NAEA Affiliate Council Guidelines

Affiliate Council Members
The NAEA Affiliate Council will consist of six Council Members.

Qualifications and Terms of Service
Only Members will be eligible to serve as Members of the Affiliate Council, and will be elected to serve a two-year term. A Council Member may serve up to two consecutive two-year terms. An appointed or elected term of less than two years will not exclude a Council Member from serving an additional two consecutive two-year terms. The term of service will commence with the annual installation ceremony.

Nomination of Potential Council Members
A nomination/profile form will be made available on the NAEA listserv and website for those interested in serving on the Affiliate Council. All potential Council Members must complete this form by the specified date in order to be considered a viable candidate. Profile information will be distributed to state affiliate presidents in a summarized format, in one document, so that no one candidate has any additional publicity.

Election of Council Members
Affiliate Council Members will be elected by electronic ballot by the state affiliate presidents. Three Council Members will be elected each year, in order to encourage a diversity of participation while enabling consistency. Council Members will be elected through ballots cast by the current president of each NAEA state affiliate in good standing. Each state affiliate president may cast up to three ballots (only one per candidate, however). Voting information will be distributed in early January, with a 15 day window for votes to be cast. The results of the election will be reported on the NAEA Affiliate listserv and through E@lert.

Authority of the NAEA Board of Directors
The Board will be the governing body of the Association and will have the authority and responsibility for the supervision, control and direction of the Association. This authority includes the creation or dissolution of any council, task force or committee, with the exception of those required by NAEA’s bylaws.

Duties and Responsibilities
NAEA’s Board of Directors will issue a yearly charge for the Affiliate Council. The Affiliate Council has no direct budgetary authority, nor any authority to obligate the association in any way. The Affiliate Council will be assigned a staff person or persons to coordinate activities with the Council.

Removal of Council Members
The NAEA President may declare vacant the office of an Affiliate Council Member, or may remove an Affiliate Council Member for any reason. A Council Member may be removed from office for unexcused absences at two regularly scheduled meetings. An excused absence will be automatic upon notice of member or family illness or death or an emergency situation. An excused absence will be allowed in case of conflict arising from a change in original schedule.

Vacancies
If an Affiliate Council position becomes vacant for any reason, the NAEA President may select a Member to complete the term of the vacant position.

Chair
The members of the Affiliate Council will elect a second-term member to serve as Chair for the upcoming year. If no second-term member wishes to serve as Chair, the Council may elect a first-term member. If the Affiliate Council is unable for any reason to elect a Chair in a timely fashion, the NAEA President may select the Chair for that year.

Meetings/Conference Calls
The Affiliate Council will meet regularly via conference calls according to a published schedule, and as needed to accomplish the Council’s charges. Normally, the Council will meet the Thursday prior to each Affiliate Conference call, which are regularly scheduled for Tuesdays. Council members are expected to attend the Presidents Exchange meetings, which occur in the spring and fall. No reimbursement for these meetings is offered, although if a stipend is available Council Members will receive special consideration.