballot for a specific elected position, the winner shall be determined by a plurality of the votes cast by the member entities casting votes (i.e. the one who gets the largest number of the votes for that position cast by member entities).

In the case of a tie vote for a PSBA elected position, the winner shall be determined by a flip of a coin. The Credentials Committee chairperson shall conduct the coin toss in the presence of a majority of the committee when practical and the tied candidates or those candidates' designees shall be invited to attend.

Results of voting shall be announced at the Delegate Assembly or other suitable membership gathering following the tabulation of the election results.

PROHIBITED PRACTICES

Slated candidates are encouraged to campaign actively and consistently with the provisions of this policy and the Expectations of Fairness and Civility expressed within the Information and Instructions for Candidates Seeking PSBA Elected Positions document provided to all applicants for elected positions.

Other than those staff functions necessary for the dissemination of candidate information as described in this policy, no PSBA staff or organizational support of any kind may be used for the campaign of any candidate with the exception of promoting the endorsed candidates via PSBA publications.

Other than the tasks necessary to carry out the informational aspects of the election process as outlined in this policy, PSBA staff members shall not engage in any activities supporting the campaign of any candidate and must avoid activities or making statements that might create that appearance in their

official capacities. However, PSBA staff are permitted to express personal views.

PSBA resources supplied to any candidate as part of their existing organization duties shall not be used for campaign purposes. Officers, zone representatives, sectional advisors, advisory council members and members of the Nominating Committee are not permitted to use the privileges or functions of their official positions to campaign for themselves or for others.

The foregoing provisions are not intended to limit otherwise permissible campaign activities by such officials as individuals when not performing official functions or speaking in an official capacity, nor to discourage persons holding such PSBA elected positions from speaking generally about the PSBA election process or encouraging participation in the process.

ALTERNATE CANDIDATE RECRUITING PROCESS

If no person meeting eligibility requirements has filed a timely Application for Nomination for an elected position, or if the only applicant for a position ceases to meet all eligibility requirements for the position sought after the application is received, the following alternate candidate recruiting procedure shall be implemented to assist the Nominating Committee in seeking applications by interested candidates.

Not later than one week after the application submission deadline, the Nominating Committee chair shall notify the Governing Board of any position(s) for which no candidate has filed an Application for Nomination by the deadline.

Members of the Committee, the Governing Board and the Sectional Advisors will engage in appropriate activities to find and recruit interested candidates for the position lacking any applicant.

Second round Applications for Nomination must be marked received at PSBA headquarters not later than the alternate recruiting application deadline specified in the approved election timeline.

Should no applicants come forward under the alternate procedure for seeking out interested candidates, the incoming Governing Board shall fill resulting vacancies in accordance with the Bylaws and appropriate policy.