Board Qualifications and Composition

3.1.1 Composition

Effective November 7, 2024

1. The Board shall be comprised of twelve (12) Trustees elected at large. Trustees must be qualified members and shall serve staggered six-year terms. No Trustee shall serve more than one consecutive term. Trustees may be removed by the Board at any time for good cause shown in accordance with policies adopted by the Board.

Revised: 1/02; 1/03; 11/08; 1/10; 6/15; 6/16; 8/17; 5/18; 9/18; 1/19, 11/24

3.1.2 Qualifications

1. Trustees must:

a. Be an individual or institutional member in good standing prior to slating.
b. Maintain an individual membership during their term of office.
c. Not work within the same school district, college or university of that of any other Trustee.

Revised: 1/02; 1/10; 9/10; 4/12; 6/16

Board Member Job Description and Expectations

3.4 Member of the Board Job Description

Purpose:

To act as a voting member of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of the Association; to monitor the Association's financial health, programs and overall performance; and to provide the Chief Executive Officer with the resources to meet the mission, goals and objectives of the Association.

Full Board's Responsibilities:

- Establish mission and vision of the Association.
- Establish the Association's policy.
- Hire and evaluate the Chief Executive Officer.
- Approve the annual budget and monitor finances.
- Create and update the Association's strategic plan.

- Adopt key operating policies and procedures; approve contracts as appropriate.
- Review the reports and progress of the Association's committees and task forces.
- Support the collaborative nature of the Board.
- Elect members to Executive Council.

Individual Board Member's Duties:

- Attend and participate in appropriate Association Board meetings and activities.
- Become knowledgeable about the Association.
- Come to Board meetings well-prepared and well-informed about issues on the agenda.
- Contribute to meetings by expressing your point of view.
- Consider other points of view, make constructive suggestions and help the Board make decisions which benefit the mission, goals and objectives of the Association.
- Serve on committees as appropriate.
- Represent the Association to members, affiliates, other organizations, and the public.
- Support the Association through a personal contribution of time and talent.
- Keep the Chief Executive Officer and President informed about any concerns.
- Maintain individual membership in the Association.
- Collaborate with other Trustees.
- Attend and participate in the Association's annual conference.
- Promote the Association's resources.
- Adhere to Policy number 3.4 "Expectations of Board of Trustees."

Adopted: 11/94

Revised: 1/02; 1/16; 6/16

3.5 Expectations of Board of Trustees

The primary role of a Board member is: (1) to contribute to the defining of the organization mission and governing the fulfillment of that mission, (2) to carry out the functions of the office of Board

Member and/or Officer as stated in the bylaws, and (3) to serve as a collaborative liaison between the Association and the member/affiliates.

The role of a board member is to focus on the development of broad policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the Chief Executive Officer, who determines the means of implementation.

Board members should exercise the duties and responsibilities of their office with integrity, collegiality and care.

Board members shall:

1. Establish as a high priority their attendance at all meetings of the board, committees and task forces.
2. Come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
3. Work with and respect the opinions of fellow board members who serve, and to leave personal prejudices out of all board discussions.
4. Always act for the good of the organization.
5. Represent this organization in a positive and supportive manner at all times and in all places.
6. Observe the parliamentary procedures and display courteous conduct in all board, committee and task force meetings.
7. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with board policy.
8. Avoid conflicts of interest between positions as a board member and personal affairs. If such a conflict does arise, Board members shall declare that a conflict exists before the Board and refrain from voting on any matters in which the Board member has a conflict.
9. Support in a positive manner all actions taken by the Board of Trustees even when a particular Trustee is in a minority position on such actions.
10. Agree to serve, if asked, on at least one committee or task force, attend all meetings, and participate in the accomplishment of its objectives and, as Chair of a committee or task force, each Board member shall:

a. call meetings as necessary until objectives are met;
b. ensures that the agenda and support materials are mailed to all members in advance of the meetings;
c. conduct the meetings in an orderly, fair, open and efficient manner;
d. make committee progress reports/minutes to the Board at its scheduled meetings, using the adopted format.

11. Participate in (1) all strategic planning retreats, (2) board self-evaluation programs, and (3) board development workshops, seminars, and other educational events that enhance skills as a board member.
12. Be responsive to the needs and concerns of the members/affiliates.
13. Monitor all functions, activities, publications and policies of the Association in light of the needs of the young adolescent.

Amended 2/95; 6/96

Revised: 1/02; 1/16; 6/16

AMLE Elections

At the 2020 AMLE Annual Meeting, the Association for Middle Level Education (AMLE) will conduct the election of trustees to serve on its Board beginning January 1, 2021. At that time the Board of Trustees will consist of 12 Trustees elected at-large.

A Call for Nominations is announced to members prior to the election, encouraging members to nominate individuals they believe are qualified to represent them and provide leadership on AMLE's Board.

Election ballots consist of a slate of candidates that includes one recommended candidate for each position. Each member present at the Annual Meeting, or who requests and timely submits an absentee ballot, may vote for or against the slate. A majority of those who vote in person and by absentee ballot is necessary for election. Should a slate not be approved by the members, the remaining members of the Board shall appoint Trustees to the vacant positions.

As a member, you can be active in deciding the future of the Association for Middle Level Education. The strength and growth of AMLE depend upon the election of leaders who possess a vision for the Association and a willingness to participate in collaborative decision making. The Board of Trustees has the responsibility to:

- determine AMLE's mission and purpose.
- support and review the performance of the executive director.
- approve and monitor AMLE's programs and services.
- ensure effective fiscal management.
- engage in strategic planning and understand the relationship between the board and staff.
- enhance AMLE's public image.
- operate efficiently.
- ensure sound risk management policies.
- maintain effective stakeholder relationships.

Since the membership elects the Board of Trustees, you, as an AMLE member, can have a voice in directing the efforts and activities of the Association.

Initiative Petition

The initiative petition process was established to ensure that every voting member has a way to bring his or her issues of interest or concern to the board's attention.

Initially, voting members must raise the issues(s) with a trustee prior to submitting an initiative petition, in order that available channels for Board consideration be exhausted prior to commencement of this process.Initiative petitions must be submitted to the (i) Chair, (ii) Chief Executive Officer, and (iii) an "Appropriate Trustee" no less than thirty (30) days prior to the Board meeting for placement on the agenda. Board meeting dates are usually in September, January, and June each year.

Use this form to file a petition