

IV. Policies - Conduct of Business

4.1 ANNUAL MEETING

INTRODUCTION:

In order to facilitate the fair and effective conduct of association business, the association will follow guidelines for the development of its Annual Meeting agenda, and the operation of the fall meeting.

POLICY:

1. Notice of the Annual Meeting, along with requests for potential agenda items will be forwarded to member boards no less than 90 days prior to the meeting. Items received no less than 60 days before the meeting will be considered for placement on the agenda by the President, through consultation with the Executive Director and Board of Directors.
2. Each member board will select one voting Delegate and one nonvoting Alternate Delegate. Notification of the member board's Delegate must be received by the ASWB office no less than 45 days prior to the fall meeting date.
3. A proposed Agenda for the Annual Meeting of the Delegate Assembly will be forwarded to each member jurisdiction no less than 60 days prior to the date of the meeting.
4. The permanent agenda of the Annual Meeting will be considered by the Delegate Assembly at the commencement of the meeting, and may be revised by an affirmative vote of the majority of the established quorum. ASWB business will take precedence over other items on the agenda of the fall meeting.
5. Delegates, Alternates, other member board representatives, association staff, guests, and observers must register at the meeting site, and will be provided with identification badges.
6. At the opening session of each meeting at which business will be conducted, the presence of a quorum will be established through a roll call of board members' delegates. Delegates, Alternates, and other board members present will be identified and introduced at this time.
7. Elections for officers, members of the Board of Directors, and members of the ASWB Nominating Committee will take place during the Annual Meeting.

8. Anyone wishing to speak at the annual meeting must stand at the public speaking system, and may speak after being recognized by the Presiding Officer. The speaker should begin by stating his or her name and, when applicable, the member board being represented. Speakers should respect any imposed time limits, and the rights of others who may wish to speak. The Presiding Officer will encourage and facilitate broad participation from the floor of the Delegate Assembly.
9. The presiding officer may accept written or verbal motions. Any motion whose implementation would require the expenditure of association funds must be in written form and accompanied by a fiscal note.

Adopted October 1995. Revised by the Board of directors, September 1998, November 2004, November 2010.

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4.2 RESOLUTIONS

INTRODUCTION:

Resolutions should be reserved for important or complex issues that require greater formality than a standard motion. ASWB resolutions are written to stand alone, and typically contain rationale supporting the subject of the resolution. Because of their special nature, resolutions forwarded for consideration by the ASWB Delegate Assembly will follow submission guidelines.

POLICY:

1. No less than 150 days before the date of the Annual Meeting, the association office will forward a request for proposed resolutions to member boards.
2. Proposed resolutions shall be in writing and received at the Association office not less than 120 days prior to the Annual Meeting. Such resolutions shall be forwarded to the Bylaws and Resolutions Committee within seven days after receipt in the Association office. Resolutions proposed by the Bylaws and Resolutions Committee shall be in writing and received at the Association office not less than 75 days prior to the Annual Meeting. The Executive Director shall forward proposed resolutions to Delegates, Alternates, and all Member Boards not less than 60 days prior to the date of the Annual Meeting.
3. All resolutions will in some way reflect the ASWB Mission and Goals, and must include a fiscal note if the implementation of the resolution would require an expenditure of association funds.
4. Resolutions may be sponsored only by a Delegate, Alternate, the Board of Directors, or another committee of ASWB.
5. All resolutions submitted to the Delegate Assembly for consideration will be accompanied by a recommendation from the Bylaws and Resolutions Committee. That committee may attach the following recommendations to a resolution: "pass," "not pass," or "no recommendation."
6. A resolution may be introduced after the 120 day deadline if it pertains to an event of immediate concern to the Association which occurred after the deadline and not less than 24 hours before the beginning of the Annual Meeting. The resolution must be submitted to the Bylaws and Resolutions Committee no later than 5 p.m. on the first day of the Annual Meeting, and will be prepared for Delegate Assembly consideration at the Annual Meeting.

Adopted October 1995; revised September 1998, October 2004

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4.3 ASSOCIATION SERVICE AWARDS PROGRAM

INTRODUCTION:

Regulation of the practice of social work in ASWB's member jurisdictions is done in great part by volunteer board members, both social workers and public members, but also by the board staff in each jurisdiction.

Volunteers contribute large amounts of time, energy, and indirectly through loss of time in their employment, funds to the cause of protecting the public. Good regulation also depends on dedicated, excellent staff members, who make contributions both to their individual boards and to the association. Board administrators in particular may influence the strength and direction of regulation in their jurisdictions, in the course of doing their jobs with unusual thought and dedication. Administrators are often the "constant" in a system where board members rotate on and off, and they are instrumental in training board members for their unique role as regulators.

Because some individuals make major contributions to public protection, ASWB has established a Service Awards Program in recognition of those contributions.

POLICY:

1. Each year, ASWB will publicly acknowledge members, administrators and staff of social work regulatory boards who have demonstrated extraordinary commitment to public protection in work with their boards.
2. The board member award will be called "The Sunny Andrews Award." The recipient of the award will be chosen each year for demonstrating extraordinary commitment to board service in the following areas:
 - Upholding the integrity of an ASWB member board's functioning and processes
 - Enforcing the ethical performance of an ASWB member board
 - Giving selflessly of personal time and effort to support the work of an ASWB member board
3. The Board Administrator Award will be given each year for demonstrating extraordinary commitment to board service in the following areas:
 - Promoting the ethical, responsible, and effective functioning of a member board
 - Facilitating a fair, efficient and responsible process for legal regulation in a member jurisdiction or on behalf of a member board
 - Educating the public and the profession on legal regulation

4. Recipients of either the Sunny Andrews Award for board members or the Board Administrator Award may be nominated by any member or staff member of an ASWB member regulatory board, a member of the ASWB Board of Directors, or a member of the ASWB staff.
5. The ASWB Board of Directors will review all nominations for awards and make a selection based on who, in its judgment, best meets the award criteria. After the first year of the program, nominations will be solicited and must be received by July 31 in order for the board to have adequate time to evaluate the nominations.
6. All information forwarded in support of a nomination will be kept confidential by the Board of Directors.
7. The awards, up to two per year in each category, will be presented at the Annual Meeting of the ASWB Delegate Assembly.

Adopted October 2002

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4.4 ASSOCIATION AWARDS

INTRODUCTION:

The Association of Social Work Boards was founded by the efforts of unpaid volunteers who were willing to give their time and effort to begin an association that would help its member boards to do the best possible job of social work regulation. Almost all of the association's programs, from the examinations on, began with volunteer ideas and volunteer work.

While there is no way to compensate people appropriately for this work, ASWB will offer public recognition and awards to those who have served it each year.

POLICY:

1. Each year, the association will recognize volunteers from its member boards who have served ASWB on task forces and committees.
2. Since the Examination Committee does intense work for the association, with multiple meetings each year, they will receive special awards unique to that committee. Members will be given the awards during the final meeting of the year, after they have served for three full years.
3. Those who serve on other committees and task forces will receive awards after their work on a particular body is completed. Since the work is not considered complete until the task force is disbanded, or new members are named, such recognition will generally come in the year following the year of service. Awards will be presented at the Annual Meeting.

Adopted October 2002; revised October 2004

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4.5 ELECTION CAMPAIGNING

INTRODUCTION:

It is in the best interest of the association to give all candidates every opportunity to provide information about their candidacy to delegates and other participants at the Annual Meeting. But to ensure that campaigning will not be disruptive to other business of the Annual Meeting, the following guidelines on individual campaigning for office must be followed.

POLICY:

1. Information about all nominees for seats on the Board of Directors and the next year's Nominating Committee is sent out from the association office at least 30 days before the voting date. The mailing includes a photo, a brief biography and a description of the candidate's involvement with ASWB, as well as a candidate statement. With editing as needed for space, the material mailed is taken directly from forms submitted by each candidate.
2. Candidates are introduced on the opening day of the Annual Meeting, when additional nominations may be made from the floor.
3. Candidates are given time for brief speeches before the vote is taken.
4. Campaigning is restricted to the time of the Annual Meeting; no soliciting for votes is to be done in advance, because candidates may have unequal access to delegate identification, mailing addresses, telephone numbers, and e-mail addresses.
5. Written statements produced at the candidate's expense may be circulated freely inside and outside of the meeting rooms during the annual meeting, at any time preceding the vote.
6. Activities must not be carried out while the Delegate Assembly is in session in any way that would be disruptive to the meeting.
7. Pins, leaflets or any other election tokens may be distributed and worn inside and outside of the meeting room, again at times that will not disrupt the business of the Delegate Assembly.
8. Candidates may talk with potential voters in meeting rooms before the meeting is called to order, outside at breaks, at meals and at any other time that individual conversations are appropriate.

9. Candidates cannot insert materials in the meeting packets distributed by association staff, nor can they ask staff to assist in any distribution of campaign materials.
10. No campaigning of any kind is to be done in the immediate area of the registration table.

Adopted by the Board of Directors, August 2004; revised October 2005, February 2006.