

## **IV. CONDUCT OF BUSINESS**

## **4.1 ANNUAL MEETING**

### **INTRODUCTION:**

To facilitate the fair and effective conduct of Association business, the Association will follow guidelines for the development of its Annual Meeting of the Delegate Assembly agenda and operation of the meeting.

### **POLICY:**

1. Each Member Board shall select one voting Delegate and one nonvoting Alternate Delegate. Member Boards are expected to notify the Association office of the Member Board's choice of Delegate and Alternate Delegate no less than 45 days prior to the Annual Meeting of the Delegate Assembly.
2. Notice of the Annual Meeting of the Delegate Assembly, along with requests for potential agenda items shall 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 in consultation with the Chief Executive Officer and Board of Directors.
3. A proposed agenda for the Annual Meeting of the Delegate Assembly shall be provided to each member jurisdiction no less than 60 days prior to the date of the meeting.
4. The permanent agenda of the Annual Meeting of the Delegate Assembly shall 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 shall 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 shall be provided with identification badges.
6. At the opening session of each meeting at which business will be conducted, the presence of a quorum shall be established through a roll call by the Secretary or designee of the presiding officer of board members' Delegates. Delegates, Alternates, and other board members present shall be identified and introduced at this time.
7. Elections for members of the Board of Directors and members of the ASWB Nominating Committee shall take place during the Annual Meeting of the Delegate Assembly.
8. Anyone wishing to speak at the Annual Meeting of the Delegate Assembly 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.

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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, August 2012, January 2016, January 2017.**

## **4.2 RESOLUTIONS**

### **INTRODUCTION:**

Resolutions should be reserved for important or complex issues that require greater formality than a standard motion. ASWB resolutions shall be 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 shall follow submission guidelines.

### **POLICY:**

1. No less than 150 days before the date of the Annual Meeting of the Delegate Assembly, the Association office shall 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 of the Delegate Assembly. 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 of the Delegate Assembly. The Chief Executive Officer shall forward proposed resolutions to Delegates, Alternates, and all Member Boards not less than 60 days prior to the date of the Annual Meeting of the Delegate Assembly.
3. All resolutions shall in some way reflect the ASWB Mission and Vision and must include a fiscal note if the implementation of the resolution would require an expenditure of Association funds.
4. Resolutions shall 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 shall 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 that occurred after the deadline and not less than 24 hours before the beginning of the Annual Meeting of the Delegate Assembly. 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 of the Delegate Assembly and will be prepared for Delegate Assembly consideration at the Annual Meeting of the Delegate Assembly.

**Adopted October 1995. Revised September 1998, October 2004, August 2012, January 2016.**

## **4.3 ASSOCIATION SERVICE AWARDS PROGRAM**

### **INTRODUCTION:**

Regulation of the practice of social work in the Association'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.

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

### **POLICY:**

1. The Association shall 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 is called "The Sunny Andrews Award." The recipient of the award shall 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 is called "The Glenda McDonald Board Administrator Award" and shall be given each year to a recipient who demonstrates 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 Glenda McDonald 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 shall review all nominations for awards and make a selection based on who, in its judgment, best meets the award criteria. Nominations shall 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 shall be kept confidential by the Board of Directors.
7. The awards, up to two per year in each category, shall be presented at the Annual Meeting of the ASWB Delegate Assembly.

**Adopted October 2002. Revised by the Board of Directors August 2012, January 2016.**

## **4.4 ASSOCIATION AWARDS**

### **INTRODUCTION:**

The Association 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, the Association shall offer public recognition and awards to those who have served it each year.

### **POLICY:**

1. Each year, the Association shall recognize volunteers from its Member Boards who have served the Association on task forces and committees.
2. Since the Examination Committee does intense work for the Association, with multiple meetings each year, members will receive special awards unique to that committee. Members will be given the awards during one of the final meetings of the year, after they have served their appointed term.
3. Because members of the Regulatory Education and Leadership (REAL) Committee are appointed to a one-year term immediately following the Association Education Meeting or in May if no meeting is held, they will receive their awards at the Association Education Meeting that they are charged with planning.
4. Those who serve on other committees and task forces shall be recognized for their service during the Annual Meeting of the Delegate Assembly and will receive awards after their work on a particular body is completed.

**Adopted October 2002. Revised October 2004, August 2012, January 2016, January 2017.**

## **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 of the Delegate Assembly. But to ensure that campaigning will not be disruptive to other business of the Annual Meeting of the Delegate Assembly, 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 shall be published on the ASWB website at least 30 days before the voting date. Delegates, board chairs, and board administrators will be notified when the information is available. The information will include a photo, a brief biography, and a description of the candidate's involvement with the Association, as well as a candidate statement. With editing as needed for grammar, spelling, and space, the material is taken directly from forms submitted by each candidate.
2. Candidates shall be introduced on the first day of the Annual Meeting of the Delegate Assembly, when additional nominations may be made from the floor.
3. Time shall be provided for brief speeches by the candidates in attendance or for electronic speeches by absentee candidates before the vote is taken.
4. Campaigning is restricted to the time of the Annual Meeting of the Delegate Assembly; no soliciting for votes is to be done in advance, because candidates may have unequal access to Delegate identification, mailing addresses, telephone numbers, and email addresses.
5. Written statements produced at the candidate's expense may be circulated freely inside and outside the meeting rooms during the Annual Meeting of the Delegate Assembly, 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. Campaign-related materials may be distributed at times that will not disrupt the business of the Delegate Assembly and worn inside and outside of the meeting room.
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 shall not include campaign materials in the annual meeting materials and information 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, August 2012, January 2016, January 2017.**