

ARTICLE VI - ELECTED OFFICERS

Section 1 - Officers -- The elected officers of the Association shall consist of:

President
President-Elect
Vice-President
Vice-President-Elect
Secretary
Treasurer
Regional Representatives
Past-President

Section 2 - Election of Officers

- a. A nominating committee shall be appointed in accordance with provisions of Article VI, Section 5 of the By-Laws. The Nominating Committee shall solicit nominations from the Association, obtain acceptance from the nominees, and formulate a slate of nominations of full members in good standing (as defined by Article III, Section 1a and Section 2d). The Nominating Committee shall present the slate of nominees to the Board of Directors for approval and will direct the Chairperson of the Nominating Committee to ensure that each voting member is notified of the approved slate of nominees at least thirty (30) days prior to the date of the Annual Business Meeting.
- b. Following the presentation of the slate by the Nominating Committee at the annual business meeting, nominations shall be entertained from the floor. Any nominations from the floor properly nominated and seconded and accepted by the nominee shall be added to the slate of nominees.
- c. In the event that only one nomination is submitted for any office by the Nominating Committee and no nominations are received from the floor, the single nominee(s) shall be elected.
- d. In the event of a nomination from the floor at the Annual Business Meeting, voting shall be conducted by ballot to all members within 10 working days of the Annual Business Meeting. Members will be requested to return ballots at a time determined by the nomination committee.
- e. The nominee receiving the largest number of votes cast shall be elected.
- f. The results of the election shall be published in the Association newsletter.

Section 3 - Removal of Officers

Any elected member of the Board of Directors may be removed from office in accordance with the following procedure:

- a. A written petition signed by ten percent (10%) of the members of the Association or by four (4) members of the Board of Directors for action in accordance with procedures to be determined by the Board of Directors. Such procedures shall include provisions for the conduct of fair hearings and right of appeal by the officer involved.
- b. The members of the Board of Directors voting must approve the petition for removal by three-fourths vote.

Section 4 - Term

Past President, President, President-Elect, Vice President and Vice President-Elect shall serve for terms of one (1) year, and all other elected officers shall serve for terms of two (2) years effective with those officers taking office January 1. With the exception of the Past President, President and the President-Elect, all Association officers shall be eligible for immediate re-election. The Past President, the President and President-Elect shall not be eligible for re-election to the office of President-Elect for two (2) years following retirement from their present office. The President, President-Elect and Vice President-Elect shall succeed the Past President, the President and the Vice President, respectively immediately following their retirement from office. Officers shall assume office on January 1 of the year following that in which they are elected

In the event that a vacancy occurs in any office, the President may make a temporary appointment to fill that office as provided in Article VI, Section 5. This appointment shall be approved by the membership at the next regularly scheduled business meeting to complete that term of office.

Elections shall be held as follows: Even numbered year's elections for President-Elect, Vice President-Elect, Secretary, Region 2, 4, and 6 Representatives; odd numbered year's elections for President-Elect, Vice President-Elect, Treasurer, Regions 1, 3, and 5 Representatives.

In the event of a vacancy in the office of President-Elect caused by resignation from that office, removal in Accordance with Article VI, Section 3, or by virtue of their assuming the office of the President in accordance with Article VI, Section 6, the election of a replacement shall be conducted by ballot in accordance with Article IV, Section 3. The President may make a temporary appointment to fill the office of President-Elect, subject to the approval of the Board, until such elections can be completed.

Section 5 - President

The President shall:

- a. Preside over all meetings of the Association and endeavor to conduct meetings according to the By-Laws of the Association and the recognized processes of Parliamentary Law.
- b. Call emergency meetings of the Association, the Board of Directors, or any of the Association committees.
- c. Be empowered to establish and dissolve committees, and appoint committee chairpersons and other officers with majority approval of the Board of Directors.
- d. Temporarily fill vacancies of the elected officers which occur between elections, subject to approval of the Board of Directors.
- e. Continue as a member of the Board of Directors, as Past President, for one term after retiring from the office of President of the Association.
- f. Be empowered to conduct emergency business of the Association through the means deemed most expedient with the consent of a majority of the Board of Directors.
- g. Cause the proposed agenda for the Annual Business Meeting or any special meeting to be available to the members prior to the meeting.
- h. Appoint student representative(s), website administrator(s) and newsletter editor(s).

Section 6 - President-Elect

The President-Elect shall:

- a. Act as Liaison to the Public Relations Committee and perform those duties as described in Article VII, Section 7.
- b. Perform the duties of President in the absence of the President or during vacancy in the office of President.
- c. Act as Chairperson of the Honors Committee and perform those duties as described in Article VII, Section 6.

Section 7 - Vice President

The Vice President shall:

- a. Solicit input from all standing committees regarding the continuing education need of the membership and serve as program chairperson for all sponsored and co-sponsored Association conventions and meetings.
- b. Form and act as chairperson of the Association's ad hoc committee on Continuing Education.
- c. Act as chair of the annual convention, causing a committee to be formed for the purpose of planning and conducting said convention(s).

Section 8 - Vice President-Elect

The Vice President-Elect shall:

- a. Act as program co-chairperson for all Association sponsored and co-sponsored conventions and meetings.
- b. Serve as a member of the Association ad hoc committee on Continuing Education and ad hoc committee on annual convention program.
- c. Perform the duties of the Vice President in the absence of the Vice President or during a vacancy in the office of the Vice President.

Section 9 - Secretary

The Secretary shall:

- a. Hold the office of Secretary of the Board of Directors as well as Secretary of the Association.
- b. Record and file the minutes of all official meetings of the Association and Board of Directors. He/she shall receive and file copies of the minutes of committees of the Association, and reports of officers and Association committees.
- c. Be responsible for providing notices of meetings to members at the direction of the President.
- d. Keep a separate record book in which a copy of the Articles of Incorporation and By-Laws are written. He/she shall record in this book, all amendments to the Articles of Incorporation and By-Laws at the time such amendment is authorized by the voting body of the Association, in accordance with Article IX. Each record of amendments shall also contain a reference to the date and page of the minutes of the Association meeting which authorized the amendment.
- e. Send minutes of the Board of Directors meetings to Board after the meeting has taken place-but prior to next meeting.

Section 10 - Treasurer

The Treasurer shall:

- a. Keep account of the Association funds, managed by Nebraska Council of School Administrators (NCSA).
- b. Be empowered to sign checks for the Association, along with NCSA Executive Assistant and NSLHA President.
- c. Submit a financial statement at each regular meeting of the Association and at any meeting of the Board of Directors when such statement is requested by the President of the Association.
- d. Monitor monthly financial reports prepared by management firm. Prepare an annual budget to be approved by Board prior to start of new fiscal year and presented to membership during the Annual Business Meeting.

Section 11 - Past President

The Past President shall:

- a. Act as an advisor in the conduct of Association business.
- b. Review, edit and ensure that the Association business is conducted in compliance with the NSLHA By-Laws, Code of Ethics, and Articles of Incorporation.
- c. Act as Parliamentarian for Association business.

Section 12 -- Regional Representatives

A. The Regional Representatives shall represent the following areas:

1. One representative from Washington, Douglas, Cass, and Sarpy counties designated as Region I.
2. One representative from Lancaster, Otoe, Johnson, Nemaha, Richardson, Pawnee, Gage, Seward, York, Fillmore, Saline, Jefferson, and Thayer counties designated as Region 2.

3. One representative from Dodge, Saunders, Merrick, Nance, Polk, Butler, Colfax, Platte, Boone, Madison, Stanton, Cuming, Burt, Thurston, Wayne, Pierce, Antelope, Dakota, Dixon, Cedar, Knox, Boyd, Holt, and Wheeler counties designated as Region 3.
4. One representative from Blaine, Loup, Garfield, Custer, Valley, Greeley, Sherman, Howard, Hall, Buffalo, Dawson, Gosper, Phelps, Kearney, Franklin, Harlan, Furnas, Adams, Hamilton, Clay, Nuckolls, and Webster counties designated as Region 4.
5. One representative from Keya Paha, Brown, Rock, Cherry, Thomas, Hooker, Grant, Arthur, McPherson, Logan, Lincoln, Keith, Perkins, Chase, Hayes, Frontier, Red Willow, Hitchcock, and Dundy counties designated as Region 5.
6. One representative from Sheridan, Dawes, Box Butte, Sioux, Scotts Bluff, Banner, Kimball, Morrill, Garden, Deuel, and Cheyenne counties-designated as Region 6.

B. Election of Regional Representatives:

1. Method of Election
 - a) The Nominating Committee shall solicit nominations from the Association members in each region in accordance with provisions of Article VI, Section 2, of the By-Laws.
 - b) Election shall be determined by a majority vote of the members residing within the region for which the representative is being selected.

C. The Regional Representative shall:

1. Represent the concerns of the membership of their designated region, to include oral and written communication on a regular basis.
2. Serve as liaison between the Board of Directors and the members in their region.
3. Designate a communication network within the region for the purpose of gathering and disseminating information, membership recruitment, nomination of officers and other functions designated by the President.