



## Nominations for ACTFL President-Elect and Board Members

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Nominations for the ACTFL President-Elect 2010 (President 2011) and for three members of the Board of Directors are now being accepted by the ACTFL Nominating Committee.

### **Criteria for Nominations — President-Elect and Board Positions**

Any individual or member organization of ACTFL may suggest nominees. Each potential nominee must be supported by a letter of endorsement from the governing body of a member organization. (The organizational members of ACTFL can be obtained by calling or writing Juliet Mason at [jmason@actfl.org](mailto:jmason@actfl.org).) The position for which the nominee is proposed must be specified.

- I. The ACTFL President shall name the members of the Nominating Committee at least two months prior to the commencement of the work of the Committee for the year.
- II. The Nominating Committee shall:
  - A. Select the candidates for each office from nominations submitted to it by the membership and through the active recruitment of persons qualified to run for these offices, based on the following qualifications:
    1. membership in ACTFL
    2. background and suitability of the individual for the position
    3. for President-Elect, the nominee should have served on the ACTFL Board
  - B. Seek balance and fairness of representation. Such factors as the following must be considered:
    1. geographical area
    2. language(s)
    3. race
    4. gender
    5. professional contributions
    6. level(s) of instruction

Perfect balance and fairness in all factors may be difficult to achieve at a given time. Therefore, it may be necessary to provide this broad range of representation by a rotation process.

- C. Nominate at least two persons for each office.
- D. Convene at the time of the Annual Meeting and during the spring, as necessary.
- III. The Board and Executive Director shall:
  - A. Inform the ACTFL membership, both individuals and member organizations, as well as the delegates to the ACTFL Assembly, of the schedules for the nomination and election of the President-Elect and Board members;
  - B. Schedule a meeting of the Nominating Committee at the Annual Meeting;

- C. Provide a job description for each position;
- D. Inform all nominees selected by the Nominating Committee to stand for election of the responsibilities they will assume if elected;
- E. Assist the Nominating Committee in meeting deadlines.

#### IV. Nominations

- A. Any individual or member organization of ACTFL may suggest nominees.
- B. Each potential nominee must be supported by a letter of endorsement from the governing body of a member organization. (The organizational members of ACTFL can be obtained by calling or writing Juliet Mason at [jmason@actfl.org](mailto:jmason@actfl.org).) The position for which the nominee is proposed must be specified.
- C. Each candidate's credentials must also be submitted. Credentials include:
  - 1. a brief, current *curriculum vitae* certified as accurate by the candidate;
  - 2. a statement of the candidate's willingness to be nominated and to serve if elected;
  - 3. a recent photograph submitted electronically will be requested of the candidate for inclusion in the pre-election issue of *The Language Educator* or the ballot mailing.

**Please Note: Salaried or otherwise compensated (stipends or honoraria) employees and current officers of regional associations, for-profit organizations and corporations are not eligible for nomination for an elected position on the ACTFL Board or for President-Elect.**

- D. **NOMINATIONS MUST BE POSTMARKED BY APRIL 30, 2009.** Documentation should be mailed directly to the Chairperson of the ACTFL Nominating Committee for 2009:

Donald Reutershan  
Chair, ACTFL Nominations Committee  
Maine Department of Education  
23 State House Station  
Augusta, ME 04333-0023

The Chairperson will then forward copies to the other members of the Nominating Committee.

**Deadlines**

- Nominations to Chairperson postmarked by: **April 30, 2009**.
- ACTFL headquarters, candidates, and nominating member organizations informed by the Chairperson: **July 28, 2009**.
- Voting available online from ACTFL headquarters: **September 17, 2009**.
- Online voting completed by: **October 22, 2009**.
- Successful candidate(s) informed by ACTFL headquarters: **November 5, 2009**.

*We urge your active participation in choosing the future leadership of ACTFL.*

**ELECTION CODE OF ETHICS**

ACTFL believes that election campaigning is inappropriate in professional organizations. Consequently, all candidates for ACTFL Board and offices and their nominating ACTFL member organizations are asked not to engage in campaign practices.

The ACTFL Board is a policy-making body. Therefore, membership on the Board requires the active participation of each member. Such involvement requires an extensive time commitment.

**President-Elect**

- Serves as a member of the Board;
- Serves as a member of the Executive Committee, which plans policy and assists in its implementation;
- Plans a course of action for his/her year as ACTFL President;
- Serves as Acting President in the President's absence;
- Performs duties as assigned by the President.

**Board Member**

- Serves on one or more standing committees and *ad hoc* committees, as assigned by the President;
- Serves as chairperson of a standing or *ad hoc* committee, as requested by the President;
- Attends two meetings of the Board each year, as well as other committee meetings, as required;
- Assumes special duties assigned by the President.



## Nominations for ACTFL President-Elect and Board Members

**THIS SHEET MUST BE THE TOP PAGE IN NOMINATIONS FOR THE FOLLOWING POSITION. PLEASE CHECK THE APPROPRIATE BOX:**

- 2010 ACTFL President-Elect**
- ACTFL Board Member**

**Nominating  
Organization** \_\_\_\_\_

[NOTE: Must be an organizational member of ACTFL]

### Candidate Information

**Name** \_\_\_\_\_

**Institution** \_\_\_\_\_

**Present Position** \_\_\_\_\_

**Current Address** \_\_\_\_\_

(Street and Number) OR (P. O. Box)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip code)

**Telephone:** Office [\_\_\_\_\_] \_\_\_\_\_ Home [\_\_\_\_\_] \_\_\_\_\_

**Member of ACTFL since (year)** \_\_\_\_\_

Include the following items in the nominating dossier (in order):

- a. Nominating cover letter signed by an officer of the nominating organization.
- b. *Curriculum vitae* of the candidate (length must not exceed **10** pages).
- c. Statement of the candidate's willingness to be nominated and to serve if elected.