Illinois Head Start Association
2017 Elections for the Board of Directors
Frequently Asked Questions

1. **Do I have to be present during elections?** No. The IHSA Bylaws do not specify whether a person needs to be present to run for a position on the Board of Directors. But you have to be a member in good standing, meaning that your agency has paid their 2016 annual agency membership dues. If you are not present at the Conference on the day of elections you need to make sure to have your nomination form to the Component President by the specified time. Please remember it's hard to run for an office when you are not present. It doesn't give those who are there a chance to meet you and potentially ask questions.

2. **What positions are open this year?** This year, 2017, we have the following positions open on the IHSA Board of Directors.

   **Parent Component:**
   One (1) Component President - 2 year term (serves on the IHSA Board of Directors)

   Two (2) At Large Member - 2 year term (serves on the IHSA Board of Directors)

   **Director Component:**
   One (1) Component President - 2 year term (serves on the IHSA Board of Directors)

   Two (2) At Large Member - 2 year term (serves on the IHSA Board of Directors)

   **Staff Component:**
   One (1) Component President - 2 year term (serves on the IHSA Board of Directors)

   Two (2) At Large Member - 2 year term (serves on the IHSA Board of Directors)

   **Friend Component:**
   One (1) Component President - 2 year term (serves on the IHSA Board of Directors)

   Two (2) At Large Member - 2 year term (serves on the IHSA Board of Directors)
3. What do I need to do to run for a position on the Board?
   i. An individual must be a member-in-good-standing of IHSA (their agency has paid their 2016 annual agency membership dues; and,
   ii. An individual must be the authorized voting delegate from the Early/Head Start agency; and,
   iii. For Staff and Parents the individual’s Agency letter must show support to run for the Board.

4. What is a member in good standing? A member-in-good-standing is someone whose agency has paid their 2016 annual agency membership dues. Plus,
   • Members of the Parent Component of IHSA must be parents of children currently enrolled in their local programs or past parents who are current members of the local Parent Policy Council/Committee.
   • The Directors Component of IHSA shall be comprised of the Early/Head Start Director of each grantee or delegate agency. In the case where the delegate is also the grantee, only one Director shall represent the agency.
   • The Friends Component of IHSA shall be comprised of any individual who would like to support the efforts of IHSA and does not fit into the other categories. Only one Friend from each agency may represent the agency/organization as a voting delegate.
   • The Staff Component of IHSA shall be comprised of any current Early/Head Start staff member, who is not a Director, Parent or Friend.

5. Do I need a letter from my agency that says they will support me to run for the Board of Directors? Yes, if you are in the Staff or Parent Component. This letter needs to be on your agency letterhead and indicate that your agency supports you to run for a position on the Board. This means that they will cover your expenses to travel to and from Board Meetings and make travel arrangements for you. The Director and Friend Component’s do not require a letter to run for office from their respective organization. Sample letters are provided for convenience. Staff and Parents, please have your letters completed prior to elections.

6. I want to vote for my favorite candidate but do I need a letter from my agency to vote? Yes. You must have a letter from your Agency indicating that you are the authorized voting delegate/person from your agency for your Component. Only one person can vote from each program in each Component. This is the only way to make elections fair and equitable. Sample letters are provided for convenience. Please have your letters completed prior to elections.
7. If I am running for a position on the Board does this make me the voting delegate/person from by program? Yes. You would have one letter indicating your program supports you to run for a position and you are also the authorized voting delegate for your agency. You must be the authorized voting delegate from your program/agency to run for office.

8. Can a nomination for a Board Position be taken from the floor during the election process? Yes. But the person being nominated must be a member in good standing (their respective agency has paid their 2016 annual agency membership dues), be the voting delegate from their agency/program and if in the Staff or Parent Component have a letter of support from their agency.

9. How long are the terms? All terms are two years. With the exception of positions that need to be filled because of resignations during the middle of a term.

10. Will the IL Head Start Association pay for me to attend Board Meetings? No. This is the responsibility of your agency or program. Your program must cover your expenses to attend all Board Meetings. In addition, your program makes your travel arrangements. The Association does not do this for individual Board Members to attend the IHSA Board Meetings. Although, the IHSA does provide support to attend the Region V Board of Director Meetings.

11. How often does the Board Meet? The IHSA Board meets every other month so approximately six times per year. There may be occasions when a special meeting is called and we often will have teleconference meetings for the Board Committee work. Serving on the Board is a big investment in time. Please be sure you have this time and energy. The Region V Head Start Association Board of Directors meet 2-3 times/year in person. There may be additional meetings by teleconference.

12. Where are Board Meetings held? Most of the IHSA Board of Directors Meetings are held at our offices in Springfield. We are co-located with the IL Association of Community Action Agencies. The Region V Head Start Association Board of Directors meets in Chicago.

13. How many members are on the Board? Twenty members serve on the IHSA Board and twenty-four members serve on the Region V Board.

14. When are elections held this year? Elections will be held this year on Wednesday, February 1, 2017, from 2:30 – 4:00 pm, at the IHSA Annual
Conference, during Component Meetings, at the Marriott Hotel and Conference Center in Bloomington/Normal. Component Meetings will begin at 2:30 pm following the Opening Session.
ILLINOIS HEAD START ASSOCIATION (IHSA)
2017 NOMINATION FORM # 1: Self Nomination

NOMINEE NAME: ________________________________________________________________

COMPONENT (circle one):  Director  Staff  Parent  Friend

I plan to run for the IHSA office of (check ONLY one):

- (2) At Large Member (2 Year Term)
- (1) Component President (2 Year Term)

I am qualified for this office because (explain fully qualifications and goals/vision for IHSA):

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

I feel the major issues the Illinois Head Start Association needs to address in the next two years are:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Signature of Candidate: _______________________________________________________

Date: _______________________________________________________________________

NOTE: PLEASE BE SURE YOU CHECKED THE BOX FOR THE APPROPRIATE OFFICE

The Parent Component of IHSA must be parents of children currently enrolled in their local programs or past parents who are current members of the local Parent Policy Council/Committee.
The Directors Component of IHSA shall be comprised of the Early/Head Start Director of each grantee or delegate agency. In the case where the delegate is also the grantee, only one Director shall represent the agency.

The Friends Component of IHSA shall be comprised of any individual who would like to support the efforts of IHSA and does not fit into the other categories. Only one Friend from each agency may represent the agency/organization as a voting delegate.

The Staff Component of IHSA shall be comprised of any current Early/Head Start staff member, who is not a Director, Parent or Friend.

Submit this nomination form, plus if you are a parent or staff you need an agency letter of support of your candidacy to the Component President, on Wednesday, February 1, 2017 at 2:30 pm, immediately following the Opening Session of the IHSA Annual Conference. Directors and Friends do not need an agency letter of support. Nominations may also be accepted from the floor during the election process but the nominated person must be an IHSA member in good standing (agency has paid their 2016 annual agency membership dues).
ILLINOIS HEAD START ASSOCIATION (IHSA)

2017 NOMINATION FORM # 2: Nominating Someone Other Than Yourself

NOMINEE NAME: __________________________________________

COMPONENT (circle one):  Director     Staff     Parent     Friend

The person will run for the IHSA office of (check ONLY one):

☐    (2) At Large Member (2 Year Term)

☐    (1) Component President (2 Year Term)

The person is qualified for this office because (explain fully qualifications and goals/vision for IHSA):
________________________________________________________________
________________________________________________________________
________________________________________________________________

The person feels the major issues the Illinois Head Start Association needs to address in the next two years are: _______________________________________
________________________________________________________________
________________________________________________________________

I verify that I have contacted this person, they have agreed to be nominated for this office, and they are eligible to run for this office per the IHSA Bylaws. This person will be able to perform the responsibilities and complete the travel required for this office.

Signature Person Making Nomination:
________________________________________________________________

Date: _______________________________________________________________

Signature of Candidate:
________________________________________________________________

Date: _______________________________________________________________
NOTE: PLEASE BE SURE YOU CHECKED THE BOX FOR THE APPROPRIATE OFFICE

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Date

To The Component President:

This letter is to confirm that (Name of Person) is the authorized VOTING DELEGATE from (Name of Program) and will represent (Name of Program) in the (Name of Component) Component. We certify that (Name of Person) is a member in good standing.

Sincerely,

Directors Signature - for parent and staff representative
Director and Friend Component - no letter required; Association Office will verify that the individual is a member in good standing.
(Agency Letterhead)

Date

To The Component President:

This letter is to confirm that (Name of Person) is authorized to VOTE and/or RUN FOR OFFICE in the (Name of Component) Component. We certify that (Name of Person) is a member in good standing. (Name of Program) will fully provide technical and financial support for (Name of Person) to attend Board Meetings and fulfill the responsibilities of serving on the Illinois Head Start Association Board of Directors.

Sincerely,

Directors Signature - for parent and staff representative
Director and Friend Component - no letter required; Association Office will verify that the individual is a member in good standing