

November 11, 2013

MEMORANDUM

TO: ALL CELA MEMBERS

FROM: Patrick Mooney, Immediate Past-President
Pat D. Taylor, Interim Executive Director

SUBJECT: CALL FOR NOMINATIONS FOR CELA OFFICERS/REGIONAL DIRECTORS

Nominations must be received by Friday, December 13, 2013!!

The Executive Board of CELA seeks nominations for its annual election of Officers and Regional Directors for the following positions:

- **First Vice President / President-Elect** (for a three-year term 2014-17)
- **2nd Vice President**
- **Secretary** (two-year term 2014-2016)
- **Regional Director for Region 1** (three-year term; nominees must be from Region 1)
- **Regional Director for Region 4** (three-year term; nominees must be from Region 4)
- **Regional Director for Region 8** (three-year term; nominees must be from Region 8)

Please send the file (Word or PDF file) by email to Dee Solco at dsolco@uta.edu no later than Friday, 12/13/13. Election ballots will be sent out in early 2014.

CELA-member institutions and individual CELA faculty may nominate persons for Board officers and Regional Director positions. ***Self-nominations also are acceptable.*** All nominees should have the approval of their academic administrators thereby reflecting the institutional support needed to conduct the activities of the position for which they are being nominated (for example, CELA Board members are expected to attend CELA's annual conference at their expense or their institution's.)

Nominations for the positions of **First Vice President / President-Elect, and Secretary**, may come from any CELA full member institution. Only schools or individuals in Regions 1, 4 and 8 are eligible to nominate from their respective Region for a Regional Director position.

Regional Director nomination materials include: Brief bio (include previous service to CELA and to home institution); qualifications for the position; and a statement that discusses plans to provide service to CELA as an Officer or Regional Director (2 pages max.)

Regional Director Positions:

Region 1

Alaska, Washington, Oregon, Idaho, Montana, Wyoming and the provinces of British Columbia, Alberta, Yukon and Northwest Territories.

Region 4

North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, and the provinces of Saskatchewan and Manitoba.

Region 8

Australia, New Zealand and Asia

DUTIES OF THE ELECTED POSITIONS:

FIRST VICE-PRESIDENT/PRESIDENT-ELECT (1ST VP:) The First Vice President/President-Elect shall serve in the place of the President when the President is unable to perform his/her duties and shall be a member of the Board and the Executive Committee. The 1st VP shall aid the President in interpreting the policy established by the Board and shall prepare to assume the Presidency upon completion of the current President's term of office. Specific duties of the 1st VP shall include: conducting an annual review and update of The CELA Strategic Planning program and shall present priorities and initiatives for the upcoming year to the executive committee for discussion and approval at the mid-year meeting. The first vice-president shall coordinate with The CELA Treasurer on the budget for these initiatives prior to the presentation at every Board of Directors Meeting held at the Annual CELA Conference; representing The CELA at meetings of the ASLA Council on Education and the Landscape Architecture Foundation; conducting selection of a host institution for the Annual Conference in year that he/she will be Past-President; overseeing plans for the Annual Conference in the year that he/she will be President; coordinating the meeting of department chairs and program directors at the Annual Conference in the year that he/she is president-elect; and performing such other activities and tasks as may from time to time be assigned by the Board or Executive Committee. The 1st VP shall serve a one-year term. (To be followed by the offices of President and Immediate Past-President.)

SECOND VICE PRESIDENT (2nd VP:) The Second Vice-President shall serve in the place of the 1st VP when both the President and the 1st VP are unable to perform their duties and shall be a member of the Board and the Executive Committee. (The 2nd VP is responsible for creating, distributing and evaluating annual calls for awards and recognitions. He/she solicits and recommends a review committee that makes final recommendations to the CELA Board regarding annual awards and recognitions.) The 2nd VP shall be responsible for the regional activities of The CELA. Specific duties of the 2nd VP shall include: planning and coordinating surveys of members conducted by the Regional Directors; communicating with the Regional Directors to encourage and aid in setting up regional meetings; and performing such other activities and tasks as may from time to time be assigned by the Board or the two-year term, and shall be elected on years alternate to the election of the treasurer.

SECRETARY: The Secretary shall serve as the official recorder of all The CELA's business and shall be a member of the Board and the Executive Committee. The Secretary shall work with the Executive Committee and the Board to communicate CELA's business and administrative operations to the membership. Specific duties shall include: recording minutes of the Executive Committee and the Board; distributing such minutes to the Executive Committee, the Board, and as necessary, to the membership; editing and distributing the newsletter; submitting to The CELA Archives copies of all minutes, newsletters, membership directories, Annual Conference publications and any other materials necessary to fully document activities of The CELA; administering the official business of the Corporation; maintaining the Articles of Incorporation; Constitution and By-laws as well as other documents required by corporate law; and performing such other activities and tasks as may from time to time be assigned by the Board or the Executive Committee. The Secretary shall serve a two-year term and shall be elected on years alternate to the Treasurer.

REGIONAL DIRECTORS: The Regional Director shall serve as the Executive Officer of The CELA region from which elected and shall serve as a Director on the Board. The Regional Director, with the Institutional Representatives, shall be responsible for carrying out The CELA policies and purposes within the region. Specific duties include: conducting surveys of members within the region as coordinated by the 2nd VP; informing the Secretary of regional news for inclusion in the CELA newsletter; coordinating regional meetings, if any; keeping a file of regional records and correspondence; attending meetings of the Board, participating in the monthly CELA Board of Directors conference calls, and other such activities and tasks as may from time to time be assigned by the Board. Regional Directors shall serve a three-year term of office. Regional Directors may not serve concurrently as Officers of the CELA.

Terms of office: All newly elected CELA Board positions begin at the end of each annual conference.