

# ELECTIONS

## *Values*

- Efforts are made to encourage maximum participation by MASP members in the election process. Elections with two or more candidates are encouraged.
- Elections are fair and ample opportunity is given for the membership to learn about the candidates through the use of printed and electronic methods distributed by MASP via the MASP website and emails to members.
- All candidates have equivalent opportunities to present information about themselves to MASP members.
- MASP elections and campaigning are conducted with integrity befitting a professional organization and are consistent with the ethical principles, professional practices, and standards of the National Association of School Psychologists (NASP).
- Candidates are courteous and respectful of other candidates.
- Candidates honor and respect the privacy and professionalism of all members.
- All members, including candidates, are active stewards of the election process and will help insure a fair election by monitoring and immediately reporting alleged election irregularities.

## *Procedures*

The Nominations and Elections procedures shall be maintained by the Election Committee. Procedures include the following:

- Candidate eligibility criteria
- Nomination and election procedures for elected positions
- Time lines
- Selection of nominees for ballot
- Resolution of a tie for election
- Notification of nomination and election
- Proposal of a slate
- Candidate submission requirements
- Campaigning

## **Nominations and Elections Procedures**

### **1. Election Committee**

**Structure.** The Election Committee will be comprised of at least three MASP members in good standing. An ad-hoc Nominations Committee will be created for each election for the purpose of submitting a slate of candidates to the MASP Executive Board and the Election Committee. The chair of the Nominations Committee will be a Past President of MASP who is appointed by the MASP President. Two additional MASP Members will be solicited to serve on the Nominations Committee.

**Functions.** The Election Committee oversees all aspects of the MASP elections process. The committee serves as an advisory committee to the Executive Board.

**Duties.** The Election Committee is responsible for monitoring the entire election process from the solicitation of candidates to the announcement of the election results.

The committee shall enforce the rules set forth by the Executive Board as described herein. The committee shall recommend to the Executive Board any and all procedural changes that it deems necessary and appropriate. The committee shall address all election complaints with final mediation if necessary by the Executive Board.

Members of the Election Committee shall refrain from actively supporting a candidate. Should a committee member feel it is necessary to publicly endorse or actively campaign for a candidate, that workgroup member should recuse him/herself from the Committee.

## **2. Nominations of Candidates**

- a. **Call for Self Nominations.** A call for self-nominations with a description of the responsibilities of the position and the procedures potential candidates must follow in the self-nomination process will be published on the MASP website and in MASP electronic publications.
- b. **Eligible Candidates – President Elect.** Any MASP member in good standing (except Associate and Student Associate) may run for the MASP President-Elect position. Candidates must be credentialed as a school psychologist (state credential or NCSP) or have completed a school psychology training program. Candidates are not required to have prior experience as an elected or appointed leader of MASP. Candidates must have been a member for MASP for at least one year. This position will be elected by the voting MASP membership.
- c. **Notification of Intent to Seek Election.** Written notification via email of prospective candidates' intent to seek election must be received by the Nominations Committee by September 6, 2019.
- d. **Statement of Compliance.** All candidates will be expected to sign a "Pledge of Compliance" to the rules and procedures for election and return it to the Nominations Committee via email when submitting their intent to seek election.
- e. **Certification of Candidates' Membership.** All potential candidates must be certified as members of MASP as of September 1, 2019 to be on the ballot.
- f. **Statements and Responses to Questions.** The Elections Committee will determine a schedule of responses that candidates will be responsible to complete and submit to the Nominations Committee Chair. These may include biographies, personal statements to the members, and responses to questions posed by the Elections Committee. Additional requirements will be presented to the candidates as needed to insure adequate exposure for all candidates.
- g. **Dissemination.** The list of members interested in seeking election will be placed on the MASP website and through MASP email.

### 3. Campaign Practices

*The campaigning policies and procedures apply to all candidates as well as others who may be supporting a candidate.*

All campaigning must be positive. It is required that a candidate (and his or her supporters) only campaign about his/her own qualities and positions and any reference to an opponent's qualifications or positions is forbidden.

Each candidate is asked to honor and respect his/her fellow members and is asked to use caution in sending multiple messages or extensive documents as part of campaigning. All candidates will have ample opportunity to make personal statements to the membership through postings on the MASP website and e-mails sent by MASP. MASP will send two personal statements to the MASP membership for candidates. More communications may be authorized by the Election Committee at its discretion.

Candidates and their supporters may contact anyone **individually** about the election. Any written communication must be on a one-to-one basis i.e. one e-mail address per e-mail message. Candidates or supporters may not use listservs, group e-mails, social networking (e.g., Facebook, Twitter), broadcast telephone message, and other communications sent to large groups to campaign. All campaigning should be individual communications from the candidate or the supporter to another member. The use of flyers, bumper stickers, buttons, or other promotional materials to campaign is prohibited.

The use of the MASP logo, or print or electronic mediums (such as the MASP website, newsletter, or e-mail) for campaign purposes is prohibited.

A candidate or their supporters may reference personal web or social networking sites, but a candidate may not use the site to campaign for the position they seek or make reference to the election. Reference to a website in candidates' messages will not be active links in printed or posted materials on the MASP website or in MASP materials. It is permissible to link from a personal website to the MASP website.

Minimal expenditure of a candidate's own funds or those of other individuals or organizations for campaigning is acceptable. The maximum personal expenditure for an officer election is \$150.

Candidates are cautioned that anyone campaigning for them is responsible for following the campaigning procedures. Candidates are asked to advise their supporters of these procedures and supply them with copies of these procedures. Candidates should report any suspected irregularities or breaches by their supporters to the Election Committee. Candidates and supporters are also advised to use care and insure the NASP Ethical Principles and advisories issued by the Ethics Committee are followed when enlisting the support of graduate students, supervisees, coworkers, and others who may be in a subordinate role with the candidate.

If a candidate has a question or is uncertain if a planned campaigning activity is consistent with these campaigning rules, he or she should contact the Elections Committee **in advance** of the planned activity.

Serious breaches of the campaigning procedures may lead to sanctions that may include a warning or even disqualification. When the Election Committee becomes aware of a possible breach of the Campaigning Policies and Procedures, for example, through a complaint reported by a MASP member or other means, the candidate or supporter will be contacted by the Election Committee regarding the alleged breach of

procedures. See #6 below to review the complaint procedures.

#### 4. General Election

- a. **Candidates.** Any member who indicates their interest in being elected and meets eligibility requirements will have their name placed on the ballot for the position they are seeking. Each General Election ballot will have a write-in slot for each position being contested regardless of the number of announced candidates.
- b. **Filling Out the Slate of Candidates.** In the event that no candidate self nominates for a position, the Nominations Committee will solicit candidates. In the case of no one being nominated or willing to take the nomination for President-Elect, the Nominations Committee will nominate two candidates who are willing to run for the position. The Nominations Committee will facilitate the polling of the MASP Executive Board to obtain the candidates.
- c. **Statement of Compliance.** In order to be placed on the election ballot, each candidate is required to sign a “Pledge of Compliance” to the rules and procedures for election and return it to the Election Committee when submitting their name for nomination.
- d. **General Election Statements.** The Elections Committee may prepare a series of questions for the candidates to respond to that will allow them to address their qualifications and previously held positions within MASP, articulate their goals and vision for MASP, and discuss important issues facing school psychology. Schedule deadlines, format, and length of such statements will be given to the candidates at the time they receive their questions from the Election Committee.
- e. **Schedule of Election.** The election shall be scheduled in accordance with MASP’s Bylaws.
- f. **Membership Voting Eligibility.** To be eligible to vote, a person must become a MASP member at least three weeks before the start of the MASP election. The membership “as of” date will be announced on the MASP website and in other official MASP communications.

#### 5. Election Process

- a. **Ballots.** In accordance with MASP’s Bylaws, candidate names will appear on the ballot in alphabetical order for each elective office. Should only one person’s name be submitted for an office, that name will appear first on the ballot with a space also provided for a write-in candidate.
- b. **Voting.** Voting will occur through MASP’s website platform. An email will be sent to announce the voting period of the election, including the starting and ending dates. Two additional reminders will be sent during the voting period to remind members to vote.
- c. **Counting Ballots and Certifying Results.** The Election Committee will view the results of the election via the website platform within one hour of the ending of the voting period.
- d. **Run-Off Elections.** In the event of a tie for first place in a two-candidate race there will be a run-off election. MASP will provide two e-mail blasts announcing the run-off election and the voting period.
- e. **Finalizing the Election.** The Election Committee shall submit a report to the MASP Executive Board, including a summary of any complaints and irregularities in the election process, as well as their

resolutions by the committee and whether further action is needed by the Executive Board. If no further action is required the Election Committee Chair shall inform the candidates of the results. If the Election Committee feels the Executive Board should be asked to verify the election then the Executive Board shall officially finalize the election results at an Executive Board meeting (virtual or face-to-face) within 7 days following the close of the election cycle. The Executive Board shall consider any remaining election complaints or concerns prior to finalizing the election at the Executive Board meeting. The MASP President shall inform the Elections Committee chair of the decision of the Executive Board, and the chair shall inform all candidates of the results.

## **6. Election Complaints and Enforcement**

Only current MASP members may make election complaints. All problems, concerns, and discrepancies are to be reported in writing (via U.S. mail or e-mail) and forwarded to the Elections Committee. In addition, the Elections Committee itself may identify potential breaches. The committee will act on the complaint or suspected breach in a timely manner and indicate the substance of the complaint and the action to be taken to the candidate and the complainant. Either the complainant or the offending party may appeal this decision to the Executive Board. The Executive Board's decision will be final and may not be appealed.

Violations of the Nominations and Elections procedures may result in sanctions or other resolutions. An offending member may be given a warning, or asked to cease a campaigning activity, or, in the case of serious or repeated breaches of procedures, the candidate could be disqualified from the election. If the breach involves a suspected violation of the NASP Ethical Principles, the Election Committee also may refer the issue to the Ethics Committee (Advisory Board), which will consider the complaint in accordance with its procedures.

These procedures will be reviewed and updated as needed at least every 5 years.

*Adopted by MASP Executive Board, June 26, 2019*