

**OPERATING PROCEDURES OF THE MIDWEST REGION OF THE
AMERICAN COUNSELING ASSOCIATION**
(REVISED SPRING 2009)

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OPERATING PROCEDURES OF THE MIDWEST REGION OF THE AMERICAN
COUNSELING ASSOCIATION

ARTICLE I
Names, Purposes and Function and Reports

Section 1. Name

The name of this association shall be the MIDWEST REGION, AMERICAN COUNSELING ASSOCIATION.

Section 2. Purposes

The purposes of the Midwest Region of ACA are to enhance individual human development by: seeking to advance the scientific discipline of guidance, counseling, and personnel work; by conducting and fostering programs of education in the field of guidance, counseling and personnel; by promoting sound guidance, counseling and personnel practices in the interests of society and the individual; by stimulating, promoting, and conducting programs of scientific research and of education in the field of guidance, counseling and personnel work; by publishing scientific educational and professional literature; by advancing high standards of professional conduct; by conducting scientific, educational and professional meetings and conferences; by informing and educating the general public about the human development profession; by establishing contracts with various organizations for scientific and educational pursuits, and by examining conditions which create barriers to individual developments and working to remove them.

Section 3. Function.

- a. The region shall be responsible for leadership training, professional development and continuing education of branch members following the strategic plan adopted by the Association.
- b. Coordinating an annual leadership workshop shall be the responsibility of the Chair of the Region in which the ACA annual convention is to be held; organizing and conducting the workshop shall be the joint responsibility of the four Region Chairs.
- c. Regional officers shall be responsible for the coordination and implementation of strategic planning concepts at the branch level.

Section 4. Reports.

The region will report on its activities to the Governing Council according to Plan of Action requirements.

ARTICLE II
Membership

Section 1. Types of Membership.

Membership shall be by Branch.

Section 2. Branch Membership.

- a. **Qualification.** Any branch designated by the national Association as being in the Midwest Region shall be eligible for membership.
- b. **Procedure.** Any branch desiring to become a member of the Midwest Region, American Counseling Association, shall make Application for Branch Charter to the Board of Directors of the national Association which will notify the Region Board Officers of the action taken on the application.

- c. **Member in good standing.** A Branch must pay its annual dues to Midwest Region Treasurer no later than September 1 of each year. A Branch in good standing shall be entitled to vote at all business meetings of the Midwest Association.

Section 3. Dues.

Annual Midwest Region dues for each Branch shall be established by action of the Midwest Region Branch Assembly.

**ARTICLE III
Midwest Region Branch Assembly**

Section 1. Composition.

The Assembly shall be composed of delegates from each Branch in the region. Delegates shall be appointed by the Branch and certified by Branch president.

Section 2. Powers and Functions.

- a. To establish policies to govern the affairs of the Midwest Region.
- b. To act on recommendations from the Midwest Region Branch Council, ACA, and ACA Governing Council.
- c. To act on recommendations from the Midwest Region Branch Council, Branches, and such committees as are responsible to the Midwest Region branch.
- d. To adopt and amend Operating Procedures.
- e. To exercise other powers and functions as may be necessary or desirable in the best interests of the Midwest Region branch that are not in conflict with the Operating Procedures.

Section 3. Meetings of the Midwest Region Branch Assembly.

- a. All regular meetings scheduled by the ACA regions must be held in sites previously approved by the Governing Council as part of the Strategic Plan for the Region. As rationale, preliminary program and budget for the selection of a specific site consistent with ACA Strategic Plan and the charge to Regions as specified in the Bylaws, Article VI, Section 3, must be included in the strategic Plan.
- b. The Chairperson of the Midwest Region Branch shall preside at meetings of the Midwest Region Branch Assembly. Each Branch shall have one vote to be cast by the President or Branch delegate.
- c. A majority of the Branches shall constitute a quorum. Proxy voting will not be allowed.
- d. At each meeting and at any other time when so requested in writing, each Branch and committee shall make a written report to the Midwest Region Branch Assembly, through the Chairperson, regarding the state of its affairs, its activities and its responsibilities.

**ARTICLE IV
Midwest Region Branch Council**

Section 1. Composition.

The Midwest Region Council shall be composed of three members nominated and elected by the Midwest Region Branch Assembly.

Section 2. Powers and Functions of Midwest Region Branch Council.

- a. To propose Midwest Region Branch policies and recommend such policies to the Midwest Region Branch Assembly for its consideration and action.
- b. To formulate operational policies appropriate for executive action and direct the execution thereof, subject to review by the Midwest Region Branch Assembly.
- c. To perform such other duties as may be delegated to it by the Midwest Region Branch Assembly.

- d. The Midwest Region Branch Council shall be responsible for identifying issues and establishing priorities for professional trust relating to the problems of human development pertinent to the Midwest Region.

Section 3. Meeting of the Midwest Region Council.

- a. The Midwest Region Council shall convene at and during meetings of the National Association. Additional meetings of the Midwest Region Council may be called by a majority vote or petition of the members of the Midwest Region Council and/or upon the call of the Chairperson. The time and place of such additional meetings shall be fixed by the Chairperson. Notice thereof shall be given to all members of the Midwest Region Branch Council at least 30 days prior to any such additional meeting.
- b. The Chairperson of the Midwest Region Branch Council shall preside at meetings of the Midwest Region Branch Council.
- c. Each member of the Midwest Region Branch Council shall have one vote. A majority of the voting members of the Midwest Region Branch Council shall constitute a quorum.
- d. At each meeting, when so requested in writing, each Branch, and Chairperson of the Midwest Region and each committee shall make a written report of its activities and responsibilities.
- e. Any Branch Council planning meeting for Fall or Spring Branch Assembly meeting shall be held at the proposed meeting site. The three Branch Council members—the Branch Council Member-Elect, one on-site coordinator, and one person from each host branch shall be reimbursed for attendance at the meeting in accordance with the budget allocation for the current fiscal year.

ARTICLE V

Officers of the Midwest Association.

Section 1. Officers and Terms of Office.

- a. The officers of the Midwest Region Branch shall be Chairperson, Chairperson-Elect/Secretary, Treasurer and Past Chair.
- b. The Chairperson of the Midwest Association shall have the responsibility of delegating tasks to the members of the Midwest Region as directed by the Midwest Region Branch Assembly.
- c. Additional Region leadership positions include various committee Chairs; including Awards, Ethics, Operating Guidelines, and Public Policy and Legislation (PPL).
- d. The term of office of any officer of the Midwest Association shall begin on July 1.

Section 2. Officers Duties.

The following list outlines the duties of Regional Officers. Although some tasks are time specific, the duties are not necessarily listed in order. All duties/tasks need to be executed in a timely manner.

A. Chair

- 1. The chairperson, subject to confirmation by the Midwest Region Branch Council, shall appoint the members of all committees, except as otherwise specified in these Operating Procedures.
- 2. The Chairperson shall be the alternate for the Midwest Region delegates to the national Association Governing Council.

Prior to Fall Meeting

Each month

- 1. Send all officers the agenda for the monthly executive meeting one week prior to the meeting.
- 2. After each meeting, send minutes of the meeting to all officers.

June

- 1. Send letter to Branch leaders with the following Fall conference information:

- a) Promo flier for Fall Conference
 - b) Reminder to bring a state gift for a door prize
 - c) Reminder for branches to prepare branch information to share with all MWR branches. Information should be placed on 24 CDs.
 - d) Reminder to electronically send branch reports to Chair-Elect/Secretary by September 1.
2. ACA Directory
Chair distributes the ACA Directory to all branch presidents. Branches are to submit branch leadership information directly to ACA for it to be included in ACA's national directory (ACA Directory is not to be confused with the MWR directory).
 3. Send Emerging Leader Grant Application forms to branches.
 4. Respond to requests from ACA for information needed for various publications.

July

1. Submit Plan of Action form to ACA President
2. Attend COPARC.
3. Continue to finalize plans for Fall Leadership Conference; including speakers to present leadership topics.
4. Contact ACA for assistance with providing any speakers or other support for Fall Leadership Conference.
5. Contact ACA Foundation to solicit sponsorship of a meal at Fall Leadership Conference and any other support they might provide.

August

1. Attend ACA COPARC Meeting (may be held during a different month)
2. Re-send Fall Conference Registration brochure and registration form to branches with the following reminders:
 - a) Each branch should bring a state gift to be used as a door prize.
 - b) Each branch needs to bring 24 CD's of branch information to share with other branch presidents and president-elects.
 - c) Branches need to electronically send their branch reports to the Chair-Elect/Secretary by September 1.
 - d) Complete final preparations for Fall Conference. Post agenda and break-out session titles/descriptions on Midwest website.

Fall Conference

1. Chair Business Meeting and direct other events/activities at the conference.
2. Distribute conference evaluation.
3. Obtain reimbursement request form from Treasurer. Work with Treasurer to track budget of Chair office for the fiscal year. Unless otherwise approved, any expenses in excess of the budgeted amount will be the responsibility of the officer.

After Fall Conference

1. Contact ACA Leadership regarding MWR motions to be made by MWR GC Representative during ACA Governing Council Meeting.
2. Tally conference evaluations and share with Chair-Elect/Secretary to assist in the planning of the next Fall Leadership Conference.
3. Initiate contact with Region Officers to debrief conference and arrange for follow-up on any actions approved at meeting.
4. Submit reimbursement request form to Treasurer.
5. As it becomes available, distribute information regarding upcoming ACA Convention (hotel room rates, branch events at convention, legislative institute, exhibit area, etc.) Make sure this is all posted on the Midwest website.
6. Make travel arrangements for January COPARC. Sometime during the Fall attend the COPARC meeting.

January/February

1. Respond to the ACA request for proposed Governing Council Agenda items.
2. Attend ACA COPARC Meeting
3. Send reminder to branches regarding the process for nominations for ACA President.

4. Start finding MWR volunteers to be convention presentation proposal reviewers for the ACA convention program.
5. Make travel arrangements for ACA convention.

March

1. Respond to ACA requests from the ACA Nominations and Elections Committee by submitting MWR candidates/nominees for the position of ACA Governing Council Representative or ACA President-Elect. If a Region member is planning to run for ACA President-Elect, be sure the person is aware of all requirements. Complete and submit a number of forms required for this task. Work with the ACA Staff member handling Nominations and Elections.
2. Send reminders to branches regarding the Region meetings which will be held at the ACA Conference. Remind branches to prepare and electronically send branch reports to the Chair-Elect/Secretary at least 2 weeks prior to the Spring meeting.

Before Spring Meeting

1. Consult with Region officers to prepare agenda for business meeting.
2. Distribute agenda 2 weeks prior to the beginning of the ACA Convention and make sure it is posted on the Midwest website. Along with the agenda, send the Chairperson's report.
3. Review the Investor Allocation information sent by ACA Executive Director to the Chair and the MWR Treasurer.
4. Review MWR Financial Statements sent by ACA Financial Officer to the Chair and the MWR.

May

Submit entries for the ACA Calendar to be included in *ACA Counseling Today* and posted on the ACA Website. Entries may include MWR conferences, professional development workshops, etc.

Spring Meeting

1. Attend ACA Convention.
2. Chair the business meeting.
3. In preparing for the next responsibility of assembling the Leadership Directory for the ACA Midwest Region, issue requests to all branch presidents asking them to submit updated contact information on all branch officers directly to you by July 1.
4. Meet with the Chair-Elect/Secretary to review his/her responsibilities for the coming year.
5. Obtain reimbursement request form from Treasurer. Submit completed form following the conference.

Prior to Taking Office as Past-Chair/Parliamentarian

1. Review the ACA Midwest Region Operating Procedures.
2. Review Roberts Rules of Order.
3. Send archival materials to the incoming Chair on or about July 1.

B. Chair-Elect/Secretary

The Chair-Elect/Secretary shall preside in the absence of the Chairperson and shall automatically become Chairperson of the Midwest Region one year after the commencement of the term of office as Chairperson-Elect or upon the death or resignation of the Chairperson.

Prior to Fall Meeting

1. Develop template for meeting minutes.
2. Develop motion form for use in business meeting.
3. Develop form for recording results of roll call voting.
4. Verify credentials of voting delegates (usually Branch Presidents). Confer with Midwest Treasurer to confirm that branches have paid Region dues.
5. Contact all Branch Presidents to remind them to send an electronic version of branch report by September 1. These should be posted to the Region website a minimum of 2 weeks prior to the Fall Meeting in order for branches to review them.

6. Contact Midwest Region's ACA Governing Council Representative to request electronic submission of report (unless he or she will attend ACA Governing Council after the Fall Meeting.)
7. Begin to explore flight options for the ACA Conference to take advantage of lower cost airfare.
8. Attend and participate in monthly executive meetings via conference calls.

Fall Conference

1. Attend ACA Midwest Region Fall Conference
2. Plan to arrive early to assist with last minute preparations and/or registration as requested by Chair.
3. Begin making plans with the states that will be co-sponsoring the conference during your year as Chair.
4. Bring ample copies of motion forms and roll call voting record forms.
5. Take minutes at the Midwest Region Business Meetings and Executive Board meetings. Collect copies of all motions forms and all reports (branch, GC Rep, committees)
6. Obtain reimbursement request form from MWR Treasurer. Work with Treasurer to track budget of Chair-Elect/Secretary office for the fiscal year. Unless otherwise approved, any expenses in excess of the budgeted amount will be the responsibility of the officer.

After Fall Conference

1. Integrate all motions and all branch, GC Rep, & committee reports into minutes. Electronically distribute copies of minutes to all Branch Presidents, Midwest Region Officers, and ACA no later than 30 days following the meeting.
2. Work with newly elected Chair Elect-Elect to insure these documents are posted to the Region website.
3. Submit reimbursement request form to Treasurer.
4. Make travel arrangements for January COPARC meeting.
5. Begin the planning process for the coming Fall Leadership Development Conference.
 - a) Solicit feedback from previous Fall Leadership Conference participants.
 - b) Contact Branch Presidents from the sponsoring states for your conference year.
 - c) Explore possible locations for conference.

Before Spring Meeting

1. Insure that all documents are ready for the Spring meeting (motion forms, roll call voting record forms, etc.).
2. Contact all Branch Presidents to remind each to send electronic version of branch report by March 1. Reports should be posted to the Region website a minimum of 2 weeks prior to the Spring Meeting in order for branches to review them.
3. Contact Midwest Region's ACA Governing Council Representative to request electronic report.
4. Prepare COPARC report and electronically send it on the list serv 2 weeks prior to convention.
5. Work with Treasurer to prepare budget for the year in which you will be Chair.
6. Continue the planning process for the Fall Leadership Development Conference.
 - a) Establish a conference planning committee including the host branch.
 - b) Identify location for conference.
 - c) Consult ACA Convention Planning Staff prior to signing any contracts with hotels or venues. ACA Staff will do the negotiating of contracts.
 - d) Create flyers and information related to the Fall Leadership Conference.

Spring Meeting

1. Attend meeting and take minutes in your role as secretary. Bring ample copies of motion forms and roll call voting records.
2. Collect copies of all motions forms and all reports (branch, GC Rep, committees)
3. Obtain a reimbursement request form from Treasurer.

4. Attend the meetings related to your role as upcoming Region Chair.
5. Continue soliciting presenters for Fall Conference.
6. Meet with Chair-Elect-Elect to review his/her upcoming responsibilities.

After Spring Meeting

1. Integrate all motions and branch, GC Rep, and committee reports into meeting minutes. Distribute copies of minutes to all Branch Presidents, Midwest Region Officers/Leadership, and ACA no later than 30 days following the meeting.
2. Submit reimbursement request form to Treasurer.
3. Continue the planning process for Fall Leadership Development Conference.
4. Make travel arrangements for July COPARC meeting.

Prior to Taking Office as Chair

1. Review ACA Midwest Region Operating Procedures.
2. Send archival materials to the incoming Chair-Elect/Secretary on or about July 1.
3. Receive and review archival materials from previous Chair. These materials should be sent to you via mail by the current Chair on or about July 1. Add new materials to this flash drive or CD throughout your term.

C. Chair-Elect-Elect

Following Fall Conference after the person is elected:

1. Contact the person responsible for the ACA website and serve as Midwest Region's liaison.
2. Contact Region Chair-Elect/Secretary and ask for meeting minutes and any other documents to be posted on the Region website.
3. Make sure the following items are on the web site: Meeting Minutes, Region Directory, Region information updates, Conference information (including registration forms), and any other information needed or requested.
4. Attend and participate in monthly executive conference calls.
5. Read and become familiar with the Region Operating Guidelines including Officer Responsibilities.

Spring Meeting

1. Attend Region Meeting if possible and assist officers as needed. Chair-Elect-Elect expenses are not paid for Spring meeting, however if attending, this is an excellent opportunity to begin to learn the office responsibilities.
2. Following Spring meeting, contact the Region Chair-Elect/Secretary and Treasurer to request meeting minutes and financial reports for posting on the Region's website.
3. Contact Region Governing Council representative for a report to post on the Region website.

Prior to Taking Office as Chair-Elect/Secretary on July 1

1. Review the ACA Midwest Region Operating Procedures and Responsibilities of Officers.
2. Assist Chair with conference planning.
3. Receive and review archival materials. These materials should be sent via mail by the current Chair-Elect/Secretary on or about July 1.

D. Past-Chair/Parliamentarian

Summer

Send branch presidents a Region Directory Information Request Form. Ask them to collect Region Directory information and send to you by August 1.

Prior to Fall Meeting

1. Prepare ACA Midwest Region Leadership Directory. This directory should include the names, positions, and contact information for all branch officers and all Region officers.
2. Provide a copy of this directory to Chair-Elect/Secretary as soon as possible.

3. Work with ACA to update Midwest Region List Serv; including all Region leadership and all branch presidents, president-elects, and executive directors.

Fall Conference

1. Attend the ACA Midwest Region Fall Conference.
2. Plan to arrive early to assist with last minute preparations and/or registration as requested by Chair.
3. Distribute Leadership Directory for ACA Midwest Region.
4. Obtain a reimbursement request form from Treasurer. Submit completed form after Fall Conference.

Spring Meeting

If attending the ACA Convention, plan to serve as the Parliamentarian at the Region Meeting. Past-Chair/Parliamentarian expenses are not covered for ACA Convention. If unable to attend, inform the Chair so that an acting parliamentarian can be appointed.

E. Treasurer

Summer

1. Receive final financial report from ACA and prepare Midwest Reconciliation report.
2. Work with incoming Chair on all matters relevant to the fiscal operations of the Region.
3. On or about July 1, send branch dues statements, specifying that branch dues must be paid by September 1. Continue throughout summer to receive branch dues.

Fall Conference

1. Attend the ACA Midwest Region Fall Conference.
2. Plan to arrive early to assist with last minute preparations and/or registration as requested by Chair.
3. Present year-end financial report (July 1 to June 30).
4. Present year-to-date financial report. (July 1 to date).
5. Distribute reimbursement request forms to Region officers and assist in completion.

After Fall Conference

1. Submit reimbursement request forms to ACA.
2. Using designated forms, send monies for deposit to ACA.
- 3.

Before Spring Meeting

1. Working with Chair-Elect, prepare budget for next fiscal year.
2. Review the Investor allocation information sent by ACA Executive Director to MWR Chair and Treasurer.
3. Prepare budget and financial reports for presentation at Spring Meeting.
4. Review MWR Financial Statements sent by ACA Financial Officer to MWR Chair and Treasurer.

Spring Meeting

1. Attend ACA Convention and all Region meetings.
2. Present for approval budget and financial reports at Region Business Meeting.
3. Distribute reimbursement request forms to Region officers and assist in completion.

After Spring Meeting

1. Submit reimbursement request forms to ACA.
2. Edit and finalize budget as necessary based on Spring Meeting discussion.

Section 3. Responsibilities of Committee Chairs

A. Awards Chair

Fall Conference

1. Present a break-out session on the ACA Branch Awards and topics of recognition of members.
2. Remind branches of upcoming ACA Branch Awards deadlines and criteria for awards. Having contacted ACA and obtained copies of the branch awards application packet, distribute one to each branch at Fall meeting.

Mid-Year

After receiving the branch awards submissions, review and rate the submissions using the form provided by ACA. The rated forms must be returned by the deadline.

Prior to Spring Conference

Prepare and electronically submit the report for the Spring meeting to the Chair-Elect/Secretary.

B. Ethics Chair

Fall Conference

Present a break-out session on topics related to Ethics.

Prior to Spring Conference

Prepare and electronically submit the report for the Spring meeting to the Chair-Elect/Secretary.

C. Operating Guidelines

Prior to Fall Conference

Prepare a revision of the Operating Guidelines as discussed during the Spring conference. Submit electronic revision to Chair for review and distribution to Branch Presidents within 60 days of the Fall meeting.

Fall Conference

Present proposed revisions of Operating Guidelines to the assembly for an approval vote. Entertain any discussion of or requests for revisions/new policies proposed by members attending the meeting.

Prior to Spring Conference

Prepare revisions of Operating Guidelines as discussed during Fall conference. Submit electronic revision to Chair for review and distribution to Branch Presidents within 60 days of Spring meeting.

Spring Conference

Prepare a revision of the Operating Guidelines as discussed during the previous Spring conference. Submit electronic revision to Chair for review and distribution to Branch Presidents within 60 days of the Fall meeting.

D. Public Policy and Legislation

Summer

1. Notify ACA Public Policy Chairs that you will be the Midwest representative.
2. Contact each branch to obtain the name and contact information of the branch PPL liaison. Compile the information to allow communication with this group.
3. Continually keep updated on the legislative issues ACA is working on.
4. Work with Region Chair to invite someone from ACA to present on PPL issues at Fall Leadership Conference.

Prior to Fall Meeting

1. Contact each branch to gather a list of PPL issues and concerns.
2. Prepare and electronically submit to the Chair-Elect/Secretary a report for the Spring meeting.

Fall Conference

Present a break-out session on PPL issues relevant to the branches. This might include a “round table discussion” to allow branches an opportunity to share information and/or training on specific topics (such as planning a “Day on the Hill” event). If possible or necessary, solicit help in conducting more than one break-out to cover additional PPL topics.

Prior to Spring Meeting

1. Continually keep updated on the legislative issues ACA is working on.
2. Prepare and electronically submit to the Chair-Elect/Secretary a report for the Spring meeting.

Section 4. Nomination and Election of Officers.

- a. Nominations and elections for Branch Council member shall take place at the Midwest Region Branch Fall Assembly. Nominations shall be accepted from the voting delegates of the Midwest Region during the first business meeting.
- b. All voting shall be done by secret ballot with the one vote per Branch principal prevailing. A majority vote will be required for election. In the event that more than two candidates are nominated for an office the following procedure shall be used:
 1. The two candidates receiving the highest number of votes on a ballot shall be presented to the assembly for subsequent balloting.
 2. In the event there are more than two candidates receiving the highest numbers votes due to a tie, a second ballot including the names of the tied candidates shall be presented to the assembly. Balloting shall continue until there are two candidates or a winning candidate.
 3. In the event that there is a tie for the second position on a ballot, the assembly shall vote on the tied candidates to determine which one shall be included in the final balloting. The candidate receiving the highest number of votes shall move forward in the balloting.
 4. In any round of balloting, a candidate who receives a majority of the votes shall be declared the winner.
- c. Nomination and election of the Branch Council Treasurer shall take place during the Midwest Region Branch Assembly at the fall Midwest Region Leadership Conference and shall follow the same procedures as the other Midwest Region branch elections. The treasurer shall serve a three-year term with the option of re-election.
- d. Nomination for the position of ACA President-Elect shall take place during the Midwest Region Branch Assembly at the meeting of the national Association. The region will consider the nomination of persons from outside the region in the event that there are no Midwest candidates who have been nominated. The procedure shall be as follows:

For candidates from the Midwest Region:

1. The candidate(s) must submit a letter requesting the nomination to the Midwest Chair prior to the Midwest business meeting held at the national Convention.
2. Candidates(s) must be a member of the branch of their state of residence or employment.
3. The candidate(s) must submit 20 copies of a vitae/data sheet (1-2 pages) prior to the first business meeting.
4. Candidates(s) will be allowed to address the assembly (5-10 minutes).
5. The Midwest Assembly may choose not to nominate a candidate, (which will be noted on the ballot by words “no nomination”).
6. Voting will be done by secret ballot with the one branch-one vote principal prevailing. A majority vote will be required for nomination.

For candidates from outside the Midwest Region:

1. The candidate(s) must submit a letter requesting the nomination to the Midwest Chair prior to the Midwest business meeting of the region held at the national Convention.
2. The candidate(s) must submit 20 copies of a vitae/data sheet (1-2 pages) prior to the first business meeting.

3. If the Midwest Region Branch Assembly has nominated a candidate from the region, the names of those from outside the region, who have solicited the nomination will be read and their vitae/data sheets distributed. No further action will be taken.
4. Candidates(s) will be allowed to address the assembly (5-10 minutes).
5. The Midwest Assembly may choose not to nominate a candidate, (which will be noted on the ballot by words “no nomination”).
6. Voting will be done by secret ballot with the one branch-one vote principal prevailing. A majority vote will be required for nomination.

Section 5. Vacancies.

Any vacancy that should occur due to resignation, death or other circumstances concerning an elected officer of the Midwest Region Branch shall be filled, on an interim basis, by appointment by the Chairperson of the Branch Council subject to approval by the entire Council until the next meeting of the Branch Assembly, at which time, the remainder of the term shall be filled by election by the Assembly.

Section 6. Reimbursement.

The Chair, Chair-Elect/Secretary, Governing Council Representative and Treasurer shall be reimbursed for lodging, travel, and per diem, not to exceed four nights and four days, for the Region meeting held in conjunction with the ACA Convention and for the fall Midwest Region Leadership Conference. The Past Chair of the Region shall have his/her expenses reimbursed for the fall Midwest Region Leadership Conference. All requests for reimbursement must be submitted to the Midwest Region Treasurer within 60 days of the date the expense was incurred.

Section 7. Transition Meeting.

Region officers meet at the ACA Annual Conference for the purposes of orienting the succeeding officer to the position responsibilities and to make arrangements for the transfer of materials.

**ARTICLE VI
Governing Council Representative**

Section 1. Role.

The primary role of these representatives will be to involve branches more directly in decision making within ACA.

Section 2. Nominations and Elections.

- a. Every third year, the Midwest Region shall submit to the Nominations and Elections Committee the names of two candidates in the Midwest Region to be placed on the ballot to serve as Governing Council representative for the Midwest Region.
- b. Candidates to be considered must have shown prior leadership skills and commitment by having previously served as a Branch president or Region Chair.
- c. The nominations selection and announcement of the Midwest Region candidates for Governing Council representatives shall occur only at the annual convention of the Association.

**ARTICLE VII
Committees**

Section 1. Appointment of Mission Specific Committees.

The Chairperson, subject to confirmation by the Midwest Region Branch Council, shall name committees, such as Commissions and Task Forces, as needed to conduct the specific activities of the Midwest Association.

Section 2. Reports.

Each committee shall make an annual written report of its activities and status to Midwest Region Branch Council on or before the date of the national meeting, and shall report at any other time requested by the Midwest Region Council.

ARTICLE VIII Budget and Plan of Action

Section 1.

The proposed operating budget and plan of action for the next fiscal year of the Midwest Region shall be presented to the Branch Assembly for adoption at the Spring business meeting.

- a. A majority vote of the Midwest Region is necessary for adoption.
- b. The proposed budget submitted to the Branch Assembly for adoption shall be a balanced budget.

Section 2.

The Midwest Region Branch Council may not exceed the total approved budget without the approval by two-thirds (2/3) of the member Branches.

- a. The solicitation of approval to exceed the budget may be conducted during the regular meeting of the Branch Assembly or by mail or email ballot sent to each Branch President.

Section 3.

The budget and activities as shown in the region plan of action shall be consistent with the ACA Strategic Plan, and unexpended funds shall revert to the ACA General Fund at the end of the fiscal year.

Section 4.

The Region Chair-Elect in conjunction with the Treasurer must submit budget and plan of action for the next fiscal year annually on written request of the ACA President. In the annual plan of action, the Region must specifically address all functions of region included in Article VI, Section 2, of the ACA Bylaws. The Region shall submit its plan of action for review on the same schedule as outlined for committees in policies 40.1-10.3 (See also Policy 40.4).

ARTICLE IX Operating Procedures.

Section 1. Amendments.

These Operating Procedures may be amended by either of the following methods:

- a) Proposed amendments must be submitted in writing to all Midwest Branch Presidents and members of the Midwest Region Branch Council at least 60 days prior to a meeting of the Midwest Region Branch Assembly.
- a. Any amendments or revisions not presented at least 60 days in advance to all branch presidents in the Midwest Region may be adopted by a least a four-fifths (4/5) vote of the Midwest Region branches during the meeting of the Midwest Region Branch Assembly.

ARTICLE X Rules of Order

Section 1.

Robert's Rule of Order, Newly Revised, 1970 Edition, (by Henry Martin Robert), as amended, shall govern the proceedings of all bodies of the Midwest Association except where otherwise specified in these Operating Procedures.