



# ||| NASSP STATE COORDINATORS HANDBOOK

 **NASSP**<sup>™</sup>  
National Association  
of Secondary School Principals

JUNE 2016



# NASSP STATE COORDINATORS HANDBOOK

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## State Coordinators

This handbook provides an easy reference to the responsibilities and role of the NASSP state coordinators. Coordinators should feel free to contact the NASSP advocacy and executive offices at any time.

## Selection Process and Criteria

- Each state association determines how its coordinator is chosen—by election or by appointment—and the length of the term. (A minimum three-year term is recommended.)
- A coordinator must be a practicing principal or assistant principal and an NASSP member in good standing.
- Upon selection or election of a new coordinator, the state executive director will notify Amanda Karhuse in the NASSP advocacy office at [karhusea@nassp.org](mailto:karhusea@nassp.org).
- Members of the NASSP Board of Directors may not serve as state coordinators.

## Coordinator Responsibilities

The state coordinator shall represent the association by carrying out the following responsibilities.

### **1. Promote NASSP's advocacy agenda and highlight the achievements of NASSP's grassroots advocacy efforts in the states**

#### **Serve as an active member of the NASSP Federal Grassroots Network.**

The purpose of the Federal Grassroots Network is to strengthen the voice of principals in NASSP's federal legislative efforts by increasing the participation of members in federal grassroots advocacy.

Network members are responsible for meeting with their members of Congress at least once annually in their states and corresponding as requested with their legislators and staff members through the Principal's Legislative Action Center (PLAC).

Network members regularly receive action alert emails that include updates on federal education policy and allow them to quickly and easily take action on legislation affecting schools. State coordinators will share these emails with other principals and assistant principals in their states.

**Encourage other NASSP members in his or her state to participate in the Federal Grassroots Network and to use PLAC when NASSP sends action alerts on issues that affect federal education policy.**

**Participate in quarterly conference calls with other state coordinators to discuss common state issues and brainstorm with NASSP advocacy staff regarding strategies for targeting key members of Congress and advancing federal legislation.**

NASSP staff members will track participation in the quarterly conference calls and share this information with the state executive directors and the NASSP executive director.

**Participate in all sessions that are related to federal education policy or led by the U.S. Department of Education at NASSP's annual conference.**

**Attend the annual NASSP Advocacy Conference in Washington, D.C.**

State coordinators will meet in Washington, D.C., for a two-day/three-night conference that is focused on federal education policy and advocacy. The conference program consists of panel discussions with representatives from other national education associations, congressional staff members, and officials from the U.S. Department of Education or the White House; a briefing on the latest news in Congress and NASSP's legislative priorities for middle level and high school reform and school leadership; and a day on Capitol Hill attending meetings with the coordinators' respective members of Congress and their staffs. NASSP staff members will provide materials to state coordinators in advance to help them schedule their appointments and prepare for their meetings.

NASSP will cover the cost of travel to and from the meeting, as well as hotel expenses for the state coordinator, including meals that are a part of the program. State executive directors and other employees of the state association (advocacy staff, deputy executive directors, and the like) who elect to attend the meeting must cover their own travel, hotel, and incidental expenses.

## State Coordinators Advisory Council

NASSP staff will select one representative from each region to serve on the State Coordinators Advisory Council. The purpose of the council is to:

- Advise NASSP staff on the administration of the state coordinators and the Federal Grassroots Network, including implementation of the quarterly conference calls and other action items.
- Offer recommendations for the NASSP Advocacy Conference and the state coordinators meeting at NASSP's annual conference.
- Review the common state education policy and budget issues discussed during the quarterly Federal Grassroots Network conference calls, select which issues warrant grassroots advocacy at the federal level, and provide input on the most effective strategies to implement.

## 2. Serve on the NASSP Board of Nominators

### Board of Nominators

Prior to the annual business meeting held at NASSP's annual conference, the state coordinators shall meet as a board of nominators. (Conference registration is complimentary for state coordinators.) The NASSP president shall appoint a chair of the board of nominators. The board of nominators will review the qualifications of all nominees and will select one nominee for each open director position and the president-elect position. To be selected, a nominee must receive an affirmative vote of a majority of coordinators present at the board of nominators meeting in which a quorum is present. A majority of coordinators representing 26 votes shall constitute a quorum.

### Nominations and Elections

**Nominations.** Any active member may be nominated for a director or officer position.

For president-elect or at-large director positions, a member may be nominated by one of the following:

- The board of directors of a state affiliate
- Five state coordinators from at least two regions

For regional or diversity director positions, a member may be nominated by one of the following:

- The board of directors of a state affiliate in the region that the director would represent
- Two state coordinators from the region that the director would represent

**Elections.** The chair of the board of nominators will present the board of nominators' official report with the final nominees at the annual business meeting. The nominees shall be elected by vote of the active members at the annual business meeting. Other nominations shall be called for in accordance with parliamentary procedure, provided that the name of any other member nominated is from the list submitted to the state coordinators in advance of the annual meeting.

## **Board of Nominators Protocol**

The NASSP board of nominators (state coordinators) assembles to:

1. Select a nominee for president-elect
2. Select candidates for election to the board of directors—regional, at-large, and diversity members\*

*\*Diversity with respect to underrepresented groups shall be defined to include women and the following ethnic and racial groups: Hispanic, Black/African American, Asian-Pacific Islander, and Native American (as referenced by the U.S. Census Bureau). The board of directors will annually review the process that provides representation for underrepresented groups. If the goal of diversity is not being met, the board of directors will conduct a call for candidates from specific underrepresented groups.*

## **Chair**

The chair of the board of nominators shall be appointed by the president of NASSP. The chair calls the meeting to order and determines if a quorum is present. Individuals without proper credentials are not allowed at the board of nominators meeting. The chair will identify other individuals at the meeting in official capacity.

## **Nominators**

Only state coordinators shall be eligible to vote with the following exceptions.

- If the coordinator is unable to be present, the coordinator can designate in writing their state's president or president-elect as their alternate. If neither the state president nor president-elect can be present, a practicing principal or assistant principal who is also a duly qualified member of the state association and who is also a member of NASSP can be designated in writing as an alternate but must be authorized by the state executive director. Written notice must be received by the NASSP executive director prior to the meeting of the board of nominators. State executive directors may not serve as alternates.
- Any coordinator who is a candidate for a national office (president, president-elect, or the board of directors) shall be excluded from the board of nominators and must certify an official alternate.

- Only one coordinator per affiliate may be admitted and receive credentials as a voting member of the board of nominators. This does not apply to those affiliates where there are separate middle level and senior high coordinators. In those cases, each affiliate carries a fractional vote and legitimately may be in attendance.

## **Questions**

Questions shall be asked of the candidates, who appear separately before the board of nominators. NASSP members are invited to observe the question-and-answer portion of the board of nominators meeting. Observers are admitted to the room five minutes before the start of the first interview. At the conclusion of the interviews of president-elect candidates, observers are asked to leave the room before voting takes place.

Coordinators will help draft questions to be asked of each of the candidates for president-elect. These questions should reflect a broad range of topics.

Members of the State Coordinators Advisory Council will represent each of the four regions (rotation of odd/even numbered regions each year) to review the recommended questions to eliminate duplicates and to determine the final eight questions and their order of presentation. The final list of questions will be reviewed by all coordinators and the executive director before the first candidate is admitted to the proceedings.

## **Candidates**

Candidates for president-elect will be given no more than 20 minutes each before the board of nominators. If there are more than two candidates, the chair shall modify the time schedule.

## **Nominations**

To be nominated as a president-elect, a candidate must receive a majority of the votes cast. Depending on the number of candidates and whether additional ballots are necessary, the candidate receiving the lowest number of votes will be removed on successive ballots. The vote totals and ranking of candidates shall not be disclosed to the board of nominators.

The board of nominators has an ethical duty and responsibility to vote for the candidate that he or she believes will best serve the NASSP membership and shall not honor commitments to any candidate brokered in previous years.

## **Procedural Rules**

Decisions on any questions arising during the board of nominators meeting shall be made by the chair in consultation with the executive director and deputy executive director of NASSP.

# NASSP Board of Directors Rotation Schedule 2017–2027

	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8	Assistant Principal/ Middle Level at Large	Diversity (region)
2017	New Hampshire		South Carolina		Ohio	Arkansas	Utah			5
2018		Pennsylvania		Wyoming				Georgia	ML	7
2019	Connecticut		Virginia		Iowa	New Mexico	Hawaii			1
2020		New Jersey		Michigan				Louisiana	AP	4
2021	Maine		Kentucky		Nebraska	Colorado	California			6
2022		Maryland		North Dakota				Florida	ML	8
2023	Massachusetts		Tennessee		Illinois	Kansas	Washington			2
2024		Delaware		Minnesota				Alabama	AP	3
2025	Rhode Island		North Carolina		West Virginia	Oklahoma	Alaska			5
2026		New York		South Dakota				Texas	ML	7
2027	Vermont		Washington, D.C.		Indiana	Arizona	Montana			1

### **3. Encourage participation in NASSP programs and activities**

#### **Encourage membership in NASSP.**

Although the actual processing of memberships is usually done by a membership secretary or in the state association office, the coordinator should promote membership in the national association. The membership office will, upon request, provide the coordinator with promotional materials. Beyond the well-known and accepted benefits to the individual member who belongs to both the state and the national associations, a rebate from the national dues is currently given to the state associations that process those memberships.

#### **Interpret and explain the work and various projects of NASSP to members and the affiliated state associations.**

Coordinators may accomplish this by contributing regularly to their state association's publications, reporting to the state board of directors, speaking at state and area meetings, and so on. NASSP must, in turn, keep the coordinators informed about opportunities to participate.

#### **Encourage participation in the professional work of NASSP.**

#### **Recommend key people in the state for appointment to a committee of NASSP by the board of directors.**

NASSP solicits nominations for appointments to its standing committees and task forces. The official form for this purpose must be used for the nomination to be considered by the board of directors. This form is made available to coordinators and other state officials and must be submitted to NASSP in accordance with stated deadlines.

#### **Keep the board informed concerning problems and projects of the state affiliates.**

Coordinators can and should feel free to communicate with the executive director.

## NASSP Regions

Region 1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Region 2	Delaware, Maryland, New Jersey, New York, Pennsylvania
Region 3	District of Columbia, Kentucky, North Carolina, South Carolina, Tennessee, Virginia
Region 4	Michigan, Minnesota, North Dakota, South Dakota, Wisconsin, Wyoming
Region 5	Illinois, Indiana, Iowa, Nebraska, Ohio, West Virginia
Region 6	Arizona, Arkansas, Colorado, Kansas, Missouri, New Mexico, Oklahoma
Region 7	Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington
Region 8	Alabama, Florida, Georgia, Louisiana, Mississippi, Texas

## NASSP Contact Information

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## **VISION**

Great leaders in every school committed to the success of each student.

## **MISSION STATEMENT**

NASSP connects and engages school leaders through advocacy, research, education, and student programs.



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