

2021 KENTUCKY HEAD START ASSOCIATION  
OFFICER NOMINATION FORM

*Please print all information clearly.*

Nominations are due by 6:00pm (EST) / 5:00pm (CST) on Friday, May 7, 2021. Nominations may only be sent via email to Cindy Graves, KHSA Parliamentarian, at [cindy.graves@murray.kyschools.us](mailto:cindy.graves@murray.kyschools.us) (cc: to John Mountjoy at [jmountjoy@headstartky.org](mailto:jmountjoy@headstartky.org)). Please include the subject: "KHSA 2021 Officer Nominations". For questions, please contact Cindy Graves via email or call (270) 978-0101 or John Mountjoy via email or call (859) 420-3372.

KHSA's Nominating Committee will convene beginning May 12, 2021 to review nominations and determine a final nominating slate. The nominating slate will be sent to all Kentucky Head Start grantees on May 24, 2021. The 2021 election will be conducted virtually via electronic balloting between June 8 and June 10, 2021. Election results will be announced on June 11, 2021. New officers will begin their term on July 1, 2021.

Per KHSA's Bylaws, all candidates for offices must be Head Start staff, defined as being an employee of a Head Start grantee throughout their term of office. Each candidate for elected office must be a current member of the Association and must receive confirmation of support from their respective Head Start grantee. No two candidates from the same grantee agency may appear on any nominating slate. All candidates for offices must have at least one year of professional experience working within the management of a Head Start program and must have written permission from their Head Start Director or Head Start Executive Director to be a candidate for office.

The following positions are subject to nomination and election in 2021:

**President:** The President will serve as Chair of the Board of Directors and the Executive Committee and preside at all meetings of same; will oversee the work of the Executive Director on an ongoing basis; will ensure that all approved actions and resolutions of the Board of Directors are carried into effect; and will attend selected meetings representing the Association.

Nominee: \_\_\_\_\_ Position Held in Agency: \_\_\_\_\_

**Vice President for Engagement:** The Vice President for Engagement will serve as Chairperson of the Sections Committee; will serve as Chairperson of the Nominating Committee; and will oversee the Association's member engagement and outreach initiatives.

Nominee: \_\_\_\_\_ Position Held in Agency: \_\_\_\_\_

**Past President:** The Past President must be a previous President of the Association; either the immediate past President or a President who served within the last 10 years prior to the date of election. The Past President will serve as Chairperson of the Awards Committee. He/she performs duties as assigned by the President.

Nominee: \_\_\_\_\_ Position Held in Agency: \_\_\_\_\_

I hereby affirm that the above nominee(s) have the support from their Head Start grantee/delegate to perform the duties of the office if elected.

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_

Grantee/Delegate \_\_\_\_\_ Date \_\_\_\_\_

## **KHSA 2021 Officer Elections – Timeline**

- April 9<sup>th</sup> – solicitation sent to all Head Start grantees seeking nominations (60 days in advance)
- May 7<sup>th</sup> – nominations from grantees due
- May 12<sup>th</sup> – Nominating Committee convenes to review grantee nominations received
- May 24<sup>th</sup> – nominations slate sent to all Head Start grantees (14 days in advance)
- June 8<sup>th</sup> – balloting opens via secret ballot in conjunction with Board of Directors meeting
- June 10<sup>th</sup> – balloting closes
- June 11<sup>th</sup> – election results announced via email and social media
- July 1<sup>st</sup> – new officer term begins

## **KHSA Bylaws Provisions Related to Officers and Elections**

### Article VIII – Elected Officers

The elected officers of the Association will be President, Vice President for Engagement, Vice President for Finance, Vice President for Programming and Past President.

#### **Section 1 – Requirements for Election**

All candidates for offices must be Head Start staff, defined as being an employee of a Head Start grantee throughout their term of office. Upon approval by the Board, an officer who ceases to be a Head Start employee mid-term may finish the term to which they were elected. Each candidate for elected office must be a current member of the Association and must receive confirmation of support from their respective Head Start grantee. No two candidates from the same grantee agency may appear on any nominating slate. All candidates for offices must have at least one year of professional experience working within the management of a Head Start program and must have written permission from their Head Start Director or Head Start Executive Director to be a candidate for office.

#### **Section 2 – Term of Office**

Officers will be elected by the Board of Directors. Votes are to be cast by secret written ballot at the annual meeting or at an alternative time and location approved by the Executive Committee. Officers will be installed immediately following the election; the term of office will commence July 1 following the election.

- a. An election will be held annually by ballot beginning in 2021.
  - i. In odd years beginning in 2021, the President, Vice President for Engagement and Past President will be elected.
  - ii. In even years beginning in 2021, the Vice President for Programming and the Vice President for Finance will be elected.
- b. The term of office will be two years and no officer may serve more than two consecutive terms in the same office.

### **Section 3 – Resignations and Vacancies, Removal of Officers, Absences**

- a. If any officer, other than the President, resigns or is unable to perform the duties of the office to which he or she has been elected, the President will appoint a replacement to serve in that capacity until the next regular meeting of the Association. At that time, the Board of Directors will elect a replacement. The Vice President for Programming will assume all duties of the President if the President resigns or is otherwise unable to complete the elected term.
- b. Any officer may be removed whenever the best interests of the Association will be served thereby. This process will be initiated by a petition for removal signed or made by a minimum of one-third of all Head Start grantees which are part of the Association. That petition shall be presented to the Executive Committee for recommendation and a vote to take place at the next regularly scheduled meeting. Upon a two-thirds affirmative vote of the Executive Committee such petition for removal shall be presented to the Board of Directors at the following regularly scheduled meeting for final determination. An affirmative vote of two-thirds of the voting membership of the Board is required for removal.
- c. Any officer who fails to attend two meetings on separate dates of the Executive Committee and/or Board of Directors without providing advance notice to the President or the Executive Director and without providing for the responsibilities of their office to be fulfilled by a designate will be conclusively deemed to have resigned his or her elected office.
- d. If the Executive Director position becomes vacant, the Executive Committee may appoint an interim Executive Director, which will be voted upon by the Board of Directors at the next Board meeting.

### **Section 4 – Duties of Officers**

- a. President: The President will serve as Chair of the Board of Directors and the Executive Committee and preside at all meetings of same; will oversee the work of the Executive Director on an ongoing basis; will ensure that all approved actions and resolutions of the Board of Directors are carried into effect; and will attend selected meetings representing the Association.
- b. Vice President for Programming: The Vice President for Programming will serve as Chairperson of the Professional Development Committee and will assume all the duties of the President in the event of absence, resignation or death of the President. The Vice President for Programming will oversee various strategic initiatives and special projects of the Association and perform other duties as designated by the President.
- c. Vice President for Engagement: The Vice President for Engagement will serve as Chairperson of the Sections Committee; will serve as Chairperson of the Nominating Committee; and will oversee the Association's member engagement and outreach initiatives.
- d. Vice President for Finance: The Vice President for Finance will serve as the Chairperson of the Finance and Budget Committee, oversee all Association finances and ensure that KHSA officers and staff adhere to the KHSA Financial Policies & Procedures adopted by the Board of Directors. He/she will work with financial experts as necessary and take all other actions as required by the KHSA Financial Policies & Procedures to assure the fiscal integrity of the

Association.

- e. Past President: The Past President must be a previous President of the Association; either the immediate past President or a President who served within the last 10 years prior to the date of election. The Past President will serve as Chairperson of the Awards Committee. He/she performs duties as assigned by the President.

## Article IX– Meetings, Nominations and Elections

### **Section 1 – Regular and Annual Meetings**

The Association will hold a minimum of four regular meetings per year; one meeting each quarter. The annual meeting will be held once per year. The Executive Committee will hold a minimum of four regular meetings per year; at least one meeting each quarter. All regular and annual meetings may be conducted either by physical presence or sanctioned electronic means.

### **Section 2 – Special Meetings**

Special membership, Board of Directors and Executive Committee meetings may be called as set forth in Article VI, Section 6.

### **Section 3 – Nominations**

Sixty days prior to scheduled election, the Nominating Committee will solicit nominations for officers from Association members. Thirty days prior to scheduled election, the Nominating Committee will prepare a slate with a minimum of one (1) but no more than three (3) candidates for each office. The nomination slate will be sent to member agencies at least two weeks prior to the scheduled election and will include biographical and credential information about each nominee. Officers will be elected by secret written ballot according to Article VIII, Section 2. The executive director will be responsible for collecting, counting, and reporting the vote totals.