

# CALIFORNIA AGRICULTURAL TEACHERS' ASSOCIATION

## STATE DIVISION OFFICER ELECTION RULES

### **QUALIFICATIONS:**

To apply for a State Officer position, the applicant must:

1. Be an active CATA member with at least two years of CATA paid membership.
2. Have taught for at least 3 years.
3. Be a teacher of Agriculture.

### **PROCEDURE:**

1. All candidates shall complete the attached application form and submit it to the Executive Director by June 1.
2. The Nominating Committee shall consist of two members from each region.
3. The Nominating Committee shall certify those candidates who are qualified and present a recommended ballot to the General Assembly.
4. Each candidate for State Division Officer shall be introduced on stage during a session at CATA Summer Conference.
5. Balloting for Division Officers will occur during a business session of Summer Conference.
6. The Division Officers shall be elected by their respective Divisions. Division Officers are elected for a four-year term. They will serve one year each as Division Secretary, Vice Chair, Chair-Elect, and Chair. The new Division Secretary will serve as the Chair of the Division Committee on which the outgoing Division Chair served.
7. Results of the balloting will be announced at the conclusion of the conference.
8. The newly elected officer is expected to attend the Post Conference Governing Board meeting following the conclusion of the conference.

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## STATE DIVISION OFFICER DUTIES

### **DUTIES:**

#### Duties of the Chair of the Secondary School Division

1. To preside over meetings of the Secondary School Division on a state level.
2. To represent the division as a member of the Governing Board and to report to the Board on the affairs of the division.
3. To represent CATA and/or the Secondary Division at regional meetings, other CATA meetings and affairs, and at any other functions as designated by the President of CATA.
4. To work directly with State Agricultural Education staff as CATA liaison.
5. To appoint committees as necessary to carry out the business of the Secondary Division.

#### Duties of the Chair of the Operations Division

1. To preside over meetings of the Operations Division on a state level.
2. To represent the division as members of the Governing Board and to report to the Board on the affairs of the division.
3. To represent CATA and/or the Post-Secondary Division at regional meetings, other CATA meetings and affairs, and at any other functions as designated by the President of CATA.
4. To appoint committees as necessary to carry out the business of the Operations Division.

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