

# 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 ensure a fair election by monitoring and immediately reporting alleged election irregularities.

## *Procedures*

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

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

## **Nominations and Elections Procedures**

### **1. Nominations and Elections Committee**

**Structure.** The Nominations and Elections Committee will be comprised of at least three MASP members in good standing.

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

**Duties.** The Nominations and Elections 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 and investigate potential violations with final mediation, if necessary, by the Executive Board.

Members of the Executive Board and Nominations and Elections Committee shall refrain from actively supporting a candidate. Active support of a candidate includes initiating communication with another party or parties with the intent of influencing the voting in favor of a candidate.

## 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 emailed MASP electronic publications on May 1st.
- 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 in Maine (i.e., hold a current Maine DOE 093 certificate). Candidates are not required to have prior experience as an elected or appointed leader of MASP. Candidates must have been a member of MASP for at least one year. This position will be elected by the voting of eligible MASP members.
- C. **Notification of Intent to Seek Election.** Written notification via email of prospective candidates' intent to seek election must be received by the Nominations and Elections Committee by May 15th.
- D. **Statement of Compliance.** All candidates will be required to sign a "Pledge of Compliance" to the rules and procedures for election and return it to the Nominations and Elections Committee.
- E. **Certification of Candidates' Membership.** All potential candidates must be certified as members of MASP as of May 1st to be on the ballot.
- F. **Filling Out the Slate of Candidates.** In the event that no candidate self-nominates for a position, the Nominations and Elections Committee will solicit candidates. In the case of no one being nominated or willing to take the nomination for President-Elect, the Nominations and Elections Committee will nominate at least one candidate willing to run for the position. The Nominations and Elections Committee will facilitate the polling of the MASP Executive Board to obtain the candidate.
- G. **Dissemination.** The list of members interested in seeking election will be placed on the MASP website and sent to members via 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 qualifications and positions. 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 emails sent by MASP.

Candidates and their supporters may **individually** contact anyone about the election. Any written communication must be on a one-to-one basis, i.e., one email address per email message. Candidates or supporters may not use listservs, group emails, social networking (e.g., Facebook, Twitter, etc.), broadcast telephone messages, 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 email) for campaign purposes is prohibited.

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 Nominations and Elections Committee. Candidates and supporters are also advised to use care and ensure the NASP Ethical Principles and advisories issued by the Civility and Ethics Committee are followed when enlisting the support of coworkers or others who may be in a subordinate role with the candidate. Graduate students and direct supervisees may not participate in activities intended to support a candidate.

If a candidate or member has a question or is uncertain if an activity is consistent with these campaigning rules, he or she should contact the Nominations and 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 Nominations and Elections 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 Nominations and Elections Committee regarding the alleged breach of procedures. See #5 below to review the complaint procedures.

#### **4. General Election Process**

- A. ***Schedule of Election.*** The election will be scheduled in accordance with MASP's Bylaws.
- 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 urging members to vote.
- C. ***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.
- D. ***General Election Statements.*** The Nominations and Elections Committee will prepare a series of questions for the candidates in order to allow them to describe their qualifications and involvement 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 Nominations and Elections Committee.

Each candidate also will be allowed to submit two additional written statements for the purpose of promoting their candidacy. All general election statements should be submitted to the Nominations and Elections Committee for review and then will be posted on the MASP website and distributed to voting members via MASP email.

- E. **Ballots.** Candidate names will appear on the ballot in alphabetical order for each elective office. Ballots will have a write-in slot for each position being contested regardless of the number of announced candidates.
- F. **Monitoring of Voting.** Access to the voting platform will be limited to the Webmaster and the Chair of the Nominations and Elections Committee for the sole purpose of monitoring that the system is operational and accessible to members. Information regarding the interim voting results is strictly confidential and will not be disclosed.
- G. **Counting Ballots and Certifying Results.** The Nominations and Elections Committee will view the results of the election via the website platform within one hour of the ending of the voting period.
- H. **Run-Off Elections.** In the event of a tie for first place, there will be a run-off election starting within one week of the conclusion of the first round of voting. MASP will provide two email blasts announcing the run-off election and the voting period. In the event that there remains a tie between candidates after the run-off, the winner of the election will be determined by a coin toss conducted by a third party agreeable to and observed by the remaining candidates.
- I. **Finalizing the Election.** The Nominations and Elections 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 Nominations and Elections Committee Chair shall inform the candidates of the results. If the Nominations and Elections 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 Nominations and Elections Committee chair of the decision of the Executive Board, and the chair shall inform all candidates of the results.
- J. **Invalid Election.** In the event that the Executive Board is unable to finalize the results of the election, the Election Board may determine that the results are invalid. Possible reasons for such action may include voting irregularities or serious rule violations that likely impacted the election results. If an election is determined to be invalid, a new election must be held within 60 days. The new election would include the original candidates unless one or more candidates are disqualified or withdraw from the election. In the event that an original candidate is disqualified or withdraws, the Nominations and Elections Committee will seek nominations for one or more candidates. The Nominations and Elections Committee will oversee the new election to ensure compliance with the Election Policies and Procedures.

## 5. Election Complaints and Enforcement

Only current MASP members who are eligible to vote may make election complaints. All problems, concerns, and discrepancies are to be reported in writing (via U.S. mail or email) and forwarded to the Nominations and Elections Committee. In addition, the Nominations and 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 Nominations and Elections Committee also may refer the issue to the Civility and Ethics Committee, 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 22, 2022*