

2018 ACET Officer Nomination Form

President-Elect, Vice-President for Membership, Secretary and NAFEPA Rep.

The Nominations and Elections Committee requests your help in creating a slate of officer nominees to be presented for election at the 2018 Fall Conference in Corpus Christi, TX. These offices are for two years and are elected in even numbered years.

Members running for office should have been a member of the organization for at least two years and in order to run for President-Elect the member should have been a Regional Representative or on the program planning committee for at least two years and be nominated by another member of ACET. The NAFEPA representative should have previously held the position of President of ACET.

The slate of officer nominees will be posted on the ACET website for your review prior to the conference and information from each nominee will also be found in the program book. The deadline for all nominations will be **September 21, 2018**. A nomination form along with the nominee's letter to the membership should be emailed to Committee Chair, Dahlinda Alaniz at dahlinda.alaniz@austinisd.org. Posting to the website will occur by September 25, 2018. The slate of officers will be allowed to speak at the opening general session on Wednesday, October 24, 2018.

The **President-Elect** shall preside in the absence of the President at all meetings of the Association or the Executive Council and shall perform such duties as may be delegated by the President and/or the Executive Council. The President-Elect shall have the primary responsibility for planning, coordinating and implementing conferences, workshops and programs for the Association with the approval of the Executive Council. In case the President is unable to serve his/her term, the President-Elect will assume all duties of the President in addition to the duties of President-Elect. The newly elected President-Elect will serve a three-year service as President-Elect, President and then Immediate Past President.

The **Vice-President for Membership** shall be responsible for recruiting new members, promoting the retention of current members and disseminating a list of the membership to the officers. In addition, he/she will be responsible for recruiting and assigning facilitators for each of the conference sessions.

The **Secretary** will keep accurate written records of the proceeding of all business meetings of the Association and the Executive Council. These records shall include but are not limited to the minutes, agendas and correspondence. After approval by the members of the Executive Council, all records will be filed with the Executive Director for inclusion in the permanent files of the organization. Copies of minutes must be provided to the President within two weeks of the end of the meeting.

The **NAFEPA Representative** is a member of the Executive Council and shall be responsible for preparing agenda/talking points/surveys for Regional Directors to us during the Regional Meetings for each conference. He/she will keep the ACET membership advised of all new and proposed educationally related legislative action at the state and federal level. He/she will attend the ACET and NAFEPA conferences and will serve as chair of the Legislative Committee. To become the NAFEPA representative, the individual should have served as President of ACET.

Nomination forms and introductory letter should be emailed to Dahlinda Alaniz or may be faxed to 832-644-8520 no later than September 21, 2018.

Nomination for President-Elect

Name: _____ District: _____

Email: _____ Phone: _____

Signature: _____

Nominated by: _____; Phone: _____

Signature: _____ Email: _____

Nomination for Vice President

Name: _____ District: _____

Email: _____ Phone: _____

Signature: _____

Nominated by: _____; Phone: _____

Signature: _____ Email: _____

Nomination for Secretary

Name: _____ District: _____

Email: _____ Phone: _____

Signature: _____

Nominated by: _____; Phone: _____

Signature: _____ Email: _____

Nomination for NAFEP Representative

Name: _____ District: _____

Email: _____ Phone: _____

Signature: _____

Nominated by: _____; Phone: _____

Signature: _____ Email: _____