

# Nomination Committee

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## About the Committee

The Nominations Committee is responsible for facilitating the transparent and fair election of ACTAA leadership, selecting annual award honorees, and supporting member engagement through inclusive nomination practices. The committee ensures all processes align with ACTAA's equity and ethical standards.

## Leadership Transition

As outlined in the ACTAA Constitution and Bylaws, the Nominations Committee Chair is elected by the membership, along with the new committee members, at the General Membership Business Meeting held at Fall Conferences in even-numbered years. After the Fall Conference, the outgoing chair should ensure that the incoming chair is added to the ACTAA Google Chat and granted access to the Google Sheets connected to the awards and officer nomination forms in the ACTAA Google Account (actaa.ar@gmail.com).

## Elections

### Elections Procedures

#### Election of the Nominations Committee

The procedures for electing a new Nominations Committee are outlined in Article II § 1 of the ACTAA Bylaws. The outgoing Nominations Committee is not involved in the process. At the General Membership Business Meeting at the Fall Conference in even-numbered years, the Executive Director will provide members present a ballot with three blanks and a list of all active members who are eligible to serve on the committee (e.g., board members and current Nominations Committee). The President will appoint tellers to distribute, collect and count ballots. No ballot containing more than three names shall be counted. The members with the three most votes will be elected to the committee. The member with the most votes will chair the committee. Only one person from a school may serve on this committee. Should two people from the same school win the election, the member with the higher number of votes will serve. The committee is announced at the same meeting.

Here is a current list of individuals who may not be elected to serve on the 2026-2028 Nomination Committee, as of Fall Conference 2026:

- President: Laurie Harrison
- First Vice President: Jessica Skordal

- Second Vice President: TBA
- Executive Director: Martene Campbell
- Executive Treasurer: Jenny Moses
- Executive Secretary: Dustin Jackson
- Communication Representative: Eric Gamble
- Theatre Representative: Graci Johnson
- Debate Representative: Colton Gilbert
- Forensics Representative: Dariane Mull
- Webmaster: Patrick Laxson
- Professional Development Coordinator: Tiffany Tucker
- Archivist: John Gale
- Committee Coordinator: Amanda George
- Immediate Past President: Zackery Tucker
- 2024-2026 Nomination Committee Member: Briney McGlofin
- 2024-2026 Nomination Committee Member: Beck Greenway
- 2024-2026 Nomination Committee Member: Breane Selah

### **Election of the Second Vice President**

The procedures for electing a new Nominations Committee are outlined in Article II § 2-4 of the ACTAA Bylaws. In odd-numbered years, the Nominations Committee shall select two nominees for the Second Vice-President position.

Candidates for Second Vice-President must have been a member of the ACTAA for four years, be in good standing, and have served successfully fulfilling obligations on a committee or the Board of Directors. When considering candidates for Second Vice-President, the Nominations Committee Chair should have a conversation with each potential nominee, making them aware of the major responsibilities of the office, and collect a candidacy statement. If the member accepts the nomination, names and their candidacy statements should be reported to the Board of Directors at its Summer Workshop meeting, and to the membership at least 30 days before the Fall Conference. The Nominations Committee Chair should work with ACTAA Leadership and the Publicity & Promotions Chair to publish the slate to the membership.

At the General Membership Business Meeting at the Fall Conference in odd-numbered years, the Nominations Committee Chair will provide members present a ballot with the two candidate names. The Nominations Committee will act as tellers to distribute, collect and count ballots. The candidate with the majority of votes is elected Second Vice President-Elect. If there is a tie, a run-off election will be held immediately. The Second Vice President-Elect is announced at the same meeting.

The Second Vice President-Elect will become the Second Vice President at the next ASC, when the existing Second Vice President becomes the First Vice President; on the transition of the existing First Vice President to the President.

### **Election of Discipline Representatives**

The procedures for electing a new Discipline Representative are outlined in Article IV § 10(2) of the ACTAA Constitution. Every three years, the Nominations Committee shall solicit from open nominations for the four Discipline Representatives (e.g., Communication Representative, Theatre Representative, Debate Representative, & Forensics Representative) between April 15 and May 15.

After nominations have closed, the Nominations Committee Chair should have a conversation with each potential nominee, making them aware of the major responsibilities of the office, and collect a candidacy statement. If the member accepts the nomination, names and their candidacy statements should be reported to the Board of Directors at its Summer Workshop meeting, and to the membership at least 30 days before the Fall Conference. The Nominations Committee Chair should work with ACTAA Leadership and the Publicity & Promotions Chair to publish the slate to the membership.

At the General Membership Business Meeting at the Fall Conference in even-numbered years, the Nominations Committee Chair will provide members present a ballot with the candidate names for each position. The Nominations Committee will act as tellers to distribute, collect and count ballots. The candidate with the majority of votes for each position is elected to that respective position. If there is a tie, a run-off election will be held immediately. The winners are announced at the same meeting and will take office at the next Board meeting (November).

## **Elections by Year**

The ACTAA Constitution and Bylaws outline respective terms and procedures for electing several officers of the association. The following positions are elected annually. All officers are elected at the General Membership Business Meeting at the Fall Conference. A new Nominations Committee is elected every even year. A new 2nd Vice President is elected every odd year. Discipline Representatives are elected every three years, starting in 2023.

- 2024: Nominations Committee
- 2025: 2nd Vice President
- 2026: Discipline Representatives & Nominations Committee
- 2027: 2nd Vice President
- 2028: Nominations Committee
- 2029: 2nd Vice President & Discipline Representatives

## **Awards**

### **Award Types**

The ACTAA presents distinguished awards to key individuals in the state who demonstrate a commitment to promoting communication, debate, forensics, and theatre as essential disciplines, life skills, and art forms. We invite members to nominate a colleague for one of ACTAA's awards. This presents an excellent opportunity to highlight the outstanding service and

commitment to our discipline that can be found within our community and on your campus. The ACTAA Constitution and Bylaws outline the requirements of the awards.

The Nominations Committee manages the nomination and selection of the following awards:

- ACTAA Teacher of the Year
- ACTAA Administrator of the Year
- Lifetime Membership Medallion
- Spirit of ACTAA
- Heart of ACTAA Award

## Award Nomination Form

The following are the nomination forms for the ACTAA awards that are public to the membership. These forms are located in the ACTAA Google Account ([actaa.ar@gmail.com](mailto:actaa.ar@gmail.com)). Although the Nominations Committee Chair does not have direct access to the ACTAA Google Account, they should have access to the Google Sheets connected to the awards nomination forms within the ACTAA Google Account ([actaa.ar@gmail.com](mailto:actaa.ar@gmail.com)).

Spirit of ACTAA Nomination Form:

[https://docs.google.com/forms/d/e/1FAIpQLSehSLzpNGt\\_dnU7-WLW4OhM4r6C8ufzVDbaild45iJEUZkFug/viewform](https://docs.google.com/forms/d/e/1FAIpQLSehSLzpNGt_dnU7-WLW4OhM4r6C8ufzVDbaild45iJEUZkFug/viewform)

ACTAA Teacher/ Administrator of the Year Award Nomination Form:

[https://docs.google.com/forms/d/e/1FAIpQLSdnISqzMxUHzuRPf5UjK\\_IL1pEC7DZrfpWj6NBVD C8Hu1P09w/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdnISqzMxUHzuRPf5UjK_IL1pEC7DZrfpWj6NBVD C8Hu1P09w/viewform)

Heart of ACTAA Award Nomination Form:

[https://docs.google.com/forms/d/e/1FAIpQLSe-KHbelX0Ugb36BhHvoiaVdKHwVhkQnj22XhrSuM-XHn\\_rJg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe-KHbelX0Ugb36BhHvoiaVdKHwVhkQnj22XhrSuM-XHn_rJg/viewform)

## Committee Calendar

### APRIL

- Ahead of the state tournament, the Nomination Committee chair needs to share with the ACTAA Leadership and the Publicity & Promotions Committee chair a call for nominations (e.g, Teacher of the Year, Administrator of the Year, Spirit of ACTAA, and Heart of ACTAA) to be published in the post-state tournament newsletter and on social media.
- The Nomination Committee chair shares a committee report of activity with the Committee Coordinator ahead of the Board of Directors' May meeting.
- In years with an election for officers, nominations are open from April 15 to May 15.

### MAY

- In years with an election for officers, nominations close on May 15.

- In years with an election for officers, the Nomination Committee Chair should reach out to each nominee to confirm their interest in being a candidate for the elected office and collect a statement of candidacy to be included in news releases and the ballot.

## **JUNE**

- The Nomination Committee chair shares a committee report of activity with the Committee Coordinator ahead of the Board of Directors' Summer Workshop meeting.
- In years with an election for officers, the Nomination Committee Chair should communicate with ACTAA Leadership and the Publicity and Promotion Committee Chair the slate of candidates for election to be published in the June newsletter and on social media.

## **JULY**

- After the Summer Workshop, the nomination period for the Administrator of the Year, Teacher of the Year, Spirit of ACTAA, and Heart of ACTAA awards should close. The deadline should provide sufficient time to select honorees, report to ACTAA Leadership, and order awards.
- Host a virtual committee meeting to review nominations and make selections for honorees for the Administrator of the Year, Teacher of the Year, Spirit of ACTAA, and Heart of ACTAA awards.
- After honorees have been selected, the Nomination Committee chair shares the names with the Executive Director, President, and 1st Vice President.
- The President and Executive Director arrange for award production ahead of the Fall Conference.

## **AUGUST**

- The Nomination Committee chair will work with the Executive Director, President, and 2nd Vice President to coordinate inviting the honoree guests to the Fall Conference, where they will be present for the award presentation. Traditionally, the award is kept a secret from the honoree until the presentation.
- In years with an election for officers, the Nomination Committee Chair should communicate with the ACTAA Leadership and the Publicity and Promotion Committee Chair to ensure that an announcement about the slate of candidates is made 30 days before the Fall Conference.
- In years with an election for officers, the Nomination Committee must develop a ballot for members to vote for candidates at the Fall Conference. The ballot should be shared with ACTAA Leadership for approval at least one week ahead of the Fall Conference.

## **SEPTEMBER**

- The award is presented at a designated ceremony at the annual Fall Conference. (See the Award Presentation & Fall Conference sections for more details about the awards ceremony)

- The Nomination Committee chair shares a committee report of activity with the Committee Coordinator ahead of the Board of Directors' Fall Conference meeting
- Within one week following the Fall Conference, the Nominations Committee Chair should work with the Publicity & Promotions Committee chair to prepare an ACTAA news release about awards to be published in the post-conference newsletter.
- In years with an election for officers, the Nomination Committee coordinates elections for appropriate positions during the General Membership Business Meeting at Fall Conference. (Note. The election of the Nominations Committee is coordinated by ACTAA Leadership.)

## **OCTOBER**

- Within 30 days following the Fall Conference, the Nominations Committee Chair should check in with ACTAA Leadership and the NFHS Liaison to ensure that the Teacher of the Year and Heart of ACTAA honorees have been coordinated to submit nominations for their respective NFHS awards.

## **NOVEMBER**

- The Nomination Committee chair shares a committee report of activity with the Committee Coordinator ahead of the Board of Directors' October meeting.

## **DECEMBER**

- TBD

## **JANUARY**

- The Nomination Committee chair shares a committee report of activity with the Committee Coordinator ahead of the Board of Directors' Winter meeting.

## **FEBRUARY**

- TBD

## **MARCH**

- The Nomination Committee chair shares a committee report of activity with the Committee Coordinator ahead of the Board of Directors' March meeting.
- Within 30 days before the ASC, the Nominations Committee Chair should check in with the ACTAA Leadership to ensure that All-State, Academic All-State, and NFHS recognition have been coordinated with the ASC Committee and the Publicity and Promotions Committee.
- Within 30 days before ASC, the Nominations Committee Chair should check in with the Publicity and Promotions Committee Chair to ensure news releases have been prepared for publication in the post-ASC newsletter.
- In years with an election for officers, the Nominations Committee needs to develop a nomination form to be communicated to the membership in the March, April, and May newsletters. (Nominations must be open for April 15 through May 15). Once the form has

been developed, the link and a call for nominations should be shared with the Publicity and Promotions Committee Chair for the newsletter and social media.