



ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL

Annual Election Manual

Effective March 2022

Approved by the ASBO Board of Directors on March 17, 2022

These Election Rules will be adopted, suspended, or rescinded by a two-thirds vote of the board of directors.

A. Candidacy Eligibility Rules

Only those candidates meeting the following criteria are eligible for election.

Two directors will be elected annually by voting members. The term of office will be three (3) years, commencing January 1 following the election.

An eligible director candidate is one who:

1. Has been and qualifies as a School Business Professional, District-Level Professional or a practicing school business professional Life member for at least five (5) of the past seven (7) years prior to the filing deadline as established by the Election Committee*.
2. Has attended at least three (3) of the last six (6) annual conferences**.
3. Has complied with the election rules and regulations as prescribed by the board of directors.

The vice president will be elected annually by voting members.

An eligible vice president candidate is one who:

1. Has been elected to serve as director.
 - A director who has been appointed by the board of directors to serve, but not elected by general membership vote, is not eligible to run for vice president.
 - In the event that only one qualified member has announced their candidacy to the chair of the Election Committee in accordance with the election rules and regulations as prescribed by the board of directors, any duly elected incumbent director is eligible to become a candidate for vice president and must declare their candidacy no later than January 20.
2. Has been and qualifies as a School Business Professional, District-Level Professional or a practicing school business professional Life member for at least five (5) of the past seven (7) years prior to the filing deadline as established by the Election Committee*.
3. Has attended at least three (3) of the last six (6) annual conferences**.
4. Has complied with the election rules and regulations as prescribed by the board of directors.

In no case can there be more than one sitting board member from any state, province, or international equivalent.

*In the year in which a candidate is running for the board and during their term as an elected board member, they must be full voting members of the association.

**Due to the cancellation of the 2020 annual conference, for this requirement, you may include Envision 2020. Candidates who did not attend Envision 2020 may use the past six in-person annual conferences to fulfill the requirement.

B. Resources Available to Candidates and Prospective Candidates

Candidates are required to verify that they meet or will meet all qualifications prior to announcing their candidacy by contacting the ASBO International Executive Director.

Election Logos for both director and vice president candidates are available in the library of the “Board of Directors – Elections” community on the Network. A prospective candidate may join the community by sending a request to the ASBO International Executive Director. Candidates may be added once they have announced their intent to run. Any candidate (regardless of whether he or she has been officially certified by the chair of the Election Committee or has simply expressed intent to run) may use the appropriate candidate logo for campaign materials.

EXAMPLE: A candidate on the ballot should use the appropriate “director” or “vice president” logo with the year of the election preceded by the year of service.



C. Certification of Candidates

On or before January 4 of the election year, prospective candidates will provide the following to the chair of the ASBO International Election Committee:

1. A letter outlining their intent to be a candidate.
2. A letter of support from their current employer. In the event a candidate has a change of employment after submitting their materials and before the election, a letter of support from their new employer.
3. A letter of endorsement from their respective affiliate association.
4. A signed Election Manual Acknowledgement of Understanding (available on the ASBO International website).
5. A signed Code of Conduct (available on the ASBO International website).

In the event a candidate does not have an affiliate organization or their affiliate does not submit a letter of endorsement for another candidate by August 1 prior to the election year (, the letter must be received by August 1, of the year prior to the election being held., the candidate must seek the endorsement of at least 50 Professional/District-Level ASBO members utilizing the form prescribed by the ASBO Board of Directors.

Candidates will be certified as official only in the year in which they are running for election. During the election year, the chair of the Election Committee will verify eligibility of the candidates and will certify each applicant as an official candidate on or before January 31.

D. Campaign Rules

1. Candidates and/or their affiliate organization are permitted to publish and distribute information, brochures, and approved promotional materials to advance their election or the election of their respective candidate. All informational brochures and promotional materials, as well as other items mentioned below, must be approved in advance by ASBO International. Items submitted to the ASBO International Executive Director for approval must be submitted **at least two (2) weeks** in advance of the printing or publication date in order to process the approval request.
2. Under no circumstances are candidates or their supporters allowed to make or imply negative commentary about other candidates for ASBO office. Any ASBO member in good standing may provide informational materials in support of an individual candidate. Candidates may request a mailing list of all voting ASBO members once during the period of the election; that list includes only physical mailing addresses, not email addresses. However, candidates may create their own electronic database to email campaign materials. Materials may be posted on the candidate's or affiliate's website.
3. Campaign materials at ASBO-sponsored events:
 - Must be approved by ASBO International Executive Director.
 - May **not** be distributed inside ASBO International event space (i.e., general session rooms, ASBO-sponsored receptions, educational session rooms, and meeting rooms).
 - May be distributed in common spaces such as the hotel lobby, hotel/convention center hallways, the exhibit hall, the Affiliate Executive Directors Group meeting, and affiliate or privately sponsored events.
4. Candidates may **not** use the ASBO International logo in any of their campaign materials. They may use their state/provincial affiliate's logo if the affiliate has given permission for use. In no way may candidates or their respective affiliates or affiliate's partners suggest that ASBO International is sponsoring, supporting, or endorsing any one particular candidate, which includes but is not limited to implied or out-right endorsement claims, tagging ASBO International on social media posts, and posting on the Global School Business Network.
5. ASBO has created "candidate logos" that may be used for campaigning. See the "Resources Available to Candidates and Prospective Candidates" section above for more details.

6. In the early spring of the election year, **certified candidates** for that year's election will be sent correspondence requesting that they submit the following to the chair of the Election Committee on or before April 15:
 - A biographical summary.
 - A vision statement for ASBO International (which combined with the biography will not exceed 300 words).
 - A high-resolution, digital headshot photo for publishing on the ASBO website and in *School Business Affairs*.
 - Responses to three questions regarding current association issues (combined responses must not exceed 1000 words).
7. The biographies and **unedited** vision statements and responses will be published in *School Business Affairs* and on the ASBO website.

E. Failure to Comply with Rules

In the event a voting member witnesses an alleged violation of campaign rules, the chair of the Election Committee will be notified immediately. If the alleged violation is substantiated by the Election Committee, the chair will immediately advise the candidate and their supporters to cease such violation. If the candidate or the observing member disagrees with the decision of the Election Committee, the following procedures may be implemented:

1. The protest, together with supportive evidence, must be filed in writing with the president of ASBO International.
2. Upon receipt of the protest, the president will, as soon as practical and, if possible, prior to the certification of the election results, call the board of directors into session either in person or through a conference call.
3. The board of directors will review the evidence and make a judgment. The observing member and candidate will be notified and may be requested to be present when the board meets to discuss the protest.
4. The board of directors must sustain or deny the decision of the Election Committee. If the board of directors determines that the candidate has violated the election rules, the candidate's name will be removed from the ballot and/or stricken from the ballot tabulation. The candidate will be notified of the decision and an announcement will be made to the membership that the candidate has been withdrawn from the election by the board of directors' action.
5. No ballots will be tabulated until the official closing time for the election.

F. Election Rules

1. In the event there is no contested election for either of the positions of director or vice president, the candidates may be presented by the Election Committee and declared elected to their respective offices.
2. Voting will be conducted electronically via a secure process prior to the annual meeting. Voting will begin on the Wednesday four (4) weeks prior to the start of the annual meeting and will last two (2) weeks.
3. Only School Business Professional, Emeritus, Affiliate Executive Director and Life members of ASBO International are eligible to vote. No other categories are eligible to vote. If a Life Member becomes eligible for the Industry Supplier category, all voting rights are suspended during that eligibility period.
4. Candidates' names will be listed on the ballot in random order within their ballot section.
5. In the case of a tie vote, the chair of the Election Committee will verify the official vote count. If so verified, the election for that position will be considered null and void and a run-off election between candidates having identical votes will be held electronically within two weeks to determine the winner. Campaign activity will be limited to the rules above.
6. Results of the election will be made public by the chair of the Elections Committee after notifying the candidates, their affiliates, and the board of directors. Results of the election can be shared with members upon request.

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