
A Guide to
**Running for an
NSPRA Office**



Election
and
Campaign Information

(January 2016)

National School Public Relations Association • 15948 Derwood Road • Rockville MD 20855
Telephone (301) 519-0496 • FAX (301) 519-0494 • www.nspra.org

“Leadership is both something you are, and something you do.”

— Fred Smith, founder, Federal Express Corporation

Congratulations on considering a leadership role with the National School Public Relations Association (NSPRA)! NSPRA is the professional association for those who are committed to improving public relations and communication in schools and between schools and the communities they serve. We have a long history of dedicated leaders who have worked hard to create and sustain the financially-sound and membership-strong association that serves you today. That commitment to professional development and true collegiality among members is a hallmark of our association. You are to be commended for aspiring to carry on that tradition by becoming an NSPRA leader.

Serving as an officer of the NSPRA Executive Board takes time and energy, but as past officers will attest, it is also an opportunity to stretch yourself professionally and strengthen your leadership skills for the future. You also have a chance to travel to other chapters, meet new people and make a positive contribution to our profession and to education.

What’s Involved in Running for an NSPRA Office?

This guide contains the following important information about running for an NSPRA office:

- Nomination procedure and required nominating materials;
- Nomination and election timeline;
- Association governance structure and job descriptions for national offices;
- *Code of Ethics* for NSPRA officers;
- Qualification requirements for candidates;
- Campaign policies and procedures;
- Conflict of interest statement;
- Executive Board powers and duties;
- *NSPRA Commitment to Service Agreement*
- *NSPRA Campaign Pledge form*; and
- *NSPRA Campaign Complaint form*.

Please read this guide carefully to determine your eligibility and so that you clearly understand the responsibilities and commitment associated with serving as an officer of the NSPRA Executive Board. Information for this guide is taken directly from *NSPRA Bylaws* (see www.nspr.org/bylaws) and the NSPRA Policy Manual. Copies of policies are available upon request from NSPRA.

Becoming a Candidate

Once you have determined your eligibility (see *Qualifications*, page 9) and made a decision to run for office, you must submit the following materials to the Executive Board Search Committee (see *Nominations*, pages 9/10) by the April 1 deadline:

- A formal letter to the Executive Board Search Committee submitting your name and qualifications for consideration;
- A one-page summary describing why you wish to serve as President or Vice President of NSPRA and what you feel you can contribute to the association;
- A minimum of two supporting letters of nomination from NSPRA colleagues in good standing (hold current membership);
- A copy of your resume;
- A signed copy of the *NSPRA Commitment to Service Agreement*; and
- A signed copy of the *NSPRA Candidate Pledge* form.

All materials should be sent to the Executive Board Search Committee c/o NSPRA Headquarters, 15948 Derwood Road, Rockville, MD 20855. The Executive Board Search Committee must determine its recommended slate of candidates by May 1. Once the slate is submitted to the NSPRA Executive Board, candidates are official and will be notified by the EBSC that they may begin their formal campaigns. Candidates must agree to abide by the Association's policies on *Campaigning for Office* (see pages 10-14). These policies were implemented to clarify the campaign process, ensure all candidates have an equal opportunity, and avoid potential campaign conflicts.

Elections

Elections are held by the Association each August. NSPRA members who are eligible to vote and to hold office (this applies only to members holding a Professional membership; Associate members are not eligible to run for office) will be able to vote by electronic ballot (or paper ballot on request). Ballots include the names of candidates for President-elect; Vice President for Diversity Engagement; and Regional Vice Presidents; as well as any proposals for amending Association Bylaws. In the event that a candidate runs uncontested, the Executive Board may affirm the candidate by acclamation and no election will be held for that office.

Nomination and Election Timeline

April 1	Nomination materials due in to Executive Board Search Committee
May 1	Executive Board Search Committee presents slate of candidates
June 1	Candidate campaign responses, photo and biographical information due in to NSPRA for inclusion on the candidates' webpage and the ballot (if needed)
July	Candidate campaigns and speeches at the Annual Seminar
August 15	Ballots sent to all professional members of NSPRA Deadline for submitting the ballot is 15 working days from August 15

September 30 Deadline for Teller Committee to certify election results
October 1 Successful candidates assume office

Because NSPRA does not hold its election at the National Seminar, there is no provision for running from the floor. *NSPRA Bylaws* do not allow for write-in candidates.

Association Governance

The Association is guided by an Executive Board that is composed of 10 elected and two appointed officers:

President – one-year term; assumes office after one year as President-elect

President-elect – one-year term; assumes office as President in second year on Board

Vice President for Diversity Engagement – three-year term; represents minority concerns

Northeast Region Vice President – three-year term; represents Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, New Brunswick, Newfoundland, Nova Scotia, Eastern Ontario, Prince Edward Island and Quebec

Midwest Region Vice President – three-year term; represents the District of Columbia, Indiana, Kentucky, Maryland, Michigan, Ohio, Virginia and West Virginia

Southeast Region Vice President – three-year term; represents Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico and the Virgin Islands

South Central Region Vice President – three-year term; represents Arkansas, Kansas, Louisiana, Missouri, Oklahoma and Texas

North Central Region Vice President – three-year term; represents Illinois, Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin, Manitoba and Northwestern Ontario

Northwest Region Vice President – three-year term; represents Alaska, Idaho, Montana, Oregon, Washington, Alberta, British Columbia, Northwest Territories, Saskatchewan and Yukon

Southwest Region Vice President – three-year term; represents Arizona, California, Colorado, Hawaii, Nevada, New Mexico, Utah and Wyoming

And two Vice Presidents at Large – appointed by the Board for a two-year term to represent constituencies the Association needs to hear from (one superintendent and one representing a different special focus area or group as determined by the Executive Director and Board)

NSPRA is a non-profit corporation whose structure and operation is determined by Articles of Incorporation and Bylaws which can be amended by a majority vote of the membership, and Policies which are adopted by the Executive Board. The information in this booklet is drawn from those sources. The Association's Bylaws are posted on the website at www.nspira.org. Policies are available from NSPRA Headquarters or any of its officers.

The Executive Board meets three times each year (in November, March and July) for a two- or three-day session. The Association pays for officers' transportation, lodging and per diem expenses for the November and March meetings. Because the July meeting is held in conjunction with the annual National Seminar, the Association pays lodging and per diem expenses for the meeting days only. Board members are responsible for transportation to the Seminar site and for their lodging and expenses during the Seminar. Board members do receive a 50% discount on

Seminar registration. Board members also receive a nominal budget to assist in their chapter outreach responsibilities.

In addition to attending these meetings and working with other Board members and the Executive Director, officers are expected to promote the Association, be liaisons to Association committees and the state chapters in their region, work to recruit and retain members, welcome new members, and help to ensure that the Association meets the needs of its members.

Job Descriptions

What are the responsibilities of the various NSPRA Officers?

President / President-elect

The President of the Association shall preside at all meetings of the Executive Board and of the Association, or arrange for a presiding officer. He or she, in conjunction with the Board and the executive director, shall prepare programs for the Annual Meeting and other meetings of the Association, shall appoint all committees not otherwise provided for in the Bylaws, and shall be an ex-officio, non-voting member of all committees.

The President shall chair the Board and shall have the same right as other members to discuss questions and to vote on resolutions and motions. He or she shall call meetings of the Board and shall perform such other duties as are commonly associated with this office.

The President-elect shall assist the President and shall assume the duties of the President in his or her absence. The President-elect is also encouraged to: (1) work with NSPRA regional vice presidents to promote NSPRA with the state chapter leadership; (2) develop a network of resources for chapter leaders; and (3) periodically update chapter leaders on NSPRA activities.

In the event of a vacancy in the office of President, the President-elect shall at once succeed to the office of President to fill out the unexpired term, and shall continue to serve as President for the full term to which he or she was elected.

Vice Presidents

Vice Presidents shall be members of the Executive Board, and in that capacity, shall work for the good of the Association as a whole.

Regional Vice Presidents are directly responsible for communications contact and activity between the Board, the Executive Director and national office, and the chapters, state/province coordinators, and individual members in their respective regions. They shall keep chapters and members informed of Association activities, policies, and other pertinent information, and will bring the region's concerns to the Board.

The Vice President for Diversity Engagement shall bring to the Board the perspectives of the Association's racial minorities and urban, majority minority, and increasingly diverse school districts.

The two Vice Presidents at Large are appointed by a majority vote of the elected members of the Executive Board to two-year terms. The purpose of this position is to provide the Executive Board with membership representation or expertise that is not provided through the election process.

VICE PRESIDENT JOB DESCRIPTION

As a member of the Board:

- Attends all NSPRA Board meetings and the National Seminar.
- Makes policy decisions to further the purposes of the organization.
- Works with the Executive Director and the Board to set future direction of NSPRA services and to strengthen NSPRA as a membership organization.
- Stays informed about NSPRA organizational and financial matters in order to make policy decisions.
- Evaluates the Executive Director.
- Serves on ad hoc committees of the Board as needed.
- Serves as liaison to national committees as requested by the President.

As a Representative:

- Serves as liaison between chapters and the national office.
- Develops and maintains communication with chapter presidents and other leaders about national, regional and chapter issues.
- Keeps abreast of national education issues and articulates the position of NSPRA on issues related to education.
- Serves as resource person about the organization and the school public relations profession for chapter leaders and NSPRA members.
- Works to strengthen chapters and develop new leaders.
- Promotes NSPRA membership, activities, products and services.
- Promotes school public relations as a profession within the education community.
- Provides counsel and assistance to members on request.
- Promotes the accreditation of members and encourages individual and chapter professional development activities.

As a Regional Vice President:

- Represents the region's concerns and opinions to the NSPRA Board.
- Helps staff stay informed of communication trends and issues.
- Informs NSPRA members in the region about issues and activities of the national association.
- Works with the Vice Presidents at Large to achieve goals.
- Communicates regularly with all NSPRA members in the region, especially the Chapter

Presidents at least once every six weeks, including talking points from each of the three Board meetings.

- Actively promotes the value of NSPRA membership to the region's state chapter members, their superintendents and prospective new members.
- Works to demonstrate the value of a national network for addressing local and regional issues.
- Attends chapter seminars and conferences in the region as time and funds permit.
- Assists regional chapters with their efforts to be successful, either through direct assistance or by helping chapters make connections with people and resources that can provide support.
- Leads a project (in second or third year of term of office), as identified by the President or President-elect.
- Welcomes new NSPRA members from the region to the association.
- If possible (when made aware and provided contact information) sends a welcome letter to superintendents beginning a new superintendency at a district in the region, reminding them of the resources and support NSPRA and chapters have to offer.
- Presents to each chapter at least once during their term of office (in person, or via Skype or other video or audio conference format).

As Vice President for Diversity Engagement:

- Represents the interests and concerns of diverse audiences and members of color to the NSPRA Board.
- Represents the interests and concerns of urban and increasingly diverse and minority-majority school districts.
- Assists NSPRA officers and staff in identifying and developing a more diverse group of leaders.
- Assists in developing and facilitating specific training opportunities on cultural competency for NSPRA leaders and members.
- Leads and facilitates dialogue and professional development opportunities that enhance communications to diverse school stakeholders.
- Identifies and spotlights communication and engagement best practices specifically targeting communities of color and English language learners.
- Cultivates and mentors NSPRA members of color.
- Works with regional vice presidents to enhance diversity goals and/or strategies in their work.
- Facilitates ongoing discussions with NSPRA members on issues of diversity and equity through various communication channels.
- Facilitates the development of new products and services that will assist members in their work to effectively communicate with diverse stakeholders.
- Develops and implements plans designed to provide significant learning opportunities and create more synergy between urban and suburban school district communications professionals.
- Works with expert external organizations to provide professional development opportunities for NSPRA leaders and members in the areas of providing more effective

and authentic communications to stakeholders of color and understanding and embedding equity in day-to-day work.

- Attends chapter seminars and conferences as time and funds permit.

As Vice President at Large (appointed):

- Represents the concerns and opinions of the specific member group (i.e., superintendents) to the NSPRA Board.
- Informs specific member group about issues and activities of NSPRA.
- Works with regional Vice Presidents to achieve goals.
- Identifies and recruits members from the representative professional group.
- Assists in developing professional development activities in public relations and communications for the specific member group.

- Communicates regularly with all NSPRA members about issues.
- Attends chapter seminars and conferences as time and funds permit.

Ethics

NSPRA requires all members to abide by two codes of ethics – the *NSPRA Code of Ethics* and the *North American Public Relations Council Uniform Code of Ethics*, both can be found on the NSPRA website. In addition, NSPRA policy prescribes the following code of ethics for its officers:

Members of the Executive Board of the Association shall endeavor to:

- Devote time, thought and study to the duties and responsibilities of Board membership in order to render effective and creditable service.
- Work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debates.
- Base decisions on all available facts; vote with honest conviction in every case; and thereafter, abide by and uphold the decision of the Board.
- Resist temptation and outside pressure to use Board membership to benefit either individual Board members or any other individuals or agencies apart from the total interest of the Association.
- Bear in mind, under all circumstances, that the primary function of the Board is to establish the policies by which the Association is administered, but that the administration of the Association is the responsibility of the Executive Director and his or her staff.
- Encourage the active cooperation of members and chapters in establishing Association policies on current operations and proposed future developments.
- Refrain from publicly endorsing any candidate for Association office other than himself/herself.

- Strive to enhance the communication concept and expand the activities leading to more effective interpretation of the objectives, accomplishments, problems and needs of education.

Qualifications

Officers of NSPRA must be Association members who are eligible to vote and to hold office (must have a Professional membership. Associate members are not eligible). They should meet *NSPRA's Standards for School Public Relations Professionals*. They should have a demonstrated interest in and commitment to the goals and objectives of the Association and the activities necessary to achieve those goals.

Officers are expected to attend regular and special Executive Board meetings as well as other necessary meetings and appearances on behalf of the Association. They should have the approval of their employer to run for office.

- A. To be eligible to be a candidate for an NSPRA elective office, members must:
1. Have maintained a professional-level membership (individual or institutional professional membership package I or II) for the past five consecutive years;
 2. Be a member of their state NSPRA chapter, if one exists;
 3. Have attended at least three of the last five National Seminars;
 4. Sign a *Campaign Pledge* and comply with Association policies on elections and campaigning for NSPRA office; and
 5. Sign a *Commitment to Service Agreement* to fulfill the responsibilities of the office.
- B. A member may not run for office if:
1. They reside in the same state as a regional vice president whose term is expiring (See *Article V, Elections, Section 2 of NSPRA Bylaws*);
 2. Another employee of their district or organization is an elected or appointed officer of the Association; and/or
 3. They are a paid employee/representative of an NSPRA chapter.
- C. It is preferred that a candidate for NSPRA President-elect be Accredited in Public Relations.

Nominations

There shall be an Executive Board Search Committee (EBSC) comprised of seven Association members representing each of the seven Association regions, and one Association member who is a racial minority. The Executive Board shall appoint the members of this committee, and the President-elect shall appoint one member to serve as their chair.

The term of office of each member of the EBSC expires in the same year as the Vice President from his or her region (or the Vice President for Diversity Engagement).

The EBSC annually shall seek out and identify a slate of one or more candidates for each office that will become vacant the following year. A Call for Candidates shall appear annually in the Association's primary member publication and be posted on the website. Information is sent to all chapter presidents in January to inform them about the candidate search process and to ask them to encourage strong candidates to seek an open office.

April 1 is the deadline for candidates to submit their nomination materials to the EBSC declaring their desire to run for NSPRA offices that will become vacant in October. By April 25, the EBSC will complete its work of securing candidates. By May 1, the EBSC chair will inform the NSPRA President and Executive Director of the approved slate of candidates for office and the names of the candidates will be published in the next issue of *eNetwork* or other Association notification.

The EBSC shall report the results of its search to the President and Executive Director and introduce the candidates at the Annual Meeting of the National Seminar each year.

Campaigning for Office

A candidate for elective office must adhere to, and ensure that his/her supporters adhere to, the following requirements. In addition, the candidate must sign the *NSPRA Candidate Campaign Pledge* (see form in Appendix).

A. GENERAL CAMPAIGN PRACTICES

1. Executive Board members and Association staff will remain neutral during the campaign process. They may not wear or distribute campaign materials or endorse candidates. Staff and Board members' names or photos may not be used on campaign materials.
2. Candidates may not use the NSPRA logo, letterhead or any materials or resources of the Association for campaign purposes, except as stated in A3.
3. The Association will provide candidates with an electronic list of voting members (a regional list for Vice President candidates; a complete set for President-elect and Vice President for Diversity Engagement candidates) to be used for campaign purposes only. A set of mailing labels may be purchased from the Association for a minimal fee upon request by the candidate.
4. In the event of a contested election, following the annual Seminar, the Association will send members a special electronic publication featuring candidates for office. Each candidate has the option of including a one paragraph bio, a photo, and an email or website link.
5. In accordance with *NSPRA Bylaws*, the Association sends election ballots to members by August 15. Information on each candidate shall include a photo, a one paragraph bio, and answers to questions posed by the Executive Board Search Committee.

6. Any additional campaigning, within the policy guidelines set by the NSPRA Executive Board, is at the option of each candidate and is solely their responsibility.
7. A current officer of the NSPRA Executive Board may continue to perform the duties and responsibilities associated with that position, even after declaring his/her candidacy for President-elect. However, while acting as an official representative of the Association, the candidate may not distribute or wear campaign materials or request support for his/her candidacy as part of a speech or presentation.
8. Any member serving the Association in an official capacity (i.e., committee member, auditor, consultant, workshop presenter or keynote speaker) may not distribute or wear campaign materials or request support for their candidacy or that of another member while representing the Association at a specific event or assignment.
9. Only candidates for elected offices may campaign. (Vice Presidents at Large are appointed).
10. Candidates who run uncontested for an office will be affirmed by acclamation of the NSPRA Executive Board and do not have to campaign. However, they are encouraged to share information about their platform with members.

B. CAMPAIGN PRACTICES AT THE NSPRA SEMINAR

1. Candidates and their supporters will ensure that public displays of support for a candidate for office will not delay or disrupt sessions or impede the natural flow of the National Seminar.

Candidates will ensure that campaign materials do not distract from the Seminar or cause damage to the hotel. Candidates wishing to conduct campaign activities away from the designated campaign table provided by the Association (see C) must first gain permission from NSPRA and the Campaign Oversight Committee.

2. Five minutes will be provided at the Annual Meeting for speeches from each President-elect and Vice President for Diversity Engagement candidate, and five minutes will be provided at Regional meetings for speeches from Regional Vice President candidates.

Uncontested candidates also are expected to give a speech.

3. Candidates for President-elect and Vice President for Diversity Engagement may distribute campaign materials at the Annual Meeting only. Candidates for Regional Vice President may distribute campaign materials at their respective

Regional Colleague Connection meetings only. All candidates may distribute materials at their assigned booths. No materials may be distributed at any other event that appears on the official Seminar program. A candidate is responsible for funding and promoting any hospitality suite that advocates his or her candidacy.

4. Presenters at the Seminar are encouraged not to wear campaign insignia during their presentations.

C. CAMPAIGN TABLES

At the request of a candidate, the Association will provide a designated space and table at the National Seminar from which to conduct his/her campaign. Candidates must pay for any electrical, AV support or other materials they wish to use.

Campaign Complaints and Enforcement

A. FILING A COMPLAINT

If a voting member of the Association alleges a violation of NSPRA *Policy 205.140, Campaigning for Office* and files a formal complaint against a candidate, the following procedure shall be followed:

1. Only voting members of the Association may file a complaint.
2. The complaint must be submitted in writing on the official NSPRA complaint form and signed by the complainant. The form is available from NSPRA headquarters. (*See Appendix for copy.*)
3. The complaint must be submitted to the NSPRA president within 15 days of an alleged violation or of learning of such violation.

B. ENFORCEMENT

Each year, the President will appoint a committee composed of two members of the Executive Board and the chair of the Executive Board Search Committee. This committee will be responsible for monitoring the campaign process, reviewing complaints and making recommendations on any sanctions.

C. COMPLAINT PROCESS

1. The committee will review all election campaign complaints and any evidence within 30 days of its receipt and prior to mailing Association ballots. Any candidate charged with an alleged violation will be notified and given an opportunity to address the complaint.

2. The committee will make a recommendation to the Executive Board to sustain or deny the complaint. If the Board votes to sustain the complaint, the candidate's name may be removed from the ballot.
3. The candidate and complainant will be notified of the Board's decision and an announcement made to the general membership that the candidate has been withdrawn from the ballot by Board action.

D. CONFIDENTIALITY

All complaints will be kept confidential unless the investigation or eventual remedy may reveal the source. If confidentiality cannot be maintained for these or other reasons, the president shall notify the complainant of the circumstances and offer the complainant the opportunity to withdraw, sustain or amend the complaint.

E. SANCTIONS

Failure to comply with or violations of NSPRA *Policy 205.140, Campaigning for Office* and/or the *Candidate Campaign Pledge* may result in actions ranging from an oral or written reprimand to disqualification. A candidate found to be in violation will be notified immediately of the consequences.

Conflict of Interest

While serving on the Executive Board, NSPRA members shall not be paid any financial remuneration for services rendered to the Association.

Executive Board members shall refrain from local, regional or national activities which may have a negative effect on national Association activities, programs, products or services.

Executive Board Powers and Duties

The *NSPRA Bylaws* outline the powers and duties of the Executive Board as follows:

- Doing whatever may be necessary for the furtherance of the purposes of the Association, the attainment of the purposes of the *Articles or Incorporation*, the study and teaching of its ideals, its ethics, and its unique features or organization.
- Assist the President in preparing programs for the Annual Seminar and other meetings of the Association; authorize appointment of all committees; formulate policies for the program and services of the Association.

- Direct the Executive Director depositing or investing Association funds and in all business arrangements made on behalf of the Association.
- Formulate and adopt policies governing the Association, including annual goals and objectives.
- Approve the annual budget, major expenditures, the annual audit, and other aspects of the financial operation of the Association.
- Evaluate the effectiveness of Association programs and activities; annually evaluate the performance of the Executive Director; and annually evaluate its own performance. Regarding this self-evaluation, the President shall send an appropriate form to each member, collect and tally the evaluations, and share the results with the Board and Executive Director.
- Interpret the activities of the Association to members and to the educational community, and represent the needs and desires of members and chapters in Association matters.

Official decisions of the Board can be arrived at only at duly constituted meetings, or in an emergency, through a telephone conference call. Individual Board members or groups of members do not have authority to speak for the Board or make any commitments on behalf of the Board, except as provided in the Bylaws or by specific Board direction.

Questions?

Hopefully this guide has given you a better understanding of the responsibilities of an NSPRA officer and the steps required to achieve the position. Assuming a leadership position is an important phase in the career of any professional and we applaud you for considering this important role in our association.

If you have additional questions, please feel free to contact Karen Kleinz, APR, associate director, at 301-519-1227 or at kkleinz@nspra.org.

Thank you for helping to make NSPRA an outstanding professional association and public relations/communication resource for educators everywhere. Here's to your successful candidacy!

**“I studied the lives of great men and famous women,
and I found that the men and women who got to the top
were those who did the jobs they had in hand,
with everything they had of energy and enthusiasm.”**

— Harry S. Truman

Appendix

- NSPRA Commitment to Service Agreement
- NSPRA Candidate Campaign Pledge
- NSPRA Campaign Complaint Form

NSPRA EXECUTIVE BOARD CANDIDATE COMMITMENT TO SERVICE AGREEMENT

I have reviewed the job description and responsibilities for NSPRA Executive Board office as set forth in the policies under *Section 2 – Association Governance* of the *NSPRA Policy Manual* and I fully understand the expectations, time commitment, and required duties and activities of the office I am seeking.

I agree to fulfill the responsibilities of the office I am seeking and promise to serve my fellow NSPRA members conscientiously as their representative on the Executive Board. Should I be unable to effectively fulfill my duties on the NSPRA Executive Board for the full length of my term, I agree to resign the office. I understand that if I violate any policies related to Association Governance or the Code of Ethics I may forfeit my candidacy for office and/or position on the NSPRA Executive Board.

NSPRA Office Sought: _____

Candidate Name: _____
(Please type or print)

Candidate Signature: Date: _____

Title: _____

District/Organization: _____

Address: _____

State/Zipcode: _____

Phone: _____

Fax: _____

E-Mail: _____

Please return to: NSPRA
 Executive Board Search Committee
 15948 Derwood Rd.
 Rockville, MD 20855
 Fax: (301) 519-0494

NSPRA EXECUTIVE BOARD CANDIDATE CAMPAIGN PLEDGE

I have read NSPRA *Policy 205.140, Campaigning for NSPRA Office*, and I agree to abide by the campaign practices set forth in this policy in spirit, word and action, as well as by the NSPRA Code of Ethics. I understand that if I violate this policy or the Code of Ethics I may forfeit my candidacy in this election.

NSPRA Office Sought: _____

Candidate Name: _____
(Please type or print)

Candidate Signature: _____

Date: _____

Title: _____

District/Organization: _____

Address: _____

State/Zipcode: _____

Phone: _____

Fax: _____

Email: _____

Please return to: NSPRA
 Executive Board Search Committee
 15948 Derwood Rd.
 Rockville, MD 20855
 FAX: (301) 519-0494

NSPRA CAMPAIGN COMPLAINT FORM

Only voting members of NSPRA may file election complaints. All complaints must be submitted in writing on this form and it must be signed by the complainant. The complaint form must be filed within 15 calendar days of the election violation or of knowledge of such violation. All complaints shall be directed to the NSPRA President. Complaints will be reviewed and ruled upon within 30 days following the receipt of the complaint.

All complaints will be kept confidential unless the investigation itself or the eventual remedy might reveal the source. When confidentiality cannot be maintained for these or any other reason, the President shall notify the complainant of the circumstances and offer the complainant the opportunity to withdraw, sustain or amend the complaint.

Non-compliance or violations of the campaign policies and/or Candidate's Campaign Pledge may result in action by the NSPRA Executive Board, ranging from oral correction, a letter of reprimand, to disqualification. The candidate found to be in violation will be notified immediately of the consequences. The complainant will be notified that action has been taken.

Date campaign complaint form submitted to NSPRA: _____

Candidate accused of alleged campaign violation: _____

Description of alleged campaign violation (may be continued on an attached page):

Provide a description of and attach copies of all evidence to be considered:

Date(s) of alleged campaign violation or knowledge of alleged campaign violation: _____

CONFIDENTIAL

Complainant: _____
(Please type or print)

Signature: _____

District/Organization: _____

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

Please return to: NSPRA President
 NSPRA
 15948 Derwood Rd.
 Rockville, MD 20855

 Phone: (301) 519-0496
 Fax: (301) 519-0494
 E-mail: nspra@nspra.org

To be completed by NSPRA

Date received at NSPRA offices: _____

Verification that complainant is a voting member of NSPRA: ___yes ___no