February 25, 2017

2018-19 TABSE Executive Board Nominations

Dear TABSE member:

Each year TABSE conducts elections to fill positions of Executive Board members whose two-year terms are coming to an end. TABSE Executive Board positions are elected on a rotating two-year term. As a result of the two-year rotating term, one half of the Executive Board positions expire each year. During the 32nd Annual TABSE State Conference, newly elected officers for the positions of Correspondence Secretary, Financial Secretary, Historian and Chaplain were sworn in during the closing night Banquet to begin their two-year terms.

Nominations will soon begin to be received for the following positions which will take office in 2018. Executive Board two-year term positions to be filled will be: **Recording Secretary, Treasurer and Parliamentarian.** TABSE seeks members from throughout the state, who are interested, dedicated and qualified to serve in these capacities to submit nomination forms to be considered for elections next fall 2017. Members interested in running for office must meet the requirements of:

1. Be a current due paying member in a local affiliate for at least the past two years
2. Be in good standing (dues) with TABSE as well as NABSE for at least the past two years,
3. Be qualified in the skills to fulfill the duties of the office as listed below
4. Be willing to give the time to serve for the two-year term of office
5. Be dedicated to help making TABSE the premiere organization of African American educators.

Nomination ballots will begin to be received from February 25, 2017 until April 29, 2017 from interested members or those members nominating other qualified members for office. Nominated members **must be** current dues paid members as stated earlier to be eligible to seek office. Nomination ballots received will be compiled and a Candidate Information Sheet will be made available to members by June 2017. Elections for the positions will occur in the fall of 2017 after returning from summer vacation and installation for the election winning officers will be during the 33rd Annual TABSE State Conference in 2018.

Nomination ballots will be sent to members via electronic mail and may be returned via electronic mail <u>or</u> U.S. Postal Service. Members are encouraged to get involved in our organization and accept the opportunity to serve on your TABSE Executive Board.

TABSE 2O18-2O19 Officer Nomination Form

Please print

Candidate Last Name _____ First _____ MI ____

Address _____

City _____ Zip _____ Affiliate Name _____

Member of Local____ Years, Member of TABSE____ Years, Member of NABSE____Years

Email: _____ Telephone Number/s ( ) _____

Cell Number ( ) _____

Nomination for position of:

Recording Secretary (2 Yrs) ____ , Treasurer (2 yrs) ____ , Parliamentarian _____

Leadership Experience:

1.

2.

3.

Service to local, state, national affiliates:

1.

2.

3.

Strengths for this position:

1.

2.

3.

Candidates must agree to actively run and serve in office. He/She must recognize the considerable time demands required for service. This candidate has been contacted regarding their willingness and eligibility to serve in the position and has agreed to serving if elected.

Nominating member name: _____

Nomination Committee only: Information Verified ____ Information Denied ____

Committee Member _____ Date _____

E-mail nominations must be received at **mlg5602@yahoo.com** or mailed to **TABSE Nomination Committee 2017, 5602 Oak Haven Lane, Houston, Texas 77091** and postmarked no later than April 29, 2017.

TABSE Duties of the Offices

Recording Secretary

- The Recording Secretary shall keep minutes of the Executive Committee, the Executive Board and Delegate Assembly meetings and shall perform other appropriate duties and functions as assigned by the President.
- The Recording Secretary shall be responsible for reviewing and certifying business documents of the Alliance.
- The Recording Secretary shall perform the duties of the President when the President and President-Elect are unable to serve. The Recording Secretary may be elected to two successive terms.

Treasurer

- The Treasurer shall serve as the Chief Finance Officer of the Alliance and have charge of all funds and revenues and financial transactions.
- The Treasurer shall have the responsibility of reviewing the Alliance's financial affairs, and co-signing Alliance checks for expenditures for such amounts and for such purposes as the Executive Committee may from time to time determine.
- In addition, the Treasurer, in conjunction with the Executive Director shall establish a budget annually.
- The Treasurer may be elected to two successive terms.
- The Treasurer serves as the Chairperson of the Budget Committee and the Audit Committee.

The Treasurer in accordance with sound fiscal management procedures and policies as established by the Executive Board shall execute those procedures for signing and disbursement of checks.

Parliamentarian

- The Parliamentarian shall serve as the authority on the proper rules of order in debate. Current Robert's Rules of Order will be the final authority when a misunderstanding occurs.
- The Parliamentarian will assist the President in running meetings and will help ensure that recommendations being made are appropriate and according to established procedures.
- The Parliamentarian shall be responsible for making Constitutional By-law update changes as decided by the Executive Board at least every two years.