

CIVILITY IN THE GSBA NOMINATING AND ELECTION PROCESS

The Georgia School Boards Association is committed to a high level of civility, respect, and ethical behavior in the process leading to membership on the Board of Directors. While it is recognized that candidacy, nomination and election for any office, particularly within a state organization, has an important political dimension, all will benefit if the process is characterized by ethical and civil behavior. Additionally, all involved in the process must strive to avoid even the appearance of impropriety.

Candidates

1. It is not appropriate for candidates seeking endorsement by the Nominating Committee to lobby (via phone, fax, E-mail, letter, or other communication) members of the Nominating Committee.
2. Candidates should not solicit letters of endorsement from members of the Nominating Committee.

Members of the Nominating Committees

1. Nominating committee members should not submit letters of endorsement for candidates.
2. Members of Nominating Committees should not lobby or otherwise seek to influence other committee members on behalf of a particular candidate outside of the committee process. It is, of course, expected and accepted that Nominating Committee members may and will advocate for candidates within the committee meetings.
3. Discussions and deliberations within the Nominating Committee shall be considered confidential and should not be discussed with others after the process is completed and a candidate has been endorsed.

GSBA Policy**Descriptor Code: BHAA****Officer Nomination Process**

Local school board members who wish to be considered as nominees for the offices of GSBA President Elect, Vice President and Treasurer must complete a self-nomination profile form provided by GSBA prior to the meeting of the Nominating Committee. Candidates must also submit a letter, signed by the board chair, stating that the majority of the board supports the nominee's desire to run for office. If the candidate is the board chair, it must be signed by the vice-chair.

Candidates running from the floor at the GSBA Delegate Assembly must also provide a self-nominating profile as well as a letter stating that the majority of the local board supports the candidate.

Date Adopted: 5/17/2002
Last Revised: 5/6/2014

DUTIES OF GSBA PRESIDENT ELECT, VICE PRESIDENT AND TREASURER

President Elect

The president elect shall become the president for the year succeeding the election as president elect. The president elect shall perform the duties* of the president upon the absence or disability of the president.

* Duties of the president may include, but are not limited to, "Presiding at all meetings of the Delegate Assembly, the executive committee and the board of directors. Signing or causing to be signed all contracts on behalf of the association. Other duties as may be elsewhere provided herein, or as may be required by the board of directors or any other office held in the association."

Vice President

In the absence or disability of the president and president-elect, the vice-president shall exercise the duties of president. The vice president shall also perform such other duties as may be required by the directors or president.

Treasurer

The treasurer shall examine, at least once per year, the records kept by the executive director and participate in the preparation of the annual budget and present a financial report to the Board of Directors and Delegate Assembly.

Individuals elected to the above positions should possess the following skills:

- Ability to articulate the mission, goals and objectives of the Association;
- Experience speaking before large groups;
- Knowledge of laws governing school boards and associations;
- Knowledge of parliamentary procedure;
- Experience presiding over board meetings;
- Ability to speak on behalf of GSBA before the General Assembly on pending education legislation.

Individuals should also be aware of the following time requirements:

- Attendance at the GSBA/GSSA Annual Conference and Summer Conference;
- Attendance at the National School Boards Association as a delegate representing GSBA;
- Attendance at the National School Boards Leadership Annual Conference;
- Attendance at a minimum of four board of directors meetings per fiscal year (July 1 to June 30).

Responsibilities of the GSBA Board of Directors include, but are not limited to, the following:

- Governing the affairs of the association;
- Adopting policies for the governing of the association;
- Transacting the business of the association;
- Employing the executive director;
- Adopting standing legislative policies and position statements.

CONSTITUTION AND BYLAWS ARTICLE 6.2 - ELECTION

The president elect and vice president shall be elected for terms of one year each by the Delegate Assembly in annual meetings and shall assume office on July 1st thereafter. The treasurer shall be elected by the Delegate Assembly in annual meetings to serve a three-year term, not to exceed two consecutive terms, and shall assume office on July 1st. To be elected, a candidate must receive a majority of the votes cast for the office for which the candidate desires to be elected.

CONSTITUTION AND BYLAWS ARTICLE 6.3 - VACANCIES

Vacancies occurring in the offices of president elect, vice president and treasurer shall be filled by the Board of Directors until the next annual meeting of the Delegate Assembly. Any person so selected by the Board of Directors shall serve in such position until the vacancy is filled in an election by the Delegate Assembly without having to resign his or her position on the Board of Directors or any other office held in the Association.

GSBA OFFICER ATTENDANCE OBLIGATIONS

As an officer on the GSBA Board of Directors, it requires a commitment to attend in person, the meetings listed below. Consistent leadership is necessary in ensuring the guidance and direction of the association.

NSBA Summer Leadership
(President & President Elect)

August

GSBA Board of Directors' Meeting
(In June, the President will set the dates for the upcoming Board meetings)
(All Officers)

September

GSBA Board of Directors' Meeting
(sometimes in late November)
(this is at the Annual Conference in Atlanta)
(All Officers)

December

GSBA Board of Directors' Retreat & Mtg
(All Officers)

March

NSBA Annual Conference
(NSBA Delegate Assembly is held during this time with Officers serving as GSBA Delegates. The location changes every year)
(All Officers)

March or April

GSBA Nominating Committee
(Past President)

April

GSBA GOC, Macon
(President-Elect)

April

GSBA Executive Committee Meeting (this is to review the Executive Director's evaluation) (All Officers)	May
GSBA Executive Committee Conf. Call (This conference call is to review and approve the upcoming GSBA budget which is presented at the BOD meeting in June) (All Officers)	May
GSBA Board of Director's Meeting (This is held during our Summer Conference in Savannah) (All Officers)	June

NOTE:

Specific meeting dates, except for the GSBA Board of Directors', will be decided in April when the calendar for the coming year is developed. The GSBA Board of Directors' meeting dates are set by the President in May or June.

The President attends all meetings listed above plus any additional NSBA meetings that require officer participation. This includes the Equity Symposium and Advocacy Institute in Washington, DC which is usually in late January and/or early February.

The President serves as GSBA's representative on the Southern Region Nominating Committee, which meets during the Summer Leadership Seminar in August.

The President may be selected to serve on the NSBA National Nominating Committee or the Policy and Resolutions Committee. These committees are selected by NSBA from all nominations received, and they notify us and our nominee if our nomination has been chosen. These committees meet prior to the Equity Symposium and Advocacy Institute. In addition, the Policy and Resolutions Committee also meets prior to the NSBA Annual Conference.

The President may be asked to attend the Eggs and Issues Breakfast at the Capitol. It's usually Wednesday of the second week in January. The President attends the Legislative Site Visit for their District, and are welcome, but not required to attend the others. These visitations are usually in February, on a Tuesday. Angela Palm sets the dates for each district.

The President writes a monthly President's Message which the Director of Communications will work with him/her to create. The President also writes an article for the Agenda Magazine and is supported by the Director of Communications in doing so.

All GSBA officers serve as delegates at the Delegate Assembly during the GSBA Summer Conference.