Association for Supervision and Curriculum Development

Executive Council Minutes
June 17-19, 1988
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retreat</td>
<td>1</td>
</tr>
<tr>
<td>Minutes Approved</td>
<td>2</td>
</tr>
<tr>
<td>Executive Session</td>
<td>2</td>
</tr>
<tr>
<td>Budgetary Matters</td>
<td>2</td>
</tr>
<tr>
<td>Headquarters Addition</td>
<td>3</td>
</tr>
<tr>
<td>Annual Conference Report</td>
<td>4</td>
</tr>
<tr>
<td>Publication Program Report</td>
<td>4</td>
</tr>
<tr>
<td>Curriculum Review Center</td>
<td>5</td>
</tr>
<tr>
<td>Appointment Process</td>
<td>5</td>
</tr>
<tr>
<td>Long Range Plan</td>
<td>5</td>
</tr>
<tr>
<td>Association Collaborative for Teaching Thinking</td>
<td>5</td>
</tr>
<tr>
<td>Professional and Program Development Matters</td>
<td>6</td>
</tr>
<tr>
<td>Resolutions Process</td>
<td>6</td>
</tr>
<tr>
<td>Affiliates and Governance Matters</td>
<td>7</td>
</tr>
<tr>
<td>Policy Analysis</td>
<td>7</td>
</tr>
<tr>
<td>FY89 Budget Authorization</td>
<td>7</td>
</tr>
<tr>
<td>Liaison Reports</td>
<td>7</td>
</tr>
<tr>
<td>Nominations Process</td>
<td>8</td>
</tr>
</tbody>
</table>
President Art Costa called the meeting to order at 9:00 a.m. on Friday, June 17, with the following present:

Executive Council: Art Costa, President (CA); Patricia Conran, President-Elect (OH); Marcia Knoll, Immediate Past President (NY); Cile Chavez (CO); Denice Clyne (AK); Corrine Hill (UT); Barbara Jackson (DC); Lu Kiser (IA); Stephanie Marshall (IL); Charles Patterson (TX); Everette Sams (TN); Ann Converse Shelly (WV); and Bob Valiant (WA).

ASCD Staff: Gordon Cawelti, Executive Director; Diane Berreth, Director of Field Services; John Bralove, Director of Administrative Services; Ron Brandt, Executive Editor; Helene Hodges, Director of Research & Information; Nikki Terry, Manager of Annual Conference; and Cynthia Warger, Director of Professional Development.

Facilitator: Daryl Funches

The Executive Council convened for a retreat on Friday to begin work on establishing a set of values and beliefs to be used in guiding association affairs. (The facilitator for the full day session was Daryl Funches.) President Costa said he felt this was necessary to assure greater consistency in the program of ASCD and to have a base for assuming a stronger leadership role in shaping the curriculum and instruction agenda. The last time such a statement had been published was in 1956.

At the conclusion of the day, several tentative value positions had been reached. They will be refined by the Executive Council and considered by the Board of Directors.

At the conclusion of the meeting it was moved by Ms. Shelly and seconded by Mr. Kiser to take the following action:

The Executive Council members will make individual recommendations on the draft statement to the Executive Director by August 1, 1988.
The Statement of Values and Beliefs will then be synthesized by the Executive Staff and distributed to the Resolutions Committee, Review Council, and the affiliates for further refinement.

The Executive Council will then review the revised statement at their October meeting in Berlin.

After revision, the draft document will be routed to the Board of Directors for their recommendations.

The statement will then be presented in finished form at the Annual Meeting in Orlando.

MOTION CARRIED.

President Costa convened the Saturday meeting at 9:00 a.m. and welcomed new members to the council and encouraged their full participation.

I. MINUTES APPROVED. It was moved by Ms. Clyne and seconded by Ms. Shelly to approve the March minutes as distributed. MOTION CARRIED.

2. EXECUTIVE SESSION. Mr. Cavelti reviewed data on the ASCD report concerning ethnic/gender lines and noted balance at all levels with no racially identified departments.

He then discussed the current staffing situation with some 79 full-time and a half dozen part-time positions. New positions to be filled include public information officer, associate director of field services, Curriculum and Technology Resource Center personnel, and member services.

Mr. Cavelti then reviewed six goals which had been discussed by the officers at the time his contract was renewed.

After discussion of the goals (Appendix A), it was moved by Ms. Shelly and seconded by Mr. Valiant to approve these goals. MOTION CARRIED.

The council then resumed in open session.

3. BUDGETARY MATTERS.

Mr. Cavelti reported that the current fiscal year was highly successful, that all financial goals had been met, and that a reserve of $680,000 is expected. When converted to the accrual basis of accounting as followed by our external auditors, this will result in a reserve of $350,000 toward the reserve needed by an association the size of ASCD.

He then presented the second draft of the proposed FY89 budget forecast of over $11.5 million based on an expected membership of 110,000, a conference registration of approximately 8,000, and continued sales growth in
publications. New staff positions included had already been reviewed, and the 4% base salary increase previously authorized by the council in March is represented.

It was moved by Mr. Valiant and seconded by Ms. Chavez to authorize the line item budget overages reported due to the heavy increase in membership and various other reasons. MOTION CARRIED.

President Costa said the council would be asked at the end of the meeting to authorize that this budget be forwarded to the Board of Directors in August for approval.

Mr. Bralove discussed ASCD's financial portfolio. He stated that the association's funds are large enough to warrant long-term investments and that they should be handled by professional investment managers. He asked that the council authorize the approval of the following six recommendations:

1. $1,000,000 moved to long-term investment accounts;
2. No more than 33% of the portfolio invested in equity (stock) issues;
3. Additional money added to the long-term investment portfolio at the discretion of the Executive Director;
4. $500,000 placed through A.G. Edwards & Co through its Asset Performance Monitor using Dean Investment Associates and Securities Counselors of Iowa as managers;
5. $500,000 placed through Merrill Lynch using Merrill Lynch Asset Management as managers;
6. and the Executive Council review the performance of the managers in the June 1989 meeting.

It was moved by Mr. Valiant and seconded by Ms. Shelly to authorize long-term investments for ASCD. Ms. Shelly moved to add an amendment to the motion stating that ASCD will not invest in businesses which currently do business or invest in South Africa or are affiliated with the South African government. The MOTION was APPROVED as amended.

4. STATUS REPORT ON ADDITION TO HEADQUARTERS BUILDING. Mr. Cawelti reviewed plans to construct the addition to ASCD headquarters. The plan for the addition has been approved by the zoning board and is now awaiting the outcome of a hearing in the courts on a protest filed by the warehouse owner next door. He said other alternatives are being explored including purchase of a building across Cameron Street, or an entirely new building. The relative financial and long-term advantages of alternative facility plans are being analyzed and a recommendation will be made (if other than proceeding with the authorized addition), if other approaches seem preferable. Council members encouraged that priority be given to the association's long-term needs.
5. ANNUAL CONFERENCE REPORT. Ms. Terry briefly discussed the evaluation of ASCD’s Annual Conference in Boston. Some 8,106 people paid to register for the conference. (9,500 attended including exhibitors and complimentary registrations.) Approximately 600 programs were presented focusing on six major strands. Ms. Terry stated that the Boston program rated high, but attendees remarked that the facilities were poor.

Ms. Terry discussed the 1989 Annual Conference Planning Committee report. The theme of the 1989 conference is EDUCATING GLOBAL CITIZENS: ILLUMINATING THE ISSUES. She briefly reviewed the strands and the prospective and scheduled speakers for the conference and the Orlando site.

She discussed possible sites for the 1998 conference. St. Louis, Detroit, Minneapolis, Kansas City, and Nashville have extended invitations to ASCD, but the executive council deferred recommendation on possible sites until the March meeting in Orlando.

Ms. Conran recommended to the council that Dr. Robert F. Nicely, Jr. be selected as the chair for the 1990 conference. She briefly reviewed his qualifications and his willingness to take on the responsibilities.

Ms. Conran moved that Robert Nicely (PA) be approved as 1990 ASCD Annual Conference Chairperson. Ms. Knoll seconded the motion. MOTION APPROVED.

6. PUBLICATION PROGRAM REPORT. Mr. Brandt gave an overview of the proposed booklets and videotapes and asked the council to approve the general program.

It was moved by Ms. Chavez and seconded by Ms. Hill to approve the commission of new books, publish Tactics materials, and continue planning for new videotapes. MOTION CARRIED.

Mr. Brandt next asked the council to approve the proposed appointments of the 1988-1989 Publications Committee.

Ms. Knoll moved and Mr. Patterson seconded the appointment of the 1988-89 Publications Committee and the recommendation of Phil Schlechty or Nancy Buell to fill the empty slot. MOTION CARRIED.

The council discussed the possibility of alternative formats for Update. Mr. Cawelti asked that the council consider sending one experimental issue in a new style to the membership, surveying the readers, then recommending preferred changes to the newsletter. Staff would then report the outcome to the Executive Council in June 1989.
After lengthy discussion, Ms. Chavez moved to approve Mr. Cawelti's request. Ms. Jackson seconded the motion. MOTION CARRIED, although the vote was not unanimous. The council asked the staff to proceed with caution.

Mr. Brandt briefed the council on the recent controversy surrounding the Tactics for Thinking program. Fundamentalist Christians claim that Tactics employs mind control techniques, that Bob Marzano references Communist authors, and that Tactics is part of a conspiracy by educators to promote Global Education. The council discussed ways to handle the controversy such as involving parents and Board of Education members in fully understanding the Tactics program and giving trainers a step-by-step process in which to follow.

7. CURRICULUM REVIEW CENTER.

Ms. Conran moved to approve the mission statement and activities of the Curriculum Review Center. Mr. Patterson seconded the motion. MOTION APPROVED. (Appendix B)

Mr. Valiant moved and Ms. Marshall seconded an amendment to the approved motion that would place more emphasis on technology in the mission statement and activities of the center and would add a needs assessment to the activities. MOTION APPROVED.

It was moved by Ms. Marshall and seconded by Mr. Valiant to change the name of the center to the Curriculum Technology Resource Center. MOTION APPROVED.

8. APPOINTMENT PROCESS. Mr. Cawelti and the council discussed the need to develop a process by which the council selects and approves ASCD's advisory committees. ASCD must ensure broader participation of high quality individuals and continue strict attention to balanced representation. Three options were discussed (Appendix C) and the council encouraged staff to use all three options in order to gain a large pool of quality prospective participants for the committees and to report back to the council.

9. LONG RANGE PLAN. The council and staff discussed the focus areas for ASCD. Staff reported on the past and future activities for Restructuring the Teaching Profession, Early Childhood Education, Leadership/Supervision, At Risk Youth, and Teaching Thinking. The council affirmed the focus areas for FY89.

10. ASSOCIATION COLLABORATIVE FOR TEACHING THINKING. Mr. Costa reported on his meeting of June 16 with Carolyine Hughes, Ron Brandt, and the Association Collaborative for Teaching Thinking representatives to plan for the future.

a. A new emphasis will be on "Teaching Higher Order Learning in Mathematics, Science, Social Studies, Literature, and Reading." The purpose of the emphasis will be to establish a clearinghouse for exchange of
information about research findings. This project will be taken on by ASCD in cooperation with other organizations.

b. The ACTT representatives also decided to continue working in the area of assessment of thinking and to recast other activities to reflect the interest in restructuring of the teaching profession, reorganization of schools, and improving teacher education.

c. The collaborative will also concentrate on assessment of thinking especially in the testing and evaluation areas.

11. PROFESSIONAL AND PROGRAM DEVELOPMENT MATTERS. Ms. Warger reviewed the final NCSI schedule for 1988-89 and the draft of the NTC schedule for summer 1989. The final schedule reflected some minor changes.

It was moved by Mr. Valiant and seconded by Mr. Sams to appoint the International/Global Education Advisory Group recommended by Mr. Cawelti. MOTION APPROVED (Appendix D).

The advisory group will meet one time prior to the Annual Conference in March. A report will be given to the council at that time. Ms. Conran suggested that the council should consider ASCD's international growth in terms of the financial structure of the organization.

Ms. Clyne moved to approve $130,000 for program development purposes to be included in the full budget. Ms. Jackson seconded the motion. MOTION APPROVED.

12. RESOLUTIONS PROCESS MATTERS.

Mr. Kiser moved to approve the 1988 ASCD Resolutions Action plan. Ms. Jackson seconded the motion. MOTION APPROVED.

The council discussed the current resolutions process and the problems associated with the procedures. The council discussed the following ideas:

remind attendees that debate should focus on substance, rather than wording.

summarize the ground rules at the beginning of the business meeting.

describe the Resolutions Procedures with a timeline in the Annual Conference program.

courage and remind members to submit resolutions.
use the opportunity to affirm ASCD's platform of beliefs.

enhance the use of technology.

Ms. Marshall asked that the council consider whether a resolutions is a view of the association at a certain period of time or an impetus for action. As a result of the discussion the council charged the Resolutions Committee to address issues that are of critical priority. Staff should also develop a set of recommended procedures for groups such as the Board of Directors, the affiliate presidents, the Executive Council, to develop resolutions. The council also suggested that the business meeting at the annual conference be used as a time to express concerns that will result in resolutions. Staff should present these options to the Resolutions Committee and report back to the council with a process to implement these ideas.

13. AFFILIATES AND COVERAGENACE MATTERS.

Mr. Valiant moved to adopt the written policy providing ASCD support of international affiliate NCST's (Appendix E). The motion was seconded by Ms. Clyne. MOTION APPROVED.

It was suggested that ASCD should consider that the name National Curriculum Study Institute does not accurately reflect ASCD's international scope.

Ms. Berreth reported on the progress of the Flemish-Dutch affiliate. She expects that the affiliate will apply for ASCD membership next year in Orlando. She also distributed a copy of the evaluation summary of the Affiliate Leadership Conference. 130 participants from 58 affiliates attended the conference.

14. POLICY ANALYSIS REPORT. Ms. Berreth reported that work was completed on Religion in the Curriculum and Moral Education in the Life of the School. She stated that there is a need for follow-up in a more comprehensive association-wide program on policy analyses.

15. AUTHORIZE FY89 BUDGET TO BOARD OF DIRECTORS.

Ms. Conran moved to authorize that the FY89 budget be transmitted to the Board of Directors in August. Mr. Sams seconded the motion. MOTION CARRIED.

16. LIAISON REPORTS. Mr. Cawelti gave an overview of the various organizations and programs which which ASCD is affiliated. The funds to participate in these programs are already included in the previously approved budget for FY89.
17. NOMINATIONS PROCESS. Ms. Berreth introduced the subject. She explained that a Nominating Committee task force had recently met at ASCD to recommend new nominating policies and procedures in order to streamline the current process. (Appendix F)

It was moved by Mr. Valiant and seconded by Mr. Kiser to approve the policies for the nominations process. MOTION APPROVED.

The meeting was adjourned at 12:00 p.m., Sunday, June 19, 1988.
EXECUTIVE DIRECTOR GOALS 1988-1991

The following constitute major areas which will be concentrated upon over the next three year period. They may resolve themselves in different fashions, but should be areas in which agreement exists between the Executive Council and Executive Director. They are not intended to be in any rank order of significance.

1. Resolve the present and future space needs of the association through acquisition, design, construction, financing and occupancy by 1991.

2. Conceptualize via governance structures the Curriculum/Technology Center followed by staffing and operating this service which will enable ASCD to better monitor, evaluate and report on curriculum programs throughout the country.

3. Refine the National Training Center program and expand to include providing more leadership in the design and delivery of exemplary staff development activity (aka training) to members and others at selected sites across the country.

4. Continue to invest substantially in marketing activities to assure a growth profile enabling low cost membership for high quality services to the maximum number of people.

5. Expand our policy analysis work and public information effort to heighten the visibility of the association's work as the dominant leader in the fields of curriculum, instruction, and supervision...along lines of consistent and valued beliefs about the nature of desired teaching and learning goals; this includes significant change in the association's avenues of communication to members of major leadership activities of ASCD.


Request that these proposed areas of concentration be submitted to the Executive Council for refinement or change according to their aspirations for the association...with the caveat that the quantity of goals be kept manageable.
ITEM:  # 7 Curriculum Review Center

FROM:  Gordon Cawelti

ACTION REQUESTED:  Approve recommended mission statement and activities for CRC

SUPPLEMENTARY INFORMATION:

Both the Board of Directors and Executive Council have previously authorized the establishment of the CRC. The council deliberated one year ago on the mission and activities and forwarded their work on to the Board of Directors for their input. The summary of their roundtable discussion is attached.

RECOMMENDATION:

Mission: "To identify issues, trends, and needs in the curriculum field and serve as a catalyst for developing local leadership in decision-making and in helping shape a constructive state and national agenda for curriculum improvement."

Activities: Provide service to members by:

1. Undertaking projects to systematically describe and evaluate curriculum materials and programs for dissemination to members.

2. Provide training to increase leadership skills in curriculum development.

3. Identify key trends and issues for policy analysis to be used in providing leadership at the local, state and national level in designing and implementing curriculum appropriate to student needs.

4. Assuring that the contribution educational technology can make to teaching and learning be incorporated into all appropriate phases of CRC and association activity.

5. Providing balanced attention to curriculum content and teaching issues in services provided to members.
ASCD ADVISORY COMMITTEES

The Executive Council's expressed concern: need to develop a strategy for replacing or modifying the procedures by which the Council forms, selects and charges ASCD's advisory committees to ensure broader participation of high quality individuals. Executive Staff discussion focused upon

1) providing more complete information for appointments to the existing function committees; and
2) modifying the structures to provide regular access to experts as we shape programs.

There was a clear commitment to ensuring maximum member involvement and to the need for continued attention to representativeness in committee appointments.

While the following are not mutually exclusive, these options were discussed by the Executive Staff:

Option One: Modifying the Process for Appointing Function Committees
(Annual Conference and Publications)

-- Continued commitment to balance in representativeness
-- Provide detailed information on qualifications for appointment
-- Use pool of nominees, with selection of best qualified to committee needs
-- Include statement of purpose of committee

Option Two: Forming Specialist Panels for Programmatic Advice

-- One time, small in size, stellar qualifications in curriculum, supervision and instruction
-- Tasked with identifying emerging issues/problems, research and resources

Option Three: Annual Retreat/Leadership Conference

-- Convene panel of experts to serve in think tank role to identify areas of emphasis for ASCD programs
-- Commission papers from panel
-- Executive Council and Executive Staff would meet with in retreat setting on an annual basis
ITEM: # 10.2 International/Global Education Advisory Group

FROM: Gordon Cawalti

ACTION REQUESTED: Appoint members of International/Global Education Advisory Group to give continuing leadership to the recommendations made by the two groups working on this area last year. They will help provide leadership to the commission that is being formed to meet at the Annual Conference, further develop guidelines for defining what global education is and those competencies students should have, and making strategic implementation suggestions. One year appointment at which time council will evaluate progress being made.


RECOMMENDED MEMBERS:

1. Don Vinge, Principal
   Kernan School
   Edmonton Public Schools
   Edmonton, GERMANY

2. Rudd Gorter, Executive Director
   Assn. for Educational Advisory Centers
   The Hague, THE NETHERLANDS

3. Candace Ransing
   DoDDS - Germany
   Wiesbaden, GERMANY

4. Jonathan Swift
   School of Global Education
   Livonia High School
   Livonia, Michigan

5. Siegfried Ramler (Chair)
   Punahou School
   Honolulu, Hawaii

6. James Becker
   Social Studies Development Center
   Indiana University
   Bloomington, Indiana

7. Carol Choye, Supt.
   Princeton Public Schools
   Princeton, New Jersey

8. Mary Soley, Director of School Programs
   Foreign Policy Association
   Washington, DC

9. Norman Overley
   School of Education
   Indiana University
   Bloomington, Indiana
PROPOSED POLICY

100 International Affiliate NCSIs

101 All ASCD National Curriculum Study Institutes conducted within the United States are under the sole control of the Association for Supervision and Curriculum Development.

102 International and U.S. territorial ASCD affiliates may conduct programs using the title National Curriculum Study Institutes when such programs meet the standards of ASCD NCSIs as judged by the ASCD Executive Director and Director of Professional Development. ASCD's purpose in supporting such programs is to assist the international affiliate in recruiting members and providing service to those members.

102.1 Standards include, but are not limited to selection of institute topic and program content, consultants, program duration, reasonable contract fees, and who may attend.

102.2 The international affiliate maintains sole responsibility for executing the NCSI, including contractual arrangements with consultants and meeting sites, the processing and receipt of fees, registration, on-site management, ordering and paying for materials, and marketing.
401 Board and national ASCD elections are conducted each autumn to choose leaders for the Association. Those elected assume office the following March at the close of the annual conference, replacing those whose terms are scheduled to expire that year.

402 All ASCD members are entitled to vote in the national election, helping to select each year:

402.1 A president-elect.

402.2 A member-at-large of the Executive Council.

402.3 Five members-at-large of the Board of Directors.

402.4 A member of the Review Council.

403 Members of the Board of Directors are entitled to vote in the Board election, helping to choose Board representatives to the Executive Council.

404 A 12-member nominating committee is responsible for preparing the slate for each of the two elections. This committee is chosen from ASCD members with broad knowledge of and experience in the Association.

404.1 The Board of Directors elects five of its current or former members for the committee at its first March meeting.

404.2 The Executive Council elects five members for the committee, with careful attention to helping the committee be as representative of the membership as possible with regard to geography, ethnicity, gender, race, and professional position.

404.3 The president who will be in office during the work of this committee shall appoint two members to be carried over from the previous nominating committee, after consultation with the committee chairperson. At the time of their appointment to serve on the new nominating committee, these two individuals are designated as chair and vice-chair of the committee. In the absence of the chair, the vice chair shall assume the responsibilities of that position. The vice-chair shall organize the interview process for the President-elect candidates or any other candidate interviews the Nominating Committee deems necessary.

404.4 Three alternates shall be appointed to the Nominating Committee by the president who will be in office during the work of the committee. Alternates shall be selected based on number of votes received in the Board of Directors nominating committee election. Alternates are expected to attend the Nominating Committee's meeting and, if not needed to replace absent committee members, serve as observer/recorder or other duties assigned by the chair.
405 After the annual conference, the president shall write to the 12 nominating committee members and the three alternates to confirm their appointments.

406 The nominating committee is directed to select nominees who are members in good standing of ASCD and who have demonstrated commitment and contribution to the Association and the profession. No other restraints shall limit the identification of these candidates except that:

406.1 No Review Council member may simultaneously serve on the Board of Directors.

406.2 Executive Council nominees from the Board of Directors must be current or former members of the Board (June 1976 Executive Council minutes, p. 4).

407 Nominees should represent:

407.1 Demonstrated leadership accomplishments in terms of scholarship and/or significant professional contribution.

407.2 A reasonable balance of membership in terms of geography, ethnicity, gender, race, and professional employment (June 1979 Executive Council minutes, p. 2).

408 The slate of nominees named shall not include any member of the nominating committee.

409 No person shall be nominated a second time for a post to which he/she has previously been elected and served.

410 A request for names of potential national election nominees is published in Update in the summer, giving the name and address of the nominating committee chairperson and asking that members send in names of potential candidates, including:

411 A request is sent to all Board members in the summer, encouraging submission of names of potential candidates for each of the elections with emphasis on the Board election, and including:

411.1 An explanation of the dual election process and a copy of the item from Update.

412 The nominating committee works in accordance with stated guidelines and is charged by the immediate past president.

413 A letter requesting input on each potential candidate is sent to affiliate unit presidents when potential nominees are identified.

414 Input on proposed candidates who may be identified at the annual conference is requested verbally from affiliate presidents during the conference, provided they have given the committee a means of contacting them.
415 The committee collects biographical material throughout the year until they meet at the following annual conference to select the slate. (Amended June 1985 Executive Council minutes, p. 15). Full documentation on nominations must be submitted by an established cutoff date. Any nominations submitted after that date must be on the appropriate forms and must be submitted to both the Nominations Committee Chair (with sufficient copies for all Committee members) and the headquarters staff liaison.

416 All information submitted about proposed candidates shall be duplicated and sent to all committee members.

417 The Nominating Committee shall prepare a slate of three nominees for each vacant position.

417.1 An alternate for each position shall also be chosen to appear on the slate in the event that a candidate initially chosen is unable to run.

417.2 A quorum of members (50% + 1) must be present for this committee to take official action.

417.3 Meeting times and places shall be clearly announced to all.

417.3.1 A letter announcing the time and place of the first meeting shall be mailed to all committee members at least a month prior to the annual conference.

418 Before finalizing choices, the nominating committee shall:

418.1 Verify the membership status of each nominee.

418.2 Seek input from the affiliate leadership in the area where the potential nominee resides or is a member.

418.3 Ascertain the willingness of each person to be a candidate.

418.4 Inform each nominee of the conditions of candidacy (amended June 1985 Executive Council minutes, p. 15) and obtain their signatures if feasible.

418.5 Assign the designee to interview candidates for the office of president-elect to ensure their full understanding of the intent of the Candidacy Affidavit (March 1986 Executive Council minutes, p. 3) and to provide additional information to the committee on the candidate's public presence, knowledge of issues and ability to respond spontaneously to a variety of issues.

419 When informing candidates of their tentative nomination, the committee may disclose to each candidate the names of other candidates tentatively nominated for the same position.
419.1 Those involved in the selection of candidates for ASCD office shall maintain confidentiality regarding all proceedings. This includes Nominating Committee members, tentative candidates, ASCD staff, and the Nominating Coordinator. Names of candidates will be released only by ASCD and will become public on the date of notification to the ASCD Board of Directors.

419.2 The Nominating Committee will not release any information on potential candidates before, during, or after the annual conference with the exception of the certification of the slate of officers by the Nominating Committee chair to the ASCD executive director or his/her designee.

420 The slate of tentative candidates shall be certified in writing to the executive director or his/her designee by the nominating committee chairperson.

421 Each person included on the slate shall receive a Statement of Conditions for Candidacy (Appendix A) from the executive director.

422 Each person included on this slate shall receive a copy of the Candidacy Affidavit (Appendix A) from the executive director if they have not yet signed the affidavits.

422.1 Affidavits are to be mailed from ASCD headquarters by April 10 and returned by April 30.

423 Upon receipt of Candidacy Affidavits, Affiliate Affidavits will be mailed from ASCD headquarters to affiliate presidents, executive secretaries/directors, and editors residing in the same affiliate as the candidate. These affidavits are to be signed and returned to acknowledge understanding of the conditions of candidacy and of particular instances in which announcements and campaigning must be avoided.

424 Names of candidates, a brief description of ASCD elections, and the conditions for candidacy are to appear in a summer issue of Update.

425 The executive director shall gather pictures and systematic biographies from all candidates of a standard length.

426 Candidates for president-elect and for members of Executive Council shall be asked to submit a statement of no more than 200 words regarding what direction they hope the Association might take if they are elected.

426.1 This shall not be an "I will do" type of statement.

427 The foregoing information for national candidates shall be published in an issue of Update which is sent, with a ballot, to active Association members by September 15.
The parallel information on candidates in the Board election shall be mailed only to Board members by September 15.

Instructions to return the ballots in the return envelopes (addressed to the ASCD Election Teller no later than November 15 are to be included with the ballots.

The envelopes shall be marked "National Election Ballot Enclosed—Use for National Ballot Only" or "Board Election Ballot—Use for Board Ballot Only."

The two envelopes should be of different colors.

The teller is appointed by the president of one of three nearby ASCD affiliates: District of Columbia, Maryland, or Virginia.

This service alternates among the three nearby affiliates.

The teller shall make arrangements with the teller to monitor the mailing of the ballots.

Inasmuch as this ballot must go third class because of the prohibitive first class mail costs, this ballot shall be mailed no later than September 15, except that

Ballot and information shall be mailed first class to Puerto Rico, Hawaii, Alaska, Virgin Islands, and to all international members.

Ballots shall be returned no later than November 15.

returned ballots are held unopened in the headquarters office until November 15. Board election ballots are opened and counted by the election teller. The National election ballot tally is monitored by the election teller.

Election results:

Nominees for president-elect, Review Council, and the Executive Council who receive the highest numbers of votes shall be declared elected.

The five nominees for Board of Director members-at-large who receive the highest number of votes shall be declared elected.

The names of candidates elected shall appear in the January issue of Update.

Terms for those elected shall begin following the subsequent annual conference.

Conditions for Candidacy (to be printed with any publication of names of candidates).
ASCD has a long tradition of fairness and equity in its election process. An important factor in ensuring equity is the prohibition of ASCD candidates and their associates from engaging in campaigning activities, including the distribution of promotional literature. ASCD believes no candidate should have an advantage over others because of his or her greater access to fiscal or human resources. ASCD election results should reflect individual and informed choices based only on candidates' integrity, experience, contributions, and other important leadership qualities.

Therefore, candidates selected are required to observe the following conditions of candidacy:

1. Candidates and their supporters must refrain from requesting (verbally or in writing) the support or vote of ASCD members.

2. Candidates and their supporters are not permitted to distribute printed literature announcing or supporting their candidacy.

3. Candidates and their supporters are not permitted to produce publications or displays highlighting the positive qualities of candidates whether or not ASCD candidacy is mentioned.

4. Candidates and their supporters may not engage in any organized effort to promote or enhance the candidacy of an individual.

437 Candidacy affidavit.

I, , acknowledge that I have received and read the conditions of candidacy as defined by ASCD policy. I understand that I must abide by the conditions as stated in said policy or my candidacy will be placed in jeopardy.

Signature

Date

438 Procedures for reviewing alleged non-compliance with conditions of candidacy. (March 1986 Executive Council minutes, p. 4-5).

438.1 A violation has occurred when any public announcement of candidacy is made outside of the national ASCD election information.

When evidence of noncompliance with conditions of candidacy is presented in writing to the officers of ASCD, they shall review the evidence, give the candidate an opportunity to respond, and
take action in accordance with the established procedures which may include termination of candidacy.

438.2 Actions in Response to Violations.

438.2.1 Evidence that a candidate had prior knowledge of a violation implies consent and will result in termination of the candidacy.

438.2.2 When a candidate acquires knowledge of the violation after the fact, the candidate shall communicate with the national office upon receipt of the information and no later than ten days after the occurrence.

438.2.3 When evidence of a violation comes to the attention of the national office, the officers shall be notified.

438.2.4 When the officers have been notified of a violation, they shall review the evidence. Officers shall impose consequences which may include:

438.2.4.1 termination of candidacy (when prior knowledge is evident);

438.2.4.2 loss of votes to the candidate affected, votes to equal the number of national votes in the affiliate;

438.2.4.3 loss of votes to the candidate affected, votes to equal the number of affiliate members who are also national members in the unit;

438.2.4.4 loss of votes to the candidate affected, votes to equal the number of affiliate members in the unit.
1.0 Nomination of Board elected Nominating Committee members.

1.1 Prior to the annual conference, each member of the Board of Directors is asked to submit in writing to the ASCD Elections Coordinator one nominee for election to the Nominating Committee.

1.2 Nominees must be current or former members of the Board of Directors excluding current Executive Council members.

1.3 Written information on nominees will include name, ethnicity, gender, location, position, and year's of service on the ASCD Board of Directors.

1.4 If fewer than 15 representative nominees for the Nominating Committee are received prior to the first March Board of Directors meeting, additional nominations will be accepted from the floor.

1.5 Five members of the Nominating Committee will be elected by secret ballot by the Board of Directors at its first March meeting.

2.0 After the annual conference, the president shall write to the 12 nominating committee members and the three alternates to confirm their appointments and to:

2.1 Provide the names of the chairperson and vice-chairperson.

2.2 Emphasize that attendance at the annual conference the year they meet to prepare the slate is imperative.

2.3 State that this service will interfere with other conference activities.

2.4 Provide policies and procedures for ASCD elections.

2.5 Provide a list of positions to be filled in the election.

2.6 Provide the name and address of the nominations/elections coordinator (immediate past president).

2.7 Provide the name of the staff member designated to assist them.

2.8 Provide names and addresses of affiliate presidents.

2.9 Provide names of current and past board members and presidents, and review council members for the preceding five years.

2.10 Provide copies of the national and board slates for the preceding year.