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.

1. 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.
2. The nominee shall be an ACTE member in good standing.
3. 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.
4. 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.
5. It is a requirement that applicants for president-elect have served for at least one year at the time of nomination as a national ACTE board member (as region or division vice president) in order to be eligible for nomination for president-elect.

IX.2 Qualifications for division or region vice president of ACTE shall be determined by the respective policy committees of the divisions or regions. Each division or region nominating committee will review the applications and has the authority to select the best candidates based on their opinion on who would be better qualified for the position. Only those applications that are deemed qualified by the division or region nominating committee will be interviewed by the division or region nominating committee.

Board of Directors

*Member Position Description*

Title: ACTE Board of Directors Vice President

Duration: One three-year term; July 1 – June 30

**Work Location:** Board members conduct their work remotely by communicating via email and conference call. The Board meets in person at ACTE’s CareerTech VISION, the National Policy Seminar, and during the summer at the ACTE offices in Alexandria, VA. Attendance at the entire VISION and NPS events is required. Travel and meal expenses are covered by ACTE for these Board meetings. Additional travel to affiliate/region meetings may also be required.

**Impact of Work:** Board members are primarily responsible for overseeing and providing direction for the Association. Specifically, the Board works to approve outcomes to be accomplished, to make sure the desired outcomes are being achieved, and to ensure that resources necessary for achievement are available and used efficiently. The ACTE Board manages the Executive Director of the Association.

**Commitment:** Serving on the ACTE Board requires a fairly substantial time commitment (roughly 200 hours throughout the year).

**Qualifications:** All Board members must maintain active membership in ACTE. In addition, the following qualifications are required:

* A willingness to promote the discipline area and ACTE Strategic plan.
* Authorization to make time available to effectively execute the responsibilities of the office.
* Sustained membership in ACTE
* Evidence of leadership in ACTE
* Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of the Region/Division Vice President.
* It is recommended that the individual should have served on one or more ACTE committees to develop competencies and understanding of the general policies and activities of ACTE, have a good attendance record at annual meetings of ACTE and participated in the program of his/her group.

In order to apply for a specific region/division vice president position, you must be an active member of that region/division. Applicants must also complete the election application through the ACTE Awards Portal by June 15. All applications will be reviewed and vetted by the appropriate nominating committee.

**Training/Orientation:** All incoming Board members are required to participate in two one-day orientation sessions; one prior to the start of their term prior to the start of NPS and a second prior to the start of the summer Board meeting once their term officially starts. In addition, the incoming Board member will receive training and correspondence from the outgoing Vice President. All Board members participate in an additional annual board training during the summer Board meeting.

**Supervisor and Contact Information:** All ACTE Board members work with ACTE Staff, although the Executive Director and the Executive Assistant serve as the primary contacts. Board members receive information throughout the year from the Executive Director and the Executive Assistant and other ACTE Staff as needed.

**Roles and Responsibilities:**

Board members serve the organization in three distinct roles- as a Board member, a leader for their Region/Division, and as the Chair of their Policy Committee. Additional duties vary depending on the specific Board seat.

When carrying out ACTE business, the elected board representative will be called “vice president.” When carrying out Region or Division business, the elected Region and Division board representative may be called “president.”

**SPECIFIC RESPONSIBILITIES AS THE REGION OR DIVISION PRESIDENT**

Specific Responsibilities

1. Submitting reports
	1. An annual report outlining the Region/Division’s accomplishments (not the individual’s activities) during the fiscal year is to be shared at the Region/Division’s annual business meeting. Special attention should be given in the report to activities that have helped achieve goals and strategies of the ACTE strategic plan. The report should also identify critical issues and concerns regarding the Region/Division and proposed resolutions for these issues.
	2. Interim reports on the Region/Division’s activities are to be submitted prior to the board of directors meetings for inclusion in the board books. The date for submission, typically three weeks prior to the board meeting, will be provided by the executive assistant.
	3. Critical issues and concerns that require board attention are to be included in each interim report. In addition, any concerns or issues that should be addressed between board meetings should be submitted to the Region/Division representative on the executive committee at least two weeks prior to the executive committee meetings.
2. Development and monitoring of the budget
	1. A proposed budget showing the programs and activities for the year is to be submitted by May 1. The budget projections should include the ACTE allocation (following board policy). In addition, all restricted and designated funds are to be projected, including proposed spending from these funds. A form will be provided for submitting the budgets.
	2. Monthly financial statements are to be reviewed, and any overage from the approved operating budget is to be reported to the finance chair and chief financial officer.
	3. All expenses related to the Region/Division’s activities are to be reviewed and approved by the Region/Division’s president. No reimbursements will be made without the Region/Division president’s written authorization.
3. Committee assignments
	1. An up-to-date roster of members serving on the Region/Division policy committee is to be provided annually no later than **July 1**. During the year, if changes are made in the committees’ membership, or if corrections are required in individual listings, these changes should be submitted to ACTE staff in a timely fashion.
	2. Appointment of all Region/Division representatives to serve on ACTE standing committees is to be made no later than **July 1** each year. During the year, if changes are to be made or if corrections are required in individual listings, these changes should be submitted to ACTE staff in a timely fashion.
	3. For Divisions, a listing of all division associates is to be submitted each year to ACTE headquarters. All activities are to follow written board policies.
	4. The Region/Division president shall serve as liaison to an ACTE standing committee.
4. National Leadership Fellowship Program
	1. If the budget allows, sponsor New Professional and Experienced fellows to participate in the ACTE National Leadership Fellowship Program. Fellows receive a stipend of $1500.
	2. Share fellowship benefits to members at state, regional and division conferences, and through communication channels.
	3. One month prior to applications closing (September), organize a selection committee to review applicants, if any.
	4. Submit selection to ACTE’s senior manager of leadership development.
5. Communications
	1. Keep the leadership of the Region/Division fully informed of all board actions and policies and Association activities.
	2. Communicate regularly with the ACTE board of directors and executive director, sharing input and feedback from Region/Division members.
6. Meetings
	1. Attendance at all scheduled board meetings is mandatory. It is expected that all materials related to the meeting will be reviewed prior to the meeting. Reimbursement will be based on written board policy.
	2. Attendance at the CareerTech VISION and National Policy Seminar is mandatory. Reimbursement will be based on written board policy.
	3. Attendance at a meeting held by a division associate, region or state will only be reimbursed if the Region/Division policy committee approves.
	4. Work closely with ACTE staff to identify and develop CareerTech VISION programming.
	5. Participate in the Region/Division presidents’ conference calls to share information and ideas.
7. Leadership
	1. Preside at all Region/Division policy committee meetings and the annual business meetings.
	2. Provide information, resources and guidance to Region/Division members to enable effective decision-making. Examples of information include financial reports, membership statistics and updates on ACTE activities.
	3. Responsible for fostering and mentoring future leaders.
8. Communication with members
	1. ACTE will develop a consistent marketing email template for the Region/Division president to use.
	2. Region/Division presidents will send out quarterly newsletters to the membership. ACTE staff will assist by providing items that should be featured in all correspondence to ensure consistent messaging.
	3. ACTE will develop a common survey to be used by the Region/Division presidents to determine the effectiveness of various ACTE efforts as well as find out current issues within the Division.
	4. The webpage for the Region/Division is to be monitored periodically to ensure the content is current and accurate. All changes should be submitted to ACTE staff.
	5. Region/Division presidents are encouraged to share information, articles, best practices, data and more to meet members’ needs and enhance the value of the Region/Division.
	6. The Region/Division president will promote the value of ACTE membership and assist ACTE staff with membership recruitment and retention.

Additional Board Responsibilities

All ACTE Vice Presidents are responsible for serving as a Board Member, Policy Committee Chair, Region/Division Leader, and leading Region/Division events. Some Regions/Divisions require their Vice President to perform additional duties.

### Divisions

**Administration**

No additional responsibilities.

**Agricultural Education**

Holds a position on the National Council for Agricultural Education.

**Business Education**

* Member of National Business Education Association
* Member of NASBE (dues free member as BED-VP)

**Counseling and Career Development**

No additional responsibilities.

**Engineering and Technology Education**

No additional responsibilities.

**Family and Consumer Sciences Education**

* FCCLA Board Member
	+ Travel required to BOD meetings (average 3 days, location varies)
	+ 3 meetings a year (January; National Leadership Conference, July; October)
	+ Written reports required for each BOD meeting
	+ Serve on a Committee
	+ FCCLA covers expenses
* NATFACS Policy and Planning Meeting
	+ March/April (3 days) location varies
	+ Some meal expenses covered.
	+ Airfare and Hotel comes from the FACS Division Budget
* NASAFACS Spring Conference
	+ Month varies (4 days) location varies
	+ Written Reports required
	+ NASAFACS covers hotel and registration fee
* AAFCS/NATEFACS
	+ June (4 days) location varies
	+ Expenses come from FACS Division Budget

**Health Science Education**

HSE VP serves as a liaison for HOSA and attends the HOSA NLC.

**New and Related Services**

No additional responsibilities.

**Postsecondary, Adult and Career Education**

No additional responsibilities.

**Trade and Industrial Education**

No additional responsibilities.

**Work-Based Learning**

No additional responsibilities.

### Regions

**Region I**

No additional responsibilities.

**Region II**

No additional responsibilities.

**Region III**

No additional responsibilities.

**Region IV**

No additional responsibilities.

**Region V**

Attend state conferences as requested.

# Additional Board Qualifications

### Divisions

**Administration**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* A willingness to promote the discipline area and ACTE Strategic plan.
* Authorization to make time available to effectively execute the responsibilities of the office of division president.
* Sustained membership in ACTE and evidence of leadership in ACTE.
* Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional president.
* It is recommended that the individual 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.
* Candidates for president of the Division of ACTE shall have been a member of the ACTE Administration Division for a minimum of five years.
* The candidate shall demonstrate an understanding of CTE 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 president of the Division.
* The candidate must demonstrate knowledge of the general policies and activities of the ACTE.

**Agricultural Education**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* To develop high professional standards among the membership.
* To offer services to members of the Agricultural Education Division that will provide, maintain, extend, and expand quality programs to prepare and to improve individuals for essential occupations in the total agricultural industry.
* To provide for better understanding and appreciation of the program of agricultural educationamong all educators.
* To identify the function of agricultural educationin preparing people for the world of work.
* To act as a clearinghouse for the dissemination of information in promising educational practices and new ideas; to initiate practical research; and to implement plans which will aid in promoting and upgrading the program in various states and territories.
* To keep members of the Agricultural Education Division informed as to plans and policies of the ACTE and their implications for CTE.
* To promote professional relationships with other agencies organizations, and institutions concerned with agriculture and agricultural education.

The following rotation was established and has been continued for the office of Agricultural Education Division president:

1. University Teacher Educator (AAAE)
2. State Staff (NASAE)
3. Teacher (NAAE)

**Business Education**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* A willingness to promote business education and ACTE strategic priorities.
* Authorization to make time available to effectively execute the responsibilities of the office of division president.
* Sustained membership in ACTE.
* Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of division president.
* It is recommended that the individual 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 CareerTech VISION and participated in the program of his/her group.

**Counseling and Career Development**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* Major responsibility shall be in the field of counseling and/or career development.
* Sustained membership in ACTE.
* A willingness to promote counseling and career development and ACTE strategic priorities.
* Authorization to make time available to effectively execute the responsibilities of the office.
* Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of division president.
* It is recommended that the individual 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 CareerTech VISION and participated in the program of his/her group.

**Engineering and Technology Education**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* Must have demonstrated interest in ACTE through three years of sustained membership.
* A willingness to promote engineering and technology education and ACTE strategic priorities.
* Authorization to make time available to effectively execute the responsibilities of the office.
* An in-depth understanding of CTE as well as engineering and technology education and a commitment to the ACTE and its entire program.
* It is recommended that the individual 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 CareerTech VISION and participated in the program of his/her group.

**Family and Consumer Sciences**

All members of the 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 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 family and consumer sciencesin 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 president.
* It is recommended that the individual 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 CareerTech VISION and participated in the program of his/her group.

**Health Science Education**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* A willingness to promote health science education 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 health science educationin 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 division president.
* It is recommended that the individual 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 CareerTech VISION and participated in the program of his/her group.

**New and Related Services**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* A willingness to promote the Division and ACTE strategic priorities.
* Authorization to make time available to effectively execute the responsibilities of the office.
* Sustained membership in ACTE.
* Must be able to make time available and have sufficient clerical and secretarial help to effectively execute the responsibilities of divisional president.
* It is recommended that the individual 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 CareerTech VISION and participated in the program of his/her group.

**Postsecondary, Adult and Career Education**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* Candidates for president of PACE shall have been an active member for a minimum of three years.
* The candidate shall demonstrate an understanding of CTE and a willingness and ability to promote and support the total program of ACTE.
* The candidate shall have authorization to devote the time necessary and have resources to carry out the responsibilities of the president of the Division.
* Served on the ACTE PACE policy committee, one or more ACTE committees, and/or actively involved in a State affiliated association.

**Trade and Industrial Education**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* Their primary field is in trade and industrial education.
* A willingness to promote trade and industrial education 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 trade and industrial educationin 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 president.
* It is recommended that the individual 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 CareerTech VISION and participated in the program of his/her group.

**Work-Based Learning**

All members of the Division are eligible for nomination. It is further recommended that nominees possess the following qualifications:

* A willingness to promote work-based learning 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.
* It is recommended that the individual 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 CareerTech VISION and participated in the program of his/her group.

### Regions

**Region I**

Nominees will have the following qualifications:

* Must have shown interest in ACTE through sustained membership in their Region I affiliate.
* Must have demonstrated active leadership in their Region I affiliate.
* Must have time available to devote to the performance of duties of president of the Region.
* Must have commitment and understanding of CTE and to the total ACTE program.

**Region II**

Nominees will have the following qualifications:

* An in-depth understanding of CTE and demonstrated Region association leadership.
* Sustained membership of at least five years in ACTE.
* A commitment to ACTE and its entire program.
* Time available to devote to the performance of the duties of president-elect and president of the Region**.**
* 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**

Nominees will have the following qualifications:

* Must have demonstrated interest in ACTE through three years of sustained membership.
* Must have demonstrated active leadership in a state association.
* Must have time available to devote to the performance of the duties of the president of the Region.
* Must have an in-depth understanding of CTE and be committed to the total ACTE program.
* Must have an understanding of the role of state and territorial associations in relationship to ACTE.
* Must document local administrative support.
* Reporting of Regional activities.

**Region IV**

Nominees will have the following qualifications:

* An in-depth understanding of state associations and demonstrated active leadership in the association.
* Sustained membership in the ACTE and be a member in good standing.
* Time available to devote to the performance of the duties of president of the Region.
* An in-depth understanding of CTE.
* A commitment to the ACTE and its entire program.

**Region V**

Nominees will have the following 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 CTE and a commitment to the ACTE and its entire program.
* Nominees must have time available to devote to the performance of duties of the president of the Region.