



**PRESIDENT ELECT  
CALL FOR NOMINATIONS**

The nomination process for Washington ACTE's President Elect will run from March 1 to May 1.

- Nominations for the 2017 election are due **May 1, 2017**.
- Candidate information will be featured on the [Washington ACTE Website](#) and sent out by email to members.
- All Washington ACTE members in good standing will have an opportunity to vote for Washington ACTE President Elect by an electronic election held within 30 days of the start of the [Washington ACTE Summer Conference](#), provided there are two candidates. If there is only one candidate, the Delegate Assembly will vote at Summer Conference.
- In order to vote, you must be a [Washington ACTE member](#) by **June 30, 2017**
- The winner will be announced at Opening Session of Summer Conference.

**If you are interested in serving your profession as a member of the [Washington ACTE Executive Board](#) please complete the nomination packet outlining eligibility requirements, the process for nominations, and all applicable forms. Forms are also available on the [Washington ACTE Website](#).**

**Eligibility of Officer Candidates:**

1. In order to be eligible to be a candidate for a WA-ACTE Executive Committee office, each candidate must:
  - a. Have been a member of the WA-ACTE Executive Board within a five-year time period; or Have demonstrated active participation with the WA-ACTE Executive Board within the past five years; or Have been a Board member in an affiliated WA-ACTE section within the past five years; and
  - b. Be a member in good standing of the WA-ACTE, ACTE, and his/her affiliated state section; and
  - c. Have on file with the WA-ACTE office a completed application form by May 1 of the year of the election.
2. In the event that no one applies for a position that is open, the WA-ACTE Executive Board may nominate up to two candidates that meet the above criteria by the May Board meeting.
3. In the event that there are more than two qualified candidates, all are eligible to seek the open office. The person receiving the greatest number of votes will be elected to that position.
4. In the event that there is only one candidate for an elected office, a formal election would not be held. The candidate would be elected by the Delegate Assembly.

**Duties and Functions of President Elect:**

1. Assume the duties of the President in case of absence or disability of the President.
2. Assume the office of President in case of vacancy in that office.
3. Serve as a representative to the Association for Career and Technical Education Assembly of Delegates.
4. Represent the Association at meetings and in committees as requested by the President and/or the Executive Board.
5. Develop with the Executive Committee the Strategic Plan for the following year.
6. Present the draft Strategic Plan to the Executive Board at the August Board meeting and to the Delegate Assembly.
7. Serve as chair of one of the Strategic Plan Committees.
8. Prepare annual Budget in conjunction with the Washington Association for Career and Technical Education Executive Committee and Executive Director and present to the WA-ACTE Executive Board at the May Board meeting.
9. Request a Calendar of Activities for the next year from each section by the fall retreat.
10. Provide information to the incoming President Elect regarding duties, responsibilities, and procedures for the office to be done in a written record and to be given to the new officer in August.
11. Perform any other duties assigned to the office by the President and/or the Executive Board.
12. Participate in or appoint a representative to participate in ACTE, National Policy Seminar, and Region V activities organized on a national and regional basis.

**Duties and Functions of the Executive Committee:**

1. Meet prior to each Executive Board meeting and review agenda for the Board meeting, review financial statements, review correspondence and committee reports, review reports of the President and Executive Director, and develop motions dealing with specific actions for presentation to the Executive Board.
2. Recommend appropriate changes in Board policies, procedures, or Association activities to the Executive Board.
3. Review and provide input for proposed Strategic Plan and annual Budget.
4. Serve as a screening committee for prospective permanent contracted WA-ACTE personnel.
5. Evaluate the Executive Director with input from the WA-ACTE Board.
6. Reviews staff evaluations and make recommendations to the Executive Director.

Officers will be required to represent Washington ACTE at the following meetings and conferences for 2017-2018 (*approximate amount of days / subject to change*). Allow one or two days additional for out-of-state travel. There will also be various GoToMeetings throughout the year.

- October 21, 2017
  - Washington ACTE Executive Board Meeting, SeaTac
- November 2-3, 2017
  - Washington ACTE Fall STEM & ARTS Conference, Great Wolf Lodge
- December 6-9, 2017
  - ACTE's CareerTech VISION, Nashville
- January 27, 2018
  - Washington ACTE Executive Board Meeting, SeaTac
- January 31 or February 7, 2018
  - CTE Student Leadership Civic Engagement Day, Olympia
- March 5-7, 2018
  - ACTE National Policy Seminar, Washington DC
- April 11-14, 2018
  - ACTE Region V Conference, Colorado Springs CO
- May 19, 2018
  - Washington ACTE Executive Board Meeting, SeaTac
- August 4, 2018
  - Washington ACTE Executive Board Meeting, Spokane
- August 5-8, 2018
  - Washington ACTE Summer Conference, Spokane

## **Washington ACTE Campaign Policies:**

The following policies have been set forth to regulate campaigning procedures. These campaigning procedures apply to the candidate, any supporter of a candidate, and sections of the Washington ACTE. The over arching purpose of this policy is to create equal access to members by candidates in seeking their vote for office, while not inundating members with campaign information.

### **1. Guidelines for Election of Officers**

#### **a. Permitted Campaign Activities**

- i. Campaign material may only be distributed through free, electronic means such as email and social media.
- ii. Any candidate or supporter of a candidate (including section leadership) may speak personally to any other individual or group and ask for support in the election.
- iii. Candidates may ask supporters to write personal letters of support to other colleagues on their behalf. Such letters must be distributed by electronic means only.
- iv. Candidates are allowed to submit uniform emails to Washington ACTE for Washington ACTE to distribute to members through the Washington ACTE's established e-blast system. The e-blast will include both candidates' information available at the time.

#### **b. Prohibited Campaign Activities**

- i. Negative campaigning is not allowed by anyone covered by this policy.
- ii. The development of any printed material by candidates or their supporters is strictly forbidden.
- iii. Sales and promotional gimmicks or any giveaways, such as campaign buttons are forbidden.
- iv. Following the nomination for office (President Elect), candidates who are current positions of leadership within the Washington ACTE structure should not be provided with visibility opportunities (campaign opportunities) beyond those typical of their normal duties and activities.

#### **c. Violations of Campaigning Prohibitions**

- i. All complaints regarding possible violations of these campaign policies must be submitted to the WASHINGTON ACTE Executive Committee, via the President and/or Executive Director, in writing and signed by the person or group issuing the complaint.
- ii. The Executive Committee will notify the candidate charged with the violation that a complaint has been filed and give that individual the opportunity to respond.
- iii. The Executive Committee will follow up with individuals in and related to the complaint that compiled the information. The Executive Committee will make a determination regarding the violation after the ballots for the election have been counted, but prior to the certification of the election and the announcement of the winner.
- iv. If it is found that the campaigning prohibition was violated, the Executive Committee will determine if the candidate should be disqualified. If a winning candidate is disqualified, the individual with the second highest number of votes will be declared the winner of the election. If a losing candidate is disqualified, they will be informed, but no further action will be necessary.
- v. A candidate may be disqualified even if they were not personally involved in or aware of the campaign activities cited in an official complaint.



**DECLARATION OF CANDIDACY FOR PRESIDENT ELECT  
NOMINATION FORM**

Name (Last, First, Middle) \_\_\_\_\_

Title \_\_\_\_\_

Employer \_\_\_\_\_

Work Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Work Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_

Work Email \_\_\_\_\_ Home Email \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Please respond as to how you fulfill the requirements to hold the office of President Elect listed below.

1. *The candidate for President Elect must have been a member of the Washington ACTE Executive Board within a five-year time period or have demonstrated active participation with the Washington ACTE Executive Board within the past five years (to include attending and/or making presentations to the Washington ACTE Executive Board over the period of a year) or have been a board member in an affiliated Washington ACTE section within the past five years.*

Please indicate how you fulfill the above requirement. An additional page may be attached, but brevity is requested.

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2. *Each officer must be a member in good standing of the Washington Association for Career and Technical Education, national Association for Career and Technical Education, and his/her affiliated state section.*

a. Are you a member in good standing of the Washington ACTE?  
 Yes     No

b. Are you a member in good standing of the ACTE?  
 Yes     No

c. Are you a member in good standing of your affiliated state section(s)?  
 Yes     No

Affiliated State Section(s): \_\_\_\_\_



**APPROVAL FOR CANDIDACY**

I have read and understand all information provided in this nomination packet and pledge my three-year commitment to serve as President Elect, President, and Past President of the Washington Association for Career and Technical Education.

Name of Candidate \_\_\_\_\_

Signature of Candidate \_\_\_\_\_

Date \_\_\_\_\_

The candidate has my approval and support to seek this position and fulfill the responsibilities of the office should he/she be elected.

Approved:

Principal/Site Administrator Name \_\_\_\_\_

Principal/Site Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved:

Superintendent/Chief Administrator Name \_\_\_\_\_

Superintendent/Chief Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_

Completed application must be received no later than 4 p.m., May 1, 2017.

Submit this form to:

Washington ACTE Nominations Committee

PO Box 315, Olympia WA 98507-0315

Fax: 360-357-1491 / Email: [wa-acte@wa-acte.org](mailto:wa-acte@wa-acte.org)

A photograph of yourself and an article written by you concerning your qualifications and candidacy must be submitted to the Washington ACTE office no later than May 1, 2017. Please email to [wa-acte@wa-acte.org](mailto:wa-acte@wa-acte.org)