



ASSP Nominations & Elections Process – Committee

This process document outlines the general process the ASSP N&E committee follows each year. The timeframes are guides and will be adjusted by professional staff and the N&E Chair to support the committee in fulfilling their responsibility each year. The one exception is the February 1 slate announcement deadline required by the bylaws, which cannot be adjusted in order to keep the March 1 election date on track.

AI Policy

The following policy has been added to all nominations forms: To ensure we gain an authentic understanding of each nominee, responses on this form should reflect the individual's own thoughts and writing. Use of AI to fully generate responses is not permitted. However, it is acceptable to use AI tools to enhance clarity or structure after the initial content is written. Please note: Responses may be reviewed using AI detection tools to uphold the integrity of the process.

Onboarding – August/September

- Committee goes through ASSP leader onboarding
 - Prior to the nominations deadline, the committee is trained on the evaluation process that they will follow
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Nominations Evaluation – Board Level positions*

First round of evaluation (October - November)

- Committee conducts independent review of anonymous nomination packages and submits ratings using the published rubric. Materials provided to the committee:
 - Access to submittable and anonymous nomination packages
 - Evaluation rubric & guide
 - Board Competencies

Committee meets for an initial calibration meeting to discuss divergent ratings.

- After initial discussion on divergent ratings, the Committee will receive access to the names of each candidate.
- Committee votes to approve nominees that will move forward to the interview process.
- Committee discusses any additional information or follow-up that they would like to request from the nominee(s).
 - When appropriate to support the committee discussions, staff may provide feedback on the candidates.

Second round of evaluation (November - December)

Committee receives the full nomination packages. Materials provided to the committee:

- Access to submittable and full nomination packages
- Scored evaluation rubric from first round of evaluation





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- Any additional information requested by the committee
 - Board Competencies
 - Interview guide
- Committee meets to prepare for the candidate interviews, including reviewing and agreeing on the guide and instructing the interviewer(s) on probing questions or additional information they'd like to know about the nominees.
- As directed by the N&E Committee interviews for board level nominations are conducted

Third round of evaluation (January)

- Committee conducts an additional round of independent reviews of nominations packages and interviews and submits ratings based on the newly available information. Materials provided to the committee:
 - Interview recordings
 - Access to submittable and full nomination packages
 - Scored evaluation rubric from first and second rounds of evaluation
- Committee conducts additional calibration discussion(s).
- Committee votes to approve the 2027 slate of candidates for Board level positions.
- Committee will provide feedback and guidance to complete leader development templates that will be provided to nominees not selected for the 2027 slate.

Nominations Evaluation – Council Vice President positions*

First round of evaluation (November/December)

- Committee conducts independent review of anonymous nomination packages and submits ratings using the published rubric. Materials provided to the committee:
 - Access to submittable and anonymous nomination packages
 - Evaluation rubric & guide
 - Required leader competencies
 - Position Description

Second round of evaluation (January)

- Committee receives scored evaluation rubric from first round of evaluation
- Committee meets to conduct a calibration discussion to discuss divergent ratings.
- After discussion on divergent ratings, the Committee will receive access to the names of each candidate.
- Committee votes to approve the 2027 slate of candidates for Council Vice Presidents.





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- Committee will provide feedback and guidance to complete leader development templates that will be provided to nominees not selected for the 2027 slate.

****In any of the evaluation rounds the committee may request additional information. The committee will reconvene to review and discuss additional information provided.***

Nominations Evaluation – Regional/Community elected positions (January)

- Process initiated after regional/community committees complete their evaluation process.
- N&E committee reviews nomination package and regional/community committee recommendations.
- Committee will vote to approve the 2027 slate of candidates for Regional/Community elected positions.

Candidate selection

- Candidate notifications are executed prior to slate announcement.
- Board and Council VP nominees not selected for the 2027 slate will receive the following outreach:
 - Notification call from N&E chair or committee member as designated by Chair
 - Call will focus on notification they were not selected.
 - A thank you email for their nominations
 - A leadership development call from an ASSP Board member or member of the Leadership Development Committee focusing on the feedback from the review process.
- Regional and Council VP nominees not selected for the 2027 slate will receive the following outreach:
 - Notification e-mail from N&E chair
 - A Thank you email for their nomination and options for future engagement.
 - A leadership development call from an ASSP Board member or member of the Leadership Development Committee.

Slate announcement

- 1st round notifications - Members who submitted a nomination will be the first audience notified.
- 2nd round notifications - The Board will be notified following the completion of the first round.
- 3rd round notifications – Regional Vice Presidents, PS/CIG Administrators will be notified of candidates selected for their respective Region, Area, Community.
- Final round notifications – On February 1st, the 2026 Slate of Candidates will be published and ASSP members will be notified in the closest ASSP Weekly following the February 1st date.
- The 2026 Slate of Candidates will also be promoted via ASSP social media channels and in the March PSJ.





Candidate communication

- Leading up and during the elections candidates will receive:
 - Notification of election & campaign guidelines, under SOG 6.10.
 - Expectations on when voting will launch and conclude.
 - Expectations on when and how they will be notified of election results.
 - Any additional information that may need to be communicated.

Election Promotion

- On March 1st, all ASSP members eligible to vote will receive an email from the ASSP election vendor with instructions on how to vote and a link to their electronic ballot.
 - Throughout March, at least three additional reminders will be sent from the ASSP election vendor to members who have not yet voted.
- ASSP will promote the elections through all ASSP communication channels, including but not limited to:
 - ASSP weekly
 - Social media
 - Leader updates
 - Community meetings
- Leaders and Members will be encouraged to promote voting in the election as well.

Election Conclusion

ASSP election results are verified by ASSP's contracted election vendor. The results are required to be reported to ASSP by 5pm on April 3rd (or closest business day after). ASSP professional staff or leaders do not have visibility to election results prior to the certified results being reported. Election results will be communicated following the below sequence. The goal is to have the first five steps noted below completed within 48 (business) hours after receiving the certified elections. Because April 3rd, 2027 falls on a Saturday, results most likely will not be available until EOD on Monday, April 5th.

1. Verified reports are provided to the chair of the N&E Committee, along with contact information and instructions to complete candidate notification calls to Board and Council VP candidates.
2. The Board of Directors will be notified that candidate notifications are beginning and that the election results will be shared once all candidate notifications have been completed.
3. Board and Council VP candidates will be notified by phone from the chair or member of the N&E Committee.





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4. Regional and community candidates will be notified by e-mail from the chair or member of the N&E Committee.
5. Upon completion of candidate notifications, a results memo is published to the following stakeholders, in the order listed.
 - Board of Directors and Nomination & Elections committee
 - Council Vice Presidents, Regional Vice Presidents, PS/CIG Administrators
 - ASSP staff
6. The 2027 Election results will be published on www.assp.org and members will be notified in the next immediate ASSP Weekly and published in the May PSJ.

