Guidelines and Eligibility Requirements for ACTE Vice President Candidates

All candidates for ACTE Board of Directors must meet the following criteria and follow the guidelines as set forth in the ACTE Bylaws and the Board Policy and Procedures Manual.

The ACTE Bylaws, Article VII state:

A.            Eligibility and Term of Office

The Board of Directors of the ACTE shall be elected from the Individual Professional, Life, Educational Institution and National Affiliate organization members of the association. They will be selected on the basis of demonstrated leadership in career and technical education. The president-elect shall serve a one-year term beginning July 1 following election and automatically ascend to president. Division Vice Presidents from divisions with 1000 members or more and Region Vice Presidents will serve one three- (3) year term beginning on July 1 following their election. Regions and Divisions may choose to elect a vice president-elect for a one-year term who would then automatically ascend to vice-president. Vice president-elects will serve on their respective Region or Division policy committee, but do not serve on the ACTE Board of Directors.

B.            Process of Nomination

1.       The procedure for selecting the nominees for each division and region vice president shall be determined by the policy committee for the respective bodies. At the final business meeting of the division or region at the annual ACTE convention, at least two nominees for the office shall be presented to the members. Additional nominations may be made from the floor by members of the respective divisions or regions provided each nominee has been interviewed by the division or region nominating committee and each nominee is approved by a majority of the members in attendance. If there are not two candidates for office, the office shall be declared vacant by the Board of Directors.

2.       The ACTE Nominating Committee shall present to the Assembly of Delegates at least two candidates for the office of president-elect. Additional nominations may be made from the floor providing each nominee has been interviewed by the Nominating Committee and is approved by a majority of the delegates voting. If there are not two candidates for office, the office shall be declared vacant by the Board of Directors.

C.            Method of Election

1.       Directors and officers of the ACTE shall be elected by mail or electronic ballot as determined by the Board of Directors.

2.       Vice presidents of the divisions and regions shall be elected from the eligible memberships of their respective divisions and regions by mail or electronic ballot as determined by the Board of Directors.

3.       The Board of Directors shall establish detailed policy regarding campaigns for office and shall publish such policy to all candidates along with the announcement of the slate. Failure to comply with these requirements may result in disqualification. The Executive Committee of the ACTE Board of Directors shall be charged with the responsibility of deciding whether to disqualify a candidate when a violation is reported. Voting shall commence no later than the third day of the Association’s Annual Convention and shall remain open for 30 days.  Each eligible member of the ACTE, as of 30 days prior to the commencement of the voting period shall receive access to the ballot for voting. The Executive Committee shall certify the names of the persons duly elected. In case of a tie vote of two or more nominees, the ACTE Executive Committee shall cast the deciding vote for the office. A plurality vote shall constitute an election.

4.       If at any time during the election process a candidate for office withdraws or is disqualified, the Board of Directors will determine if the office is to be declared vacant.

The ACTE Board Policy and Procedures Manual, Article IX state:

IX.1        The ACTE Board of Directors has established the following criteria for candidates for President-Elect of ACTE.  The Nominating Committee may add other criteria that they feel are appropriate but shall notify the Board of any additional criteria applied.  (12/03), (7/07)

a.       The nominee shall be a person who is recognized as a leader of ACTE and who will be fair to all components of career and technical education.

b.       The nominee shall be an ACTE member in good standing.

c.        The nominee shall be a person who will use the office of President-Elect to promote ACTE 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 President-Elect of ACTE shall go only to those who have a sincere and genuine interest in furthering the development and improvement of career and technical education through ACTE activities.

d.       The nominee shall be able to take sufficient time off when necessary and have sufficient clerical and secretarial help to attend to the duties of President-Elect of ACTE 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.

IX.2        Qualifications for Vice President of ACTE shall be determined by the respective policy committees of the divisions or regions.  (12/03), (7/07)

Additional Board Qualifications

## Divisions

**Administration**

Qualifications

* Candidates for Vice-President of the Administration Division of ACTE shall have been a member for a minimum of five years.
* The candidate shall demonstrate an understanding of career and technical education and a willingness and ability to promote and support the total program of the ACTE.
* The candidate shall be able to devote the time necessary and have resources to carry out the responsibilities of the Vice-President of the Division.
* The candidate must demonstrate knowledge of the general policies and activities of the ACTE.
* The candidate must have attended two of the past three annual meetings and have participated in program activities of the Division.

**Agriculture**

Qualifications: All members of the ACTE Agricultural Education Division are eligible for nomination. It is further recommended that nominees have the following qualifications:

a. Major responsibility shall be in the field of agricultural education.
b. Sustained membership in the ACTE.
c. A large percentage of those involved in agricultural education in that nominee's state should be members of ACTE.
d. An understanding of vocational education and a willingness to promote the ACTE and its entire program.
e. Authorization to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities the office of Division President.
f. Served on the ACTE Agricultural Education Division Policy Committee or on one or more ACTE committees, have had a good attendance record at annual meetings of the ACTE and have participated in the programs of the Division.

The following rotation was established and has been continued for the office of Division President:

* University Agricultural Educator (AAAE)
* Supervisor (NASAE)
* Teacher (NAAE)

**Business**

Eligibility for the office of ACTE/BE Vice President shall:

A. Be Affiliated, Direct, or Life members of ACTE/BE. Affiliated and Direct members shall be eligible members as of February 1 of the fiscal year in which they are nominated for the office.

B. Demonstrate leadership in vocational/business education through active membership and service on one or more ACTE Committees, on the ACTE/BE Policy Committee, or as an ACTE/BE Affiliate officer.

C. Attend the ACTE annual conventions on a regular basis.

D. Provide acceptable documentation that sufficient time and support services and resources shall be available for the effective execution of the responsibilities of the office.

**Engineering Technology**

 Qualifications: Only members who are active in and affiliated with the Engineering and Technology Education Division are eligible for nomination. The following guidelines are recommended in the selection of nominees.

 a. Affiliated, Direct or Life Membership in the ACTE for a period of at least ten consecutive years.

 b. As evidence of leadership and interest in the ACTE, a large percentage of those involved in technology education in his/her state should be members of the ACTE.

 c. An in-depth understanding of career and technical education as well as engineering and technology education and a commitment to the ACTE and its entire program.

 d. Able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional President.

 e. Should have served on one or more ACTE committees through which he/she could have learned something of the general policies and activities of the ACTE and should have a good attendance record at annual meetings of the ACTE and have participated in the programs of his/her group.

**Family and Consumer Sciences**

Qualifications: All members of the Family and Consumer Sciences division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* Their primary field is in Family and Consumer Sciences;
* A willingness to promote the Family and Consumer Sciences and ACTE Strategic Priorities;
* Authorization to make time available to effectively execute the responsibilities of the office;
* Sustained membership in ACTE;
* Evidence of leadership in ACTE, a large percentage of those involved in ***discipline area*** in the nominee's state should be members of the ACTE;
* Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional Vice President;
* Should have served on one or more ACTE committees to develop competencies and understanding of the general policies and activities of the ACTE, have a good attendance record at annual meetings of the ACTE and participated in the program of his/her group.

**Guidance and Career Development**

No additional qualifications

**Health Science**

1. Qualifications: Members, who are active in the Health Science Technology Education Division and licensed/registered health care providers, are eligible for nomination. It is further recommended that the nominees heave the following qualifications:
2. Membership in ACTE for a period of at least five years.
3. An understanding of vocational education and a commitment to promote the ACTE in its entire program.
4. Available time and sufficient secretarial assistance to effectively execute the responsibilities of the office.
5. Served as an elected member of the Policy Committee.

**Marketing**

Qualification: only active members in the Marketing Education Division are eligible for nomination. It is further recommended that nominees have the following qualification:

1. Major responsibility shall be in the field of marketing education
2. Sustained membership in the ACTE during the past five years
3. An understanding of career and technical education and willingness to promote the ACTE and its entire program
4. Authorization to make time available and have sufficient clerical and secretarial help to effectively executive the responsibilities of the office of divisional vice president
5. Served on the ACTE Marketing Education Division Policy Committee or on one or more ACTE Committees, have had a good attendance record at annual meetings of the ACTE and have participated in the programs of the Division.

**NRS**

No additional qualifications required.

**PACE**

* + 1. Qualifications

Only active members in the Postsecondary, Adult & Career Education Division will be eligible for nomination. It is further recommended that nominees have the following qualifications:

* + - 1. Candidates for Vice President of the Postsecondary, Adult & Career Education Division shall have been a member for a minimum of five years.
			2. The candidate shall demonstrate an understanding of vocational, career & technical education and a willingness and ability to promote and support the total program of the ACTE.
			3. The candidate shall have authorization to devote the time necessary and have resources to carry out the responsibilities of the Vice President of the Division.
			4. Served on the ACTE Postsecondary, Adult & Career Education Division Policy Committee, one or more ACTE committees, and/or actively involved in a State affiliated association. Shown a good attendance record at annual meetings of the ACTE Postsecondary, Adult & Career Education Division Business and/or Policy meetings.

**T&I**

Qualifications: All members of the Trade and Industrial division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

 Primary professional field is in Trade and Industrial education.

 Willing to promote the Trade & Industrial Education Division and the ACTE Strategic Plan

 Authorized to make time available to effectively execute the responsibilities of the office.

 Sustained membership in ACTE

 Evidence of leadership in ACTE

## Regions

**Region I**

1. Qualifications:
2. Must have shown interest in ACTE through sustained membership in their Region 1 affiliate.
3. Must have demonstrated active leadership in their Region 1 Affiliate.
4. Must have time available to devote to the performance of duties of Vice President
5. Must have commitment and understanding of vocational education and to the total ACTE program.

**Region II**

**Qualifications.** Only ACTE members who are active in Region II are eligible for

nomination. Nominees will have the following qualifications: an in-depth understanding

of career and technical education and demonstrated Region Association leadership;

sustained membership of at least five years in ACTE; a commitment to ACTE and its

entire program; and time available to devote to the performance of the duties of Vice

President-Elect and Vice President**.** It is highly recommended that the nominee be a

current or former Region II Policy Committee Member or have served on an ACTE

Standing Committee.

**Region III**

Qualifications

1. Must have demonstrated interest in ACTE through three years of sustained membership.
2. Must have demonstrated active leadership in a state association.
3. Must have time available to devote to the performance of the duties of the Vice President.
4. Must have an in-depth understanding of career & technical education and be committed to the total ACTE program.
5. Must have an understanding of the role of state and territorial associations in relationship to ACTE.
6. Must document local administrative support.
7. Reporting of Regional Activities
	* 1. It shall be the responsibility of the Vice President to submit reports/minutes of the Policy Committee meetings and other activities within the Region on a continuing basis to the Board of Directors of ACTE.
		2. It shall be the responsibility of each Policy Committee member to regularly communicate with State Association members through official state publications and by other means.
		3. The Policy Committee secretary shall keep accurate minutes of all Policy Committee meetings and forward them to the Region Vice President in a timely manner after the meeting. The Region Vice President will distribute to the Policy Committee members.

**Region IV**

Only state associations who are active in the Region are eligible for nomination. Nominees will have the following qualifications:

(1) An in-depth understanding of state associations and demonstrated active leadership in the association

(2) Sustained membership in the ACTE and be a member in good standing.

(3) Time available to devote to the performance of the duties of Vice President.

(4) An in-depth understanding of career and technical education.

(5) A commitment to the ACTE and its entire program.

**Region V**

Qualifications

Must have been affiliated, direct, or life member of ACTE the previous five 5-years.

Must have served on an ACTE committee, the Region V Policy Committee, or chaired a Region V standing committee.

Nominees must have an understanding of, and have demonstrated active leadership in, an affiliated association.

Nominees must have an in-depth understanding of Career and Technical Education and a commitment to the ACTE and its entire program.

Nominees must have time available to devote to the performance of duties of the vice president.