

OREGON SCHOOL COUNSELOR ASSOCIATION, INC. NOMINATIONS AND ELECTIONS POLICIES

**Drafted May 29, 2003 and Adopted
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Revised November 18, 2006**

Article I: Nominations and Elections Committee. The Nominations and Elections Committee performs an important task within the Association. It ensures that the selection of qualified candidates for the ballot is made in a timely manner.

- a. The President-Elect chairs the Nominations and Elections Committee.
 1. The Nominations and Elections Committee Chair may choose any number of committee members who are current OSCA members.
 2. The Nominations and Elections Committee Chair oversees the election activities.
 3. The Nominations and Elections Committee Chair notifies candidates of the election results.
- b. The Nominations and Elections Committee encourages eligible members to seek nomination.

Article II: Call for Nominations and Candidate Selection. The following procedures will be used to issue the call for nominations and to select the candidates:

- a. The Nominations and Elections Committee will issue a call for nominations annually.
- b. The Nominations and Elections Committee will determine eligibility for candidacy per Nominations and Elections Policies, Article III.

Article III: Eligibility for Candidacy. Members seeking nomination for an OSCA office are required to meet the following specifications:

- a. Nominees must be Professional, Retired, or Lifetime members of OSCA, as stated in Membership Policies, Article I, Section 2. Rights and Privileges. Candidates for the office of President or President-Elect must also be members of ASCA.
- b. At the time of nomination and at the time of assuming office, a Vice-President must be employed at the work setting level for which they are seeking office. Level settings are defined as Elementary, Middle/Junior High, High School, and K-12.
- c. An elected officer may be a candidate for reelection to the same office.

Article IV: Campaign. In order to foster the professional goals of OSCA, to enhance collective and individual involvement of members, and to assure a healthy professional environment, campaigning will be kept to a minimum in accordance with the following specifications:

- a. OSCA will not engage in the practice of budgeting or appropriating organizational funds for support of any candidate, except for the publication of all candidate statements in the Oregon School Counselor Newsletter or OSCA website and printing and sending ballots to eligible members.
- b. Written candidacy information will be limited to the Election Issue of The Oregon School Counselor Newsletter or the OSCA website. Candidates or their representatives may not disseminate campaign literature or other materials. Oral information about candidates will be confined to personal communications among members.
- c. Violation of the Nominations and Election Policies will subject candidates to possible invalidation of their eligibility as candidates. Authority to withdraw the said candidate rests with the Nominations and Elections Committee with ratification by the Governing Board. The Nominations and Elections Committee shall follow the current ASCA Policies for Violations Charges.

Article V: Ballot.

- a. Ballots will be mailed individually to eligible members via first class mail at least four weeks prior to the ballot return deadline. No other OSCA mailings will be included with the ballot. All ballots will be mailed directly to the Nominations and Elections Committee Chair or to OSCA's accounting firm that will count and verify the votes.
- b. The order of the candidates' names on the ballot will be listed alphabetically by position.

Article VI: Candidate Notification

- a. The Nominations and Elections Committee Chairman will notify all candidates.
- b. The Nominations and Elections Committee Chair will notify the Governing Board after all candidates have received the results.

Article VII: Elected Officers Responsibilities, Expenses, and Terms.

Fulfilling the responsibilities of an OSCA officer position is an important responsibility and requires a commitment of time and energy to complete the assignments of each position. The following information provides an overview of the expectations:

- a. The OSCA Governing Board is composed of the following elected officers: President; President-Elect; Immediate Past President; Work level Vice Presidents—Elementary, Middle/Junior High, High School and K-12; Secretary; and Treasurer. The OSCA Governing Board also includes Chair and Liaison positions selected by the Governing Board.
- b. Each elected officer serves on the OSCA Governing Board to assist in establishing policy and conducting business of the Association.
 1. The President. The President ensures the integrity and fulfillment of the Board's Process and represents the Board to outside parties. Specific responsibilities include the following:
 - Perform such duties as directed by the Bylaws or Governing Board in accordance with OSCA's Strategic Plan.
 - Preside at all meetings of the Governing Board.
 - Represent OSCA at meetings and conferences of other organizations and with the media at the national, state, and local levels.
 - Be the liaison with ASCA.
 - Submit written Leadership Reports to the Governing Board.
 - Submit reports to ASCA as required.
 - Submit an annual report to the membership.
 - Coordinate and communicate with the Governing Board.
 - Write articles for each issue of The Oregon School Counselor Newsletter and other publications as requested.
 - Develop the agenda and working papers for each Governing Board meeting.
 - Develop and execute the annual Governing Board Leadership Retreat and other trainings as needed.
 - Develop the tentative calendar for the Governing Board and membership.
 - Sign contracts after consultation with OSCA's attorney.
 - Partner with the President-Elect to assist them in preparing for the Presidential year.
 2. President-Elect. The President-Elect fulfills the President's obligations in the President's absence and prepares to assume the office of President. Specific responsibilities of the President-Elect include the following:
 - Perform such duties as may be directed by the Bylaws of the Governing Board.

- In the absence of the President, assume the role of the President with all its authority and responsibility.
 - Prepare for Presidential year.
 - Represent OSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
 - Submit written Leadership Reports to the Governing Board.
 - Chair the Nominations and Elections Committee.
3. Immediate Past President. The Immediate Past President provides historical perspective and guidance to the Governing Board. Specific responsibilities of the Immediate Past President include the following:
- Perform such duties as may be directed by the Bylaws of the Governing Board.
 - Represent OSCA at meetings and conferences of other organizations and with the media at the national, state, and local levels.
 - Submit written Leadership Reports to the Governing Board.
 - Advise the Governing Board.
4. Treasurer. Specific responsibilities of the Treasurer include the following:
- Perform such duties as may be directed by the Bylaws or Governing Board.
 - Represent OSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
 - Submit written Leadership Reports to the Governing Board.
 - Submit an annual budget.
 - Chair the Finance Committee.
 - Deposit Funds
 - Write Checks.
 - Pay routine bills.
 - Prepare reports for the Governing Board.
 - Coordinate with the contracted Accountant to prepare for required reports to the Internal Revenue Service and the Secretary of State.
 - Submit reports to the Principal Office as required.
5. Secretary. Specific responsibilities of the Secretary include the following:
- Perform such duties as may be directed by the Bylaws or Governing Board.
 - Represent OSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
 - Submit written Leadership Reports to the Governing Board.

- Record and Prepare minutes for each Governing Board, Executive Board, and Finance Committee meeting.
 - Submit reports to the Principal Office as required.
6. Level Vice Presidents. Level Vice Presidents shall be elected to two-year terms to represent professional school counselors in Elementary, Middle/Junior High, High School, and K-12 work setting. A Level Vice President who becomes employed in another level may be asked to resign. Specific responsibilities of the Level Vice Presidents include the following:
- Perform such duties as may be directed by the Bylaws or Governing Board.
 - Represent OSCA at meetings and conferences of other organizations and with media at the national, state, and local levels.
 - Represent the interests, needs, and concerns of the professional school counselor in respective work settings.
 - Generate interest in activities with respective work level settings.
 - Submit written Leadership Reports to the Governing Board.
 - Write articles for OSCA Newsletter and other publications as requested.
 - Review program proposals for OSCA conference.
- c. Each elected officer serves on the Executive Board. The Executive Board is also the Finance Committee.
- d. All elected officers are to attend all OSCA Governing Board meetings, all Executive Board and Finance Committee meetings, the Leadership Retreat the Annual Conference, and Summer Institute when held; write and carry out a plan of action; make regular written reports regarding the process of the plan of action and expenditure of funds; and carry out any other duties assigned by the President.
- e. None of the elected officer of OSCA shall receive any compensation for services, but their necessary expenses shall be paid as described in accordance with OSCA policies that address finance.
- f. The President-Elect will serve three years—one as President-Elect, one as President, and one as Immediate Past President. All other elected officers will serve two-year terms.

Article VIII: Estimated Time Commitments. All elected officers will be expected to fulfill the commitments listed below. Travel time needs to be added as necessary.

- a. Governing Board Meetings. There are normally four to six Governing Board meetings per fiscal year (July 1 to June 30). Meetings generally take place in

- August, October, January, March, and May on Saturdays for approximately four hours.
- b. Committees meet at various times. The Executive Board (which is also the Finance Committee) generally meets before or after the Governing Board meeting.
 - c. Leadership Retreat. The training usually occurs in August for two days and includes the first Governing Board meeting of the fiscal year.
 - d. The Fall Conference generally occurs in October on a Friday and half day on Saturday. Governing Board members are given responsibilities at the Conference and are expected to stay for the full conference. The joint Conference with Washington may last more than 1 ½ days.
 - e. The Summer Institute is generally held in August for three to five days. Governing Board members are given responsibilities and expected to stay for the full institute.
 - f. Elected officers may be assigned to other Committees as needed.