Annual Election Manual

Effective March 2023
Approved by the AASBO Board of Directors on March 22, 2023
Like most professional associations, the Arizona Association of School Business Officials (AASBO) has a board of directors which acts as the association’s governing body. The duty of the board is to operate within their established bylaws, formulate policies, empower the Executive Director to make operational decisions and manage the affairs of the association, while maintaining transparency and accountability to its members.

**Why is Joining the AASBO Board of Directors Great for Your Career?**

Alyssa Gelbard, Founder and CEO of Point Road Group, believes that while pursuing a board role may require a considerable investment of time and effort, a board position enables professional development and personal growth, and could ultimately fuel career advancement or exposure to other possibilities.

Selection for a board position shows that the association’s membership is entrusting the elected with the opportunity to represent them and serve in a high-impact role. Serving on the AASBO board will provide you with an incredible opportunity to meet a variety of people and expand your existing network. You will have an opportunity to meet and interact with AASBO’s strategic partners as well as other respected colleagues and leaders from across Arizona’s school business profession. Key among the variety of professional skills that serving on the AASBO board will strengthen is collaboration, particularly how you work and interact with other board members and the association’s leadership and areas that may be more unfamiliar to you. As an elected board member, you will also improve leadership skills, especially if you are leading a group of individuals who are at the same or higher job function, which is quite different than leading a team of direct reports. Serving the AASBO membership as a Board of Director member will provide you with opportunities to broaden and sharpen skills, grow your professional network, and gain exposure to new or underdeveloped areas that will drive your professional growth.

**A. Interested Candidates**

Annually at the Spring Conference, the Immediate Past President, as Elections Chair, shall hold a forum for interested candidates for the Board of Directors. The content of the forum may include, but not be limited to the following:

- Importance of seeking office
- Upcoming vacancies
- Eligibility
- Candidacy requirements
- Roles, expectations, and responsibilities

**B. Candidacy Eligibility Rules**

The Director of Child Nutrition and the Director of Personnel Services shall be appointed by their respective associations to serve as an AASBO Board of Director and confirmed by the Board of Directors. Upon confirmation, the Director of Child Nutrition and the Director of Personnel Services shall become active members of AASBO. All remaining Board of Directors shall be
current active members and be elected by the active members of the association for two-year terms at the annual meeting of AASBO. The Vendor Representative shall be elected by the business associate members at the annual meeting of AASBO. In accordance with the association’s bylaws, a two-year term is defined as a term commencing when elected or appointed and ending at the annual meeting held approximately two years later at which a successor is elected. Directors shall not serve more than two consecutive terms in office.

Directors to be elected in even-numbered years:
- Business Administration
- Educational Programs
- Maintenance & Operations
- Transportation
- Membership Services

Directors to be elected in odd-numbered years:
- Purchasing
- Information Technology
- Vendor Representative

The Director of Child Nutrition shall be an active member of AASBO, be appointed by the School Nutrition Association of Arizona (SNAAZ) for a two-year term and confirmed by the AASBO Board of Directors in even-numbered years. The Director of Personnel Services shall be an active member of AASBO, be appointed by the Arizona School Personnel Administrators Association (ASPAA) for a two-year term and confirmed by the AASBO Board of Directors in odd-numbered years.

The Treasurer, as Officer and member of the Executive Committee, shall be elected for a period of two years, in even-numbered years, and shall not serve more than two consecutive terms in office.

The Vice President, an Officer, shall be elected at each Annual Meeting by active association members in attendance. An individual seeking the office of Vice President shall serve 4, 1-year successive terms as a member of the Executive Committee:
- Year 1: Vice President
- Year 2: The Vice President shall automatically succeed to the office of President-Elect, an Officer and member of the Executive Committee, after having served a one-year term as Vice President, and shall serve a one-year term.
- Year 3: The President-Elect shall automatically succeed to the office of President, an Officer and member of the Executive Committee, after having served a one-year term as President-Elect, and shall serve a one-year term.
- Year 4: The President shall automatically succeed to the office of Immediate Past President, an Officer and member of the Executive Committee, after having served a one-year term as President, and shall serve a one-year term.
Unless otherwise stated, the term of office shall be from the adjournment of one annual meeting to the adjournment of the next annual meeting.

An eligible candidate must qualify as an "active member" as defined by Article IV, Section 1, Subsection A1.

C. Certification of Candidates

On or before the second (2nd) Friday in May, prospective candidates will provide the following to the Executive Director via electronic-mail:

1. A letter outlining their intent to be a candidate.
2. A letter of support from their current employer. In the event a candidate has a change of employment after submitting their materials and before the election, a letter of support from their new employer.
3. A signed Election Manual Acknowledgement of Understanding (available at the end of this manual).
4. A signed Code of Ethics Acknowledgement Form (available at the end of this manual).

Candidates will be certified as official only in the year in which they are running for election.

During the election year, the chair of the Election Committee will verify eligibility of the candidates and will certify each applicant as an official candidate on or before the last business day in May.

D. Campaign Rules

1. Under no circumstances are candidates or their supporters allowed to make or imply negative commentary about other candidates for AASBO office. Any AASBO member in good standing may provide informational materials in support of an individual candidate. Candidates may request a mailing list of all voting AASBO members once during the period of the election; that list includes only physical mailing addresses, not email addresses. However, candidates may create their own electronic database to email campaign materials. Materials may be posted on the candidate’s or affiliate’s website.

2. Campaign materials at AASBO-sponsored events:
   a. May be distributed inside AASBO event space (i.e., general session rooms, AASBO-sponsored receptions, educational session rooms, meeting rooms, bi-monthly membership meetings, etc.).
   b. May be distributed in common spaces such as the hotel lobby, hotel/convention center hallways, the exhibit hall, or privately sponsored events.

3. Public verbal endorsements of or campaigning for candidates may not occur inside AASBO event space to captive audiences (i.e., general session rooms, AASBO-sponsored receptions, educational session rooms, meeting rooms, bi-monthly membership meetings, etc.).
4. In late May of the election year, certified candidates for that year’s election will be sent correspondence requesting that they submit the following to the chair of the Election Committee on or before June 8:
   a. A biographical summary.
   b. A statement on why the candidate is seeking office.
   c. A high-resolution, digital headshot photo for publishing on the AASBO website and using in other related correspondences.
   d. A high-resolution video, not to exceed 90 seconds.

E. Failure to Comply with Rules

In the event a voting member witnesses an alleged violation of campaign rules, the Executive Director shall be notified immediately, in verbal or written form. If the alleged violation is substantiated by AASBO, the Immediate Past President, as the Election Chair, will immediately advise the candidate and their supporters to cease such violation(s). If the candidate or the observing member disagrees with the decision of the Immediate Past President, the following procedures may be implemented:

1. The protest, together with supportive evidence, must be filed in writing with the President of AASBO.
2. Upon receipt of the protest, the president will, as soon as practical and, if possible, prior to the certification of the election results, call the Executive Committee into session either in person or through an audio or video conference call.
3. The Executive Committee will review the evidence and make a judgment. The observing member and candidate will be notified and may be requested to be present when the Executive Committee meets to discuss the protest.
4. The Executive Committee must sustain or deny the decision of the Immediate Past President. If the Executive Committee determines that the candidate has violated the election rules, the candidate’s name will be removed from the ballot and/or stricken from the ballot tabulation. The candidate will be notified of the decision and an announcement will be made to the membership that the candidate has been withdrawn from the election by the Executive Committee’s action.
5. No ballots will be tabulated until the official closing time for the election.

F. Election Rules

1. In the event there is no contested election for either of the positions of director or vice president, the candidates may be presented by the Immediate Past President and declared elected to their respective offices.
2. Voting will be conducted electronically via a secure process. Voting will commence on the Wednesday one (1) week prior to the start of the annual meeting and will run to 9:00 PM MST on the day prior to the 2nd General Session.
3. Voting membership shall contain active, life and emeritus categories as defined in Article IV, Section 1 of the association’s bylaws. The Vendor Representative shall be elected by the business associate members (defined in Article IV, Section 1, Subsection B1) in at the
annual meeting of AASBO (Article V, Section 1, Subsection A2). The No other categories are eligible to vote.

4. Candidates’ names will be listed on the ballot in alphabetical order, by last name, within their ballot section.

5. In the case of a tie vote, the Immediate Past President will verify the official vote count. If so verified, the election for that position will be considered null and void and a run-off election between candidates having identical votes will be held electronically within two weeks to determine the winner. Campaign activity will be limited to the rules above.

6. Results of the election will be made public at the Annual Conference.

7. The term of the elected board of director member(s) will commence upon the swearing in at the annual conference.

8. Aggregate results of the election may be made available to a member, upon written request via electronic-mail to the Immediate Past President, as the Election Chair.

**G. Board Member Orientation**

The month following the Annual Conference, the President, in collaboration with the Executive Director, shall hold a Board Orientation meeting. Topics to be covered during shall consist, but not be limited to:

- Introductions
- Brief History of AASBO
- Core Purpose
- Review of Board of Directors Operations Manual
  - Strategic Plan
  - Board Calendar
  - Review the Format/Process of a Typical Board Agenda/Meeting
  - Administrative and Operations Procedures
  - Bylaws
  - Code of Ethics
- Board Travel Manual
- Corporate Sponsorship Program
- Review of Board Responsibilities & Committees
  - Executive
    - Chaired by the President
  - Legislation
    - Chaired by the President
  - Constitution & Bylaws
    - Chaired by the Immediate Past President
  - Professional Development
    - Chaired by President-Elect & Director of Educational Programs
  - Membership
    - Chaired by the Director of Membership
  - Election
    - Chaired by the Immediate Past President
o Conference Chairs
  ▪ Vendor/Buyer Conference
  • Director of Purchasing
  • Vendor Representative
  ▪ Winter Conference on Audit & Compliance
  • Treasurer
  ▪ Spring Conference
  • Vice President
    o Pre-Conference on Information Technology
      ▪ Director of Information Technology
    o Pre-Conference on Maintenance & Operations
      ▪ Director of Maintenance & Operations
    o Pre-Conference on Transportation
      ▪ Director of Transportation
  ▪ Annual Conference
    • President-Elect
      o Pre-Conference
        ▪ Director of Educational Programs

o Track Chairs
  ▪ All Directors serve as Conference Track Chairs for the discipline for which they have been elected to represent.

This Annual Elections Manual shall be adopted, suspended, or rescinded by a majority vote of the board of directors.
CODE OF ETHICS ACKNOWLEDGEMENT FORM

Interested candidates for the Board of Directors of the Arizona Association of School Business Officials (AASBO) are required to read and follow the AASBO Code of Ethics. Please read the Code of Ethics, complete this AASBO Code of Ethics Acknowledgement Form, and return the Acknowledgement Form as part of your candidate submission.

The entire code of ethics may be viewed at https://www.aasbo.org/page/CodeofEthics.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read AASBO’s most current Code of Ethics and will be responsible for obtaining all future amendments and modifications thereto.

I further acknowledge that I have read and understand all of my obligations, duties, and responsibilities under each principle and provision of AASBO’s current Code of Ethics and will read and understand all of my obligations, duties, expectations, and responsibilities under all future amendments and modifications to the Code of Ethics.

I certify that this is a true and correct statement by my signature below:

________________________________________________
Printed Name

________________________________________________
Signature

________________________________________________
Date
Interested candidates for the Board of Directors of the Arizona Association of School Business Officials (AASBO) are required to read and follow the AASBO Annual Election Manual. Please read the Annual Election Manual, complete this AASBO Annual Election Manual Acknowledgement of Understanding Form, and return the Acknowledgement Form as part of your candidate submission.

The Annual Election Manual may be viewed at https://www.aasbo.org/page/BoardStaff.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read AASBO’s Annual Election Manual.

I further acknowledge that I have read and understand all of my obligations, duties, expectations, and responsibilities under each clause of AASBO’s Annual Election Manual as it relates to seeking candidacy as an AASBO Board of Director.

I certify that this is a true and correct statement by my signature below:

________________________________________________
Printed Name

________________________________________________
Signature

________________________________________________
Date