

IV. CONDUCT OF BUSINESS

- 4.1 ANNUAL MEETING**
- 4.2 RESOLUTIONS**
- 4.3 ELECTION CANDIDATE INFORMATION**
- 4.4 ASSOCIATION SERVICE AWARDS PROGRAM**
- 4.5 VOLUNTEER RECOGNITION**

4.1 ANNUAL MEETING

INTRODUCTION:

To facilitate the fair and effective conduct of Association business, the Association will follow guidelines for the development of its Annual Meeting of the Delegate Assembly agenda and operation of the meeting.

POLICY:

1. Each Member Board shall select one voting Delegate and one nonvoting Alternate Delegate. Member Boards are expected to notify the Association office of the Member Board's choice of Delegate and Alternate Delegate no less than 45 days prior to the Annual Meeting of the Delegate Assembly.
2. The Board President in consultation with staff shall develop the agenda for the Annual Meeting of the Delegate Assembly.
3. Notice of the Annual Meeting of the Delegate Assembly, along with requests for potential agenda items shall be forwarded to Member Boards no less than 90 days prior to the meeting. Items received no less than 60 days before the meeting will be considered for placement on the agenda by the President in consultation with the Chief Executive Officer and Board of Directors.
4. Member jurisdictions shall receive notification of the proposed agenda for the Annual Meeting of the Delegate Assembly no less than 60 days before the date of the meeting.
5. When meeting in person, Delegates, Alternates, other Member Board representatives, Association staff, guests, and observers must register at the meeting site and shall be provided with identification badges. Online participants will be admitted to sessions after verification.
6. There may be an orientation for attendees at the Annual Meeting of the Delegate Assembly.
7. At the opening session of each meeting at which business will be conducted, the presence of a quorum of Member Board Delegates shall be established through a roll call by the Secretary or designee of the presiding officer. Delegates, Alternates, and other Member Board members and staff present shall be identified and introduced at this time.
8. Delegates shall consider the final agenda of the Annual Meeting of the Delegate Assembly at the commencement of the meeting and may revise and approve the agenda by an affirmative vote of the majority of the established quorum. ASWB business shall take precedence over other items on the agenda.
9. Elections for members of the Board of Directors and members of the ASWB Nominating Committee shall take place during the Annual Meeting of the Delegate Assembly. The Nominating Committee shall request nominee recommendations from member jurisdictions for slated positions in advance of the meeting according to the ASWB bylaws. Recommendations will be reviewed by the Nominating Committee.

IV. Conduct of Business

10. Anyone wishing to speak at the Annual Meeting of the Delegate Assembly must use the public speaking system and may speak after being recognized by the presiding officer. Speakers should begin by stating their name and, when applicable, the Member Board being represented. Speakers should respect any imposed time limits and the rights of others who may wish to speak. The presiding officer will encourage and facilitate broad participation from the floor of the Delegate Assembly.
11. The presiding officer may accept written or verbal motions. Any motion whose implementation would require the expenditure of Association funds must be in written form and accompanied by a fiscal note.

Adopted October 1995. Revised by the Board of Directors September 1998, November 2004, November 2010, August 2012, January 2016, January 2017, January 2019, April 2021, April 2022.

4.2 RESOLUTIONS

INTRODUCTION:

Resolutions should be reserved for important or complex issues that require greater formality than a standard motion. ASWB resolutions shall be written to stand alone and typically contain rationale supporting the subject of the resolution. Because of their special nature, resolutions forwarded for consideration by the ASWB Delegate Assembly shall follow submission guidelines.

POLICY:

1. No less than 150 days before the date of the Annual Meeting of the Delegate Assembly, the Association office shall forward a request for proposed resolutions to Member Boards.
2. Proposed resolutions shall be in writing and received at the Association office not less than 120 days before the Annual Meeting of the Delegate Assembly. The Association office shall forward such resolutions to the Bylaws and Resolutions Committee within seven days after receipt. Resolutions proposed by the Bylaws and Resolutions Committee shall be in writing and received at the Association office not less than 75 days before the Annual Meeting of the Delegate Assembly. The Chief Executive Officer shall forward proposed resolutions to Delegates, Alternates, and all Member Boards not less than 60 days prior to the date of the Annual Meeting of the Delegate Assembly.
3. All resolutions shall in some way reflect the ASWB mission and vision and must include a fiscal note if the implementation of the resolution would require an expenditure of Association funds.
4. Resolutions shall be sponsored by a Member Board, the Board of Directors, or an ASWB committee.
5. The Bylaws and Resolutions Committee shall submit all resolutions to the Delegate Assembly for consideration and shall include a recommendation of "Pass," "Not Pass," or "No Recommendation."
6. A resolution may be introduced after the 120-day deadline if it pertains to an event of immediate concern to the Association that occurred after the deadline and not less than 24 hours before the beginning of the Annual Meeting of the Delegate Assembly. The resolution must be submitted to the Bylaws and Resolutions Committee no later than 5 p.m. on the first day of the Annual Meeting of the Delegate Assembly and will be prepared for Delegate Assembly consideration at the Annual Meeting of the Delegate Assembly.

Adopted October 1995. Revised September 1998, October 2004, August 2012, January 2016, April 2022.

4.3 ELECTION CANDIDATE INFORMATION

INTRODUCTION:

It is in the best interest of the Association to give all candidates a uniform process for providing information about their candidacy to Delegates and other participants at the Annual Meeting of the Delegate Assembly.

POLICY:

1. Information about all nominees for seats on the Board of Directors and the next year's Nominating Committee shall be published on the ASWB website at least 30 days before the voting date. Delegates, Member Board chairs, and Member Board administrators will be notified when the information is available.
 - a. The information will include a photo, a brief biography, and a description of the candidate's involvement with the Association, as well as a candidate statement. With editing as needed for grammar, spelling, and space, the material is taken directly from forms submitted by each candidate.
2. Candidates shall be introduced on the first day of the Annual Meeting of the Delegate Assembly, when additional nominations may be made from the floor. ASWB staff shall make provisions for nominations from the floor at online meetings in consultation with the President and Chief Executive Officer, with the advisement of ASWB legal counsel.
3. Time shall be provided for brief speeches by the candidates in attendance or for electronic speeches by absentee candidates before the vote is taken. If the meeting is held online, speeches may be recorded and made available to attendees before the election. No other campaigning or distribution of materials of any kind (for example, candies, flyers, gifts) is to be done by candidates at any time.
4. Time will be provided during the Annual Meeting of the Delegate Assembly for attendees to speak with candidates to learn more about them and their qualifications for elected positions.

Adopted by the Board of Directors August 2004. Revised October 2005, February 2006, August 2012, January 2016, January 2017, January 2019, April 2021, April 2022, August 2022.

4.4 ASSOCIATION SERVICE AWARDS PROGRAM

INTRODUCTION:

Regulation of the practice of social work in the Association's member jurisdictions is done in great part by volunteer Member Board members and Member Board staff in each jurisdiction. Additionally, there are individuals who make major contributions to public protection who are not ASWB Member Board members or staff. Because these individuals' efforts advance social work regulation and its public protection mission, the Association has established a Service Awards Program in recognition of those contributions.

POLICY:

1. Each year the Association shall publicly acknowledge Member Board members, administrators, and staff of social work regulatory boards who have demonstrated extraordinary commitment to public protection in work with their boards. Recipients may be nominated by any member or staff member of an ASWB Member Board, a member of the ASWB Board of Directors, or an ASWB staff member.
 - a. The Member Board member award is called the Sunny Andrews Award. Award criteria include demonstrating extraordinary commitment to board service in the following areas:
 - Upholding the integrity of an ASWB Member Board's functioning and processes
 - Enforcing the ethical performance of an ASWB Member Board
 - Giving selflessly of personal time and effort to support the work of an ASWB Member Board
 - b. The Member Board staff award is called the Glenda McDonald Award. Award criteria include demonstrating extraordinary commitment to board service in the following areas:
 - Promoting the ethical, responsible, and effective functioning of a Member Board
 - Facilitating a fair, efficient, and responsible process for legal regulation in a member jurisdiction or on behalf of a Member Board
 - Educating the public and the profession about legal regulation
 - c. The ASWB Board of Directors shall review all award nominations received before the designated award submission deadline and make one selection per award based on who, in its judgment, best meets each award's criteria. The Board of Directors shall keep all nomination information confidential.
2. When warranted, the Association may publicly acknowledge an individual who is not a Member Board member or staff member for significant contributions that advance social work regulation and its public protection mission.
 - a. The award is called the ASWB Contributor Award. Award criteria include demonstrating extraordinary support or contribution to the regulation of the profession of social work through activities such as:
 - Involvement in regulation as a legislator
 - Authorship of published research related to social work regulation

IV. Conduct of Business

- Advocacy for the regulation of the social work profession
 - Education of the public and the profession on the importance of regulation in the protection of the public
- b. ASWB staff shall identify and select the recipient of the award, and the ASWB President shall approve the recipient after receiving input and approval from the ASWB Board of Directors.
3. Awards shall be presented at the Annual Meeting of the Delegate Assembly. The Association may fund recipients' travel to attend an in-person annual meeting according to ASWB travel policies.

Adopted October 2002. Revised by the Board of Directors August 2012, January 2016, January 2018, January 2019, April 2021, April 2022.

4.5 VOLUNTEER RECOGNITION

INTRODUCTION:

The Association was founded by the efforts of unpaid volunteers who were willing to give their time and effort to begin an association that would help its Member Boards to do the best possible job of social work regulation. Almost all the Association's programs, from the examinations on, began with volunteer ideas and volunteer work.

While there is no way to compensate people appropriately for this work, the Association shall offer public recognition and awards to those who serve each year.

POLICY:

1. Each year, the Association shall recognize volunteers who have served the Association on task forces and committees.
2. Those who serve on committees and task forces and the ASWB Board of Directors shall be recognized for their service during the Annual Meeting of the Delegate Assembly during the year they serve and will receive awards after their work on a particular body is completed.
3. Since the Examination Committee does intense work for the Association, with multiple meetings each year, members will receive special awards unique to that committee. Members will be given the awards during one of the final Examination Committee meetings of the year, after they have served their appointed term.
4. Because members of the Regulatory Education and Leadership (REAL) Committee are appointed to a one-year term, they will receive their awards at the Association Education Conference that they are charged with planning or in May if no meeting is held.

Adopted October 2002. Revised October 2004, August 2012, January 2016, January 2017, January 2019.