



Association for Career and Technical Education of Arizona

# *Election Guidelines & Application Materials*

**Secretary**

# ACTEAZ Officer Election Guidelines

*All candidates for ACTEAZ Secretary must meet the following criteria and follow the guidelines as set forth in the ACTEAZ Bylaws and the Board Policy and Procedures Manual.*

## Eligibility and Term of Office

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The Executive Officers for ACTEAZ shall be elected from the ACTEAZ State membership. They will be selected on the basis of demonstrated leadership in career and technical education. The Secretary shall serve a two-year term beginning July 1 following election.

## Process of Nomination

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The procedure for selecting the Secretary candidates shall be determined by the Nominating Committee. The Nominating Committee shall then present two candidates (if possible) for the election ballot.

## Method of Election

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- Officers of ACTEAZ shall be elected by electronic ballot as determined by the Nominating Committee.
- Candidates and their supporters are prohibited from distributing any printed campaign materials and organized campaign efforts such as telephone banks are strictly prohibited. Any candidate or a supporter of a candidate may speak personally to any other individual and ask for that person's support in the election. ACTEAZ will send out electronic write-ups on each candidate. Failure to comply with these requirements may result in disqualification. The Executive Committee of the ACTEAZ Board of Directors shall be charged with the responsibility of deciding whether to disqualify a candidate when a violation is reported. In case of a tie vote, a runoff election will be conducted. Final results will be reported to the ACTEAZ Board of Directors by May 31st.
- If at any time during the election process a candidate for office withdraws or is disqualified, the Nominating Committee will continue with the election if there is a candidate for that position on the ballot.

# ACTEAZ Officer Election Criteria

## Secretary Criteria

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- The nominee shall be a person who is recognized as a leader of ACTEAZ and who will be fair to all components of career and technical education.
- The nominee shall be an ACTEAZ member in good standing.
- The nominee shall be a person who will use the office of Secretary to promote ACTEAZ and its programs instead of an individual who will use the office solely for the purpose of promoting his/her own professional interests. The office of Secretary of ACTEAZ shall go only to those who have a sincere and genuine interest in furthering the development and improvement of career and technical education through ACTEAZ activities.
- The nominee shall be able to take sufficient time off when necessary to attend to the duties of Secretary of ACTEAZ during his/her term of office. The nominee shall present written assurance from his/her employer of willingness to release him/her to attend needed functions of the Board.

## Secretary Duties

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- Keep an accurate record of all proceedings of meetings of the general membership, the Board of Directors, Executive Committee and Summer Conference Steering Committee.
- Distribute sign-in sheets and determine quorum.
- Provide Motion and Committee forms for information for the minutes.
- Within two weeks send draft of minutes to President and the Executive Directors for review and dissemination.
- Reviews as part of a team, conference programs, brochures and pamphlets.

# ACTEAZ Officer Election Application

## Required Materials

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*The following forms must be included in your application:*

- Nomination Form
- Biographical Information Form
- Platform Statement - Why you wish to be ACTEAZ Secretary *(Please limit to 300 words)*
- Support Letter from Employer
- Support Letter from Colleague
- Photograph/Headshot *(Hi-res .jpg 300dpi)*

## Application Deadline

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All required materials will need to be completed and received electronically at [elections@acteaz.org](mailto:elections@acteaz.org) by April 19th, 2019.

If you have any questions, please send an email to [elections@acteaz.org](mailto:elections@acteaz.org).

# ACTEAZ Officer Election Nomination Form

## **Personal Information**

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Full Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Home Email: \_\_\_\_\_

## **Employment Information**

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Employer's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Work Email: \_\_\_\_\_

Contact Preference:                      Home Phone                      Mobile Phone                      Work Phone

## **Candidate Agreement**

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The commitments required for participation in the Election process are described in this application. Your signature below will indicate that you have read and agree with the two-year commitment to lead and grow ACTEAZ.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **CTE Director, Occupational Dean or JTED Superintendent Agreement**

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The CTE Director / Occupational Dean or Superintendent is being asked to support costs for ten to twelve release days. The Local School District will also contribute financially to sponsor local, state, and national travel costs.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# ACTEAZ Officer Election Biographical Information

## Personal Information

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Full Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Home Email: \_\_\_\_\_

## Employment History

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Please list your last three employers including your current employer.

Employer's Name: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

## ACTEAZ Involvement

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Please list any activities you participated in within your state association.

Activity: \_\_\_\_\_ Dates of Activity: \_\_\_\_\_

Activity: \_\_\_\_\_ Dates of Activity: \_\_\_\_\_

Activity: \_\_\_\_\_ Dates of Activity: \_\_\_\_\_

Activity: \_\_\_\_\_ Dates of Activity: \_\_\_\_\_

Activity: \_\_\_\_\_ Dates of Activity: \_\_\_\_\_

Activity: \_\_\_\_\_ Dates of Activity: \_\_\_\_\_

# ACTEAZ Officer Election Biographical Information

## **Affiliate Involvement**

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Please list any activities you participated in within your affiliate association.

Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____

## **Region V Involvement**

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Please list any activities you participated in within your region.

Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____

## **Other CTE Activities Involvement**

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Please list any other CTE related activities you participated in.

Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____
Activity: _____	Dates of Activity: _____