



POLICY 77-1 Nomination and Election of KASA Officers

Introduction

In keeping with the Constitution and By-Laws of the Kentucky Association of School Administrators, the KASA Board of Directors has adopted the following policy for governing the nomination and election of the officers of the Association. The Constitution names the offices of President, President-Elect and Vice President and provides for the automatic advancement of the President-Elect to President. It further states that the President-Elect and Vice President shall be elected at the annual statewide meeting of the Association. While the Constitution names the officers of KASA and sets the term for each office, it does not provide for a specific procedure for selecting officers or a criteria for their eligibility. It does provide for a Nominating Committee (Section 4–KASA Bylaws) comprised of a member from each of the KASA affiliate organizations.

The purpose of this policy statement is to:

- A. Establish the procedure for nominating officers, both through the committee system and at the conference;
- B. Facilitate the process of nominating candidates, considering nominees by the committee and electing officers at the statewide conference; and
- C. Ensure the selection of the most capable leaders in KASA.

In the adoption of this policy, KASA reaffirms its belief that KASA officers should be the most capable leaders in the Association and that the nomination of candidates should not be restricted to any one affiliate organization. It further believes that if the prime candidates for each office are equal in abilities and qualifications, some consideration should be given to the affiliate organization and KASA region represented by each candidate.

KASA Officers

President	No nominations needed since the President-Elect is advanced to President
President-Elect	Open for nominations annually
Vice President	Open for nominations annually

Eligibility Criteria

1. The office of President shall not be held by a representative of any one KASA affiliate organization for more than two (2) years in succession.
2. For either office for which nominations are accepted, a candidate must have been an active member of KASA for at least five (5) consecutive years and must have completed at least one term on a KASA standing committee, or the KASA Board of Directors.
3. For either office, a candidate must be an active member of KASA, and must be nominated by another person who is an active member of KASA.
4. For either office, a candidate must agree to the nomination and confirm that he/she will have adequate time to devote to the office and the freedom to travel on behalf of KASA.

5. If the candidate is not a superintendent at the time of nomination, he or she must have the signature of his or her superintendent on the nomination form.
6. For either office, a candidate shall submit to the KASA Nominating Committee:
 - a. A digital photograph;
 - b. A written statement about his or her experiences as an educational leader and vision for KASA, not to exceed 500 words; and
 - c. Two letters of recommendation – one from an active KASA member in the candidate's region, who is not employed in the same district as the candidate, and one from an elected officer or the governing body of a KASA affiliate group of which the candidate is a member. An affiliate officer or governing board may submit a recommendation for more than one candidate.

Nomination Procedure

1. Nominating Committee

- a. A nominating committee appointed by the KASA President shall be responsible for administering a screening process for the purpose of selecting one nominee for each of the offices of President-Elect and Vice President. The committee shall be chaired by the Immediate Past President of KASA.
- b. Any member of the nominating committee who is employed in the same school district as any candidate for office shall recuse himself or herself from the deliberations of the committee for the affected office.
- c. All nominations must be made in writing to the KASA Nominating Committee on an official nomination form.
- d. To be valid, a nomination form must contain a statement signed by the nominator that the candidate will accept the nomination, will have time to devote to the office and will be free to travel on behalf of KASA.
- e. The committee shall interview each properly nominated candidate for each office. The selection made by the Nominating Committee shall be presented to the KASA membership at least 30 days prior to the annual conference and shall be voted on at the business session at the annual conference.

2. Nominations at the Conference

- a. Nominations for President-Elect and Vice President may be made at the annual statewide conference provided they are made on an official nomination form.
- b. Nominations at the conference shall be submitted to the KASA President or the Executive Director by the end of the First General Session of the conference. Candidates nominated at the conference shall meet the same criteria as candidates nominated by the committee.
- c. No nominations will be received from the floor at the conference.

Election Procedure

1. The KASA Nominating Committee will report its recommendations at the business session at the annual statewide conference.
2. Following the report of the Nominating Committee, the KASA President will report those candidates who have been nominated at the conference, if any.
3. Seconding speeches, if requested will be permitted from the floor by any member. The number of speeches and time for each speech shall be determined by the KASA President.
4. The officers of KASA shall be elected by majority vote of the members present at the business session at the annual statewide conference.
5. In the event there is more than one candidate for an office, the election shall be conducted by secret ballot. An election committee will be appointed by the KASA President to tabulate the ballots and validate the election.