The Pennsylvania School Counselors Association holds elections annually to fill various elected positions. Any professional member of the association is eligible to run for a Governing Board position. Interested persons are encouraged to submit their nomination materials when the call for nominations is made and sent out.

Remember that the Board is a representative body of the membership and cannot exist without the support of strong leaders. Below is a breakdown of the election cycles and policies for certain positions.

**Region Representative Elected Position**
* Region Representatives: voted on every three years at the region level based on rotation established. Eligibility to run is established in Article VI, Section III A of the bylaws.
* Region representatives must continue to maintain active professional membership with PSCA.

**Elected Positions as PSCA Officers**
* President Elect: voted on each year: winner enters the presidential track of offices. (Must have served on the PSCA Governing board and or served on a committee/s or a combination of for a minimum of 3 years as of the date the leadership position would commence to be eligible)
* Treasurer: voted on every 3 years (Must have served on the PSCA board and or served on a committee/s or a combination of for a minimum for at a minimum of 3 years as of the date the leadership position would commence to be eligible).
* Nominees for PSCA Officer must be employed as a certified school counselor and must be a current professional PSCA and ASCA member prior to running for office. Nominees must have had 5 years consecutive membership in PSCA prior
to running for office. Officers must continue to maintain active membership with 
PSCA and ASCA.

1. Nominations and Elections Process for positions of President Elect and 
Treasurer:
A. Nomination packets are submitted by individuals interested in seeking an office for 
PSCA to the Nomination and Elections Chair and reviewed by the committee for 
approval.
Nomination Packets will include the following documentation:

* **Nomination Petition:** Nominees will submit no less than 25 signatures of current 
professional PSCA members on a Nomination Petition, or an electronic 
submission of these signatures.

* **Personal Information Form:** Please include full name as to appear on ballot. 
Only the nominee’s name will be placed on the ballot. Nominees will fill out place 
of employment, address, phone, email and current job title, home address, home 
phone and/ or cell phone number, email address on the Personal Information 
Form. School and home information will be used only by the Nominations and 
Elections Committee should any contact with the nominee be needed.

* **Statement of Membership:** Nominees for office must be a current member and 
have 5 consecutive years of PSCA professional membership, as well as be a 
current ASCA member and maintain current status throughout Presidential years 
of service in PSCA.

* **Nominee’s Statement:** Nominees are to prepare a one page statement about 
why he/she wants to run for office and what qualities and qualifications they bring 
to the office they wish to hold, in 200 words or less. The Nominee’s Statement 
form is available on the PSCA website.

* **Attendance Statement:** Nominees will sign a statement stating they understand 
they are required to attend all PSCA Governing Board and Leadership events for 
the duration of the term of office, 3 years.

* Nominees will provide a **Local SCA Support Letter:** A letter of support from the 
local school counselor association or the PSCA Governing Board.

* Nominees will provide a **Letter of Support from Nominee’s Superintendent 
and School Board President:** A letter of support from the nominee’s 
superintendent and school district school board president of acknowledgement 
and support of how the candidate will meet the obligations to the PSCA 
Leadership including commitments of time and travel commitments for 3 years of 
service to the PSCA Board.

* **Elections Policies / Ethical Standards Statements:** Nominees must sign a 
statement stating that they have read and will abide by the PSCA Nominations 
and Elections Policies. Nominees will sign an additional statement stating that 
they have read and agree to abide by the ethical standards for school counselor 
association leaders and included in the nominations and elections packet.

B. From petitions submitted every opportunity will be made to have two candidates for 
each position. Should fewer than two petitions be submitted per position, the
Nominations and Elections Committee will establish the ballot according to Article IV, Section II E of the bylaws. Once the selection process is completed the Nominations and Elections Chair informs the nominee/s and the membership of the slate and the designated voting period.

2. **Nominations and Elections Process for position of Region Representative**
   A. Nomination packets are submitted by individuals interested in seeking an office for PSCA to the Nomination and Elections Chair and reviewed by the committee for approval. 
   
   Nomination Packets will include the following documentation:

   * **Personal Information Form**: Please include full name as to appear on ballot. Only the nominee’s name will be placed on the ballot. Nominees will fill out place of employment, address, phone, email and current job title, home address, home phone and/or cell phone number, email address on the Personal Information Form. School and home information will be used only by the Nominations and Elections Committee should any contact with the nominee be needed.
   * **Statement of Membership**: Nominees for region rep must be a current member and have 3 consecutive years of PSCA professional membership.
   * **Nominee’s Statement**: Nominees are to prepare a one page statement about why he/she wants to run for region rep and what qualities and qualifications they bring to the position, in 200 words or less. The Nominee’s Statement form is available on the PSCA website.
   * **Attendance Statement**: Nominees will sign a statement stating they understand they are required to attend all PSCA Governing Board meetings and the annual Leadership Development Academy for the duration of the term of office, 3 years.
   * **Elections Policies / Ethical Standards Statements**: Nominees must sign a statement stating that they have read and will abide by the PSCA Nominations and Elections Policies. Nominees will sign an additional statement stating that they have read and agree to abide by the ethical standards for school counselor association leaders, as included in the nominations and elections packet.

3. **Elections Policies of PSCA Elected Positions**
   To maintain a healthy professional environment, campaigning of any kind shall not be permitted.

   A. Intermediate Units /local school counselor associations and/or Governing Board members’ involvement in the election process shall be limited to the publishing of statements in full from all nominees in the interest of fairness to allow for equity in the voting.

4. **Ballot Policies of PSCA Elected Positions**

   A. The order of the nominees’ names for all positions on the ballot shall be listed alphabetically by last name.
B. Elections shall be held by mail ballot, electronic ballot or other means as appropriate and approved by the Nominations and Elections Committee.

C. Voting members of the association shall receive the dates of the election two weeks prior to the onset of the voting period.

D. To be eligible to vote, a one must be a current PSCA Member –as a professional, regular, retired, or lifetime member- at the time of the election.

E. PSCA Officers and Region Reps are elected by simple majority. Voting will be done by secret ballot.

F. The Nominations and Elections Committee will annually set the voting period.

G. Once the voting period is completed, the elections results will first be shared with the Nominations and Elections Committee, then the candidates, then the Governing Board members, followed by an announcement to the membership.

5. Violations of Policies of PSCA Elected Positions

Any/ all violation/s of the nominations and elections policy shall subject the candidate/s to invalidation of his or her eligibility as a candidate. Authority to withdraw the said candidate rests with the Nominations and Elections Committee.

The Whistle Blower Policy (found in the PSCA policy manual) will be utilized as needed by the Nominations and Elections Committee if there are violations of the Nominations and Elections Policies.

6. Challenge of PSCA Election Results

A. A challenge of election results may be requested only by the candidate involved in the election and must be sent via certified mail to the PSCA Executive Director no later than (5) calendar days after the candidate is notified of the election results.

B. The request for a challenge must be sent by the Executive Director to the Chair of the Nominations and Elections Committee via certified mail no later than (5) calendar days after receipt of the challenge.

C. One observer for the challenger and the challenger are permitted to participate in the review of the elections results and process. The observer is designated by the challenger and provided at the challenger’s expense. The President and the Nominations and Election Chair or their designee shall represent PSCA for the review. The outcome of the review shall be final. The Executive Director will be the official in charge of the review.