



# AEOE

SERVING LAUSD CLASSIFIED EDUCATIONAL  
OFFICE PROFESSIONALS SINCE 1928



ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES – LOS ANGELES

5710 East Beverly Boulevard, Los Angeles, California 90022

Phone: 323.725.7266 Fax: 323.725.6266

Website: [aeoe-laUSD.org](http://aeoe-laUSD.org)

## NOMINATIONS FOR LEADERSHIP 2013-2014

This is the time of year AEOE Los Angeles concentrates on the future of the Association, think about AEOE's continued progress, and actively seek out members to nominate for office who will strive to work for AEOE members' successes. Board service is a chance to grow personally and professionally, to develop skills, gain unique experience, and make lasting connections with a team of other passionate and motivated LAUSD school and office professionals.

The Elections Committee requests that each member seriously consider becoming a leader with AEOE or consider those well-qualified AEOE members who can be nominated to serve as a leader. The following offices will appear on the ballot:

PRESIDENT (one-year term)  
PRESIDENT ELECT (one-year term)  
FIRST VICE PRESIDENT (two-year term)  
SECRETARY (two-year term)  
MEMBER-AT-LARGE (one-year term)

To serve as an officer in AEOE, the candidate must be a member in good standing and possess the skills and desire required to perform the duties of the office for which she/he is nominated. Board position descriptions are attached.

To recommend a qualified candidate, please verify her/his interest in service. All candidates will need to complete the "Statement of Candidate" form and return as instructions indicate. If more forms are needed, please duplicate or visit our web page at [aeoe-laUSD.org](http://aeoe-laUSD.org).

### Timeline

- Nominations will be accepted through and postmarked by July 10, 2013.
- Ballots will be mailed to all AEOE members on July 15, 2013.
- The ballot must be returned to the Elections Chair and postmarked by August 7, 2013.
- The ballots will be tallied under the direction of the Elections Committee.
- Results will be announced after the August 10, 2013, board meeting.
- The elected officers will be installed immediately following the Annual Business Meeting on September 21, 2013.

If you are not a current member of AEOE and would like to join, please fill out the simple membership form by visiting our website at [aeoe-laUSD.org](http://aeoe-laUSD.org). You can pay by check or have a deduction taken out of your paycheck.

For information, please contact Rosemary Duff at [rosemary.duff1@gmail.com](mailto:rosemary.duff1@gmail.com) or Maria Gonzalez at [maria.s.gonzalez@lausd.net](mailto:maria.s.gonzalez@lausd.net)

We also have appointed positions available on the following committees: awards luncheon, scholarship, poster contest, writing contest, budget, and newsletter. Please consider serving on one of these wonderful committees. We value your time and expertise.

We look forward to you joining in leadership in AEOE.

# Association of Educational Office Employees, Inc.

of the Los Angeles Unified School District  
5710 East Beverly Blvd., Los Angeles, California 90022  
323-725-7266 323-725-6266  
[aeoe-laUSD.org](http://aeoe-laUSD.org)

## ELECTION OF OFFICERS STATEMENT OF CANDIDATE

Deadline: July 10, 2013

<input type="checkbox"/> <b>President</b>	<input type="checkbox"/> <b>Secretary</b>
<input type="checkbox"/> <b>President Elect</b>	<input type="checkbox"/> <b>Member-at-Large</b>
<input type="checkbox"/> <b>1<sup>st</sup> Vice President</b>	

**Candidate's Name:** [Click here to enter text.](#)

**Qualifications:**

[Click here to enter text.](#)

**Why are you interested in this position?**

[Click here to enter text.](#)

**If elected, what would your goals/objectives be?**

[Click here to enter text.](#)

**What strength(s) and/or attribute(s) would you bring to the Executive Board?**

[Click here to enter text.](#)

**I have read and understand the position responsibilities.**

\_\_\_\_\_  
**Signature of Candidate**

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Signature of Nomination Chair**

\_\_\_\_\_  
**Date Received by Nomination Chair**

# **Association of Educational Office Employees, Inc.**

of the Los Angeles Unified School District  
5710 East Beverly Blvd., Los Angeles, California 90022  
323-725-7267 323-725-6266  
[aeoe-laUSD.org](http://aeoe-laUSD.org)

## **ELIGIBILITY AND DUTIES OF ELECTED OFFICERS 2013/14**

### President

- The President shall preside at meetings of the Board of Directors, Executive Committee, and at general meetings of the Association.
- The President shall be ex-officio member of all committees with the exception of the Nominating Committee.

### President Elect

- The President Elect must be serving as an active member of the Board of Directors at the time of nomination.
- The President Elect shall perform the duties assigned by the President with the approval of the Board of Directors and shall preside in the absence of the President.
- The President Elect shall succeed the President.
- The President Elect, if available, may be the person designated by the President to attend meetings when Association representation is required or is desirable and the President cannot attend. The President Elect shall inform the President and Board of Directors of the proceedings of such meetings.
- The President Elect shall be responsible for the newsletter and other publications as determined by the Board of Directors. Upon approval from the board, the President Elect may designate an Editor. All articles must be proofread and approved by the President and President Elect.

### First Vice President

- The First Vice President shall be responsible for district-wide special events, AEOE Installation, Awards Luncheon, and socials.
- The First Vice President for each of the responsibilities may appoint, with board approval, a chairman and committee for events.

### Secretary

- The Secretary shall establish a procedure to provide and maintain accurate records of proceedings of the Association with the approval of the Board of Directors. The transcribed notes must be submitted to the President within two weeks after each proceeding. Minutes will be presented at the next regular board meeting for acceptance.

### Member(s)-at-Large

- Member(s)-at-Large shall act as liaison between Officers and Committees in order to further the objectives and goals of the Association.