

NYSABE

THE NEW YORK STATE ASSOCIATION FOR BILINGUAL EDUCATION



NOMINATIONS AND ELECTIONS PROCEDURES MANUAL FOR DELEGATES

Revised APRIL 2026



NEW YORK STATE ASSOCIATION FOR BILINGUAL EDUCATION

New York University Metropolitan Center
for Research on Equity and the Transformation of Schools
Physical Address: 155 Avenue of the Americas, Suite 401, New York, NY 10013
Tel: 212-998-5104 | info@nysabe.net | www.nysabe.org

ROLE OF NYSABE DELEGATES*

NYSABE delegates play a crucial role in the organization by acting as representatives and advocates for their respective constituencies within the organization. These individuals are elected to voice the concerns, opinions, and interests of their constituent members, fostering effective communication and decision-making processes. Delegates serve as conduits for information flow between the NYSABE's Board of Directors and its members, ensuring that the organization remains responsive to the needs of its diverse membership.

One of the primary responsibilities of delegates is to participate in meetings, committees, conferences, and assemblies where important decisions are made. They engage in discussions, provide input, and vote on behalf of their constituents. Delegates also contribute to the development of policies, initiatives, and strategies that align with the NYSABE's goals and the interests of its members. Additionally, delegates assist in the recruitment of members.

Delegates act as liaisons, maintaining an open channel of communication between the NYSABE's Board of Directors and its constituent members. Delegates also serve as leaders to their respective constituent groups to gather feedback, concerns, and suggestions from them and relay these to the NYSABE leadership for consideration. This facilitates a democratic and inclusive decision-making process that considers the perspectives of all stakeholders.

Furthermore, NYSABE delegates play a role in networking and fostering collaboration among members, other NYSABE regional delegates, and local organizations within their regions. They provide opportunities for professionals within NYSABE to connect, share insights, and collaborate on projects or initiatives that benefit their respective areas.

Lastly, NYSABE delegates serve as the voice of the membership in professional organizations, ensuring that the organization remains relevant, responsive, and member oriented. Through their active participation in meetings, information dissemination, and networking, delegates will contribute to the overall growth and success of NYSABE and its members.

*Delegate – a person authorized to represent others.



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NYSABE CODE OF CONDUCT

To ensure a safe and enriching environment for its members, all members are expected to follow the Code of Conduct. Further it will protect the organization from undue litigation, to preserve its good will (i.e., name and image) among the public. This Code of Conduct shall apply to all members of NYSABE. It prohibits the following:

1. Misappropriation of the organization's name.
2. Discrimination, harassment, bullying, or intimidation.
3. Physical assault and/or anything sexual in nature, both physical, verbal, or through innuendo, upon any persons present at an Association function or appearance.
4. Verbal abuse including, but not limited to threatening statements, statements of a sexist, racist or otherwise slanderous nature that a member issues towards any other individual or group.
5. Verbal or written statement(s) made to the public containing content generally considered to be of a slanderous or libelous nature concerning the Association, its membership, or its Board of Directors, or delegates.
6. Behavior or activity is generally considered a danger to the public at large.
7. Use of a controlled substance during an Association activity - Substance abuse.
8. Violation of any fiduciary responsibility or misuse or misappropriation of Association assets.
9. Conflict of interest - when an individual's personal interests could compromise his or her judgment, decisions, or actions of the organization.
10. Any other conduct that is considered detrimental to the organization.



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PRESIDENT-ELECT

1. The President-Elect will assist the President in the administration of the Association business.
2. The President-Elect will act as representative of the Association at all functions if the President is unable to attend.
3. The President-Elect will assume temporarily the office and responsibilities of the President in the event of the absence or disability of the President.
4. The President-Elect will oversee the operation of the annual conference and serve as liaison between the Board of Directors and the conference chairperson.
5. The President-Elect will in conjunction with the Treasurer, Treasurer-Elect and Conference Chairperson(s), prepare a projected annual conference budget to be presented at the second meeting of the Board of Directors each year.
6. The President-Elect will relinquish other positions within the Association (e.g. Regional Delegate) upon election.
7. The President-Elect will automatically become the President in the year immediately following completion of the term of office as President-Elect.



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TREASURER-ELECT

1. The Treasurer-Elect will assist the Treasurer in all financial duties of the organization.

The Treasurer shall:

- a. Be the custodian of the Association's funds and shall receive and disburse them upon authority from the Board of Directors, including verification of members in good standing as provided by the Membership Committee.
 - b. In conjunction with the Vice Treasurer and Executive Board, prepare a projected annual operating budget to be presented at the Delegate Assembly meeting at the 2nd meeting each year.
 - c. Present monthly financial reports to the Board of Directors and prepare an annual written 1 report.
 - d. Be next in line of succession to the Presidency after the President-Elect, in the event of the absence or disability of both the President and President-Elect.
2. The Treasurer-Elect will, in the absence of the treasurer, present the monthly financial reports to the Board of Directors and Delegate Assembly.
 3. The Treasurer-Elect will relinquish other positions within the Association (e.g. Regional Delegate) upon election.



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SECRETARY-ELECT

1. The Secretary-Elect will serve as the Secretary in the absence of the Secretary.
2. The Secretary-Elect will assist the Secretary in all functions and duties of the office.

The Secretary shall:

- a. Maintain organized records of documents, meeting minutes, and correspondence of the Board of Directors, Delegate Assembly, and general membership.
 - b. Attend meetings and record accurate minutes that reflect discussion topics and actions taken.
 - c. Oversee and maintain membership lists and ensure contact information is current.
 - d. Distribute information and notices as required.
3. The Secretary-Elect will prepare reports as necessary.
 4. The Secretary-Elect will maintain an accurate list of the names and addresses of persons and organizations that may need to be notified of meetings.
 5. The Secretary-Elect will relinquish other positions within the Association (e.g. Regional Delegate) upon election.



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NYSABE 2026 BOARD OF DIRECTORS CANDIDATE CONSENT FORM

I, _____ consent to serve as candidate for the
_____ position on NYSABE’s Board of Directors. If
elected, I agree to serve and abide by the policies, principles, procedures
and code of ethics of The New York State Association for Bilingual
Education. I agree to complete Mandatory leadership training prior to taking
office.

For serving as a candidate for an elected office, I affirm that I have been an
active NYSABE member for the specified time outlined in the NYSABE
bylaws, and that my membership has remained continuous in the
Association.

Candidate Name (PRINT)

Candidate (Signature)

Date