NAEOP Advisory Council—What is it?

Advisory Council is the voice of the members. Every affiliate of NAEOP, whether you have 5 or 500 members, has one vote. The Bylaws stipulate there will be an Advisory Council composed of one delegate from each affiliated association. The Chairman of the Advisory Council Committee presides at Advisory Council and it is held during the annual conference. This is your opportunity to make your voice heard and help shape the future of NAEOP.

Members of affiliated associations have the ability to submit agenda items to be discussed at Advisory Council. These agenda items include suggestions for improvement of programs and processes, new programs, recommendations to the Board of Directors, and to elect two members to each of the standing committees, except for the Professional Standards Program (PSP) Committee.

All members are encouraged to attend Advisory Council. Only delegates may speak and vote during the session. Observers may listen to the conversations and proceedings, and they will receive PSP in-service hours for attending. You are encouraged to make time in your schedule to see NAEOP in action at Advisory Council.

The agenda items are submitted by affiliated associations and vetted by the NAEOP Executive Committee. Submitting an agenda item is a great way to get conversations started. NAEOP strives to keep our organization current and relevant to our members. Delegates are assigned to an agenda item for the purpose of being a member of the study group to discuss the item. There are resource people assigned to each study group to assist in answering questions, if needed. The study groups may take any of the following actions: decide the agenda item does not have merit and take no action; or make a motion or recommendation for action on the item. Following Advisory Council, the NAEOP Board of Directors will address any items referred back to it, and then the items are presented to the membership in a General Session at the conference for input from the members.

You can help at the Advisory Council session!

It takes a number of people to insure the session runs smoothly and this is the purpose of the Advisory Council Credentials Committee. The committee consists of the following: Advisory Council Minutes Approval Committee, Recorder and Assistant, Credentials, and Monitor. Here is a brief description of the responsibilities of these appointees:

Minutes approval committee: Will record action taken on each agenda item and record name and state of all persons nominated to a committee and the voting result. The NAEOP Secretary will provide a draft copy of the minutes to each committee member. The Minutes Approval Committee members will review the draft and offer corrections and/or suggestions to the minutes. and/or suggestions to the minutes.

The magic of Advisory Council — “they” becomes “we” — NAEOP becomes your organization!
**Recorder and Assistant Recorder:** The Recorder will record the names and states of nominees to the standing committees, and the assistant verifies the information is correct. The Assistant Recorder will act as timekeeper and stand up when a member has been speaking for their allotted two minutes per topic.

**Credentials:** Verify delegate and observer status as the room is opened, and count for a quorum; distribute and collect voting devices; assist in the counting of votes; have motion cards available for use; deliver motions to the Monitor; and distribute attendance certificates at the conclusion of Advisory Council.

**Monitor:** Assist Conference Proceedings Coordinator and President in making sure the room set up is appropriate; will be located in the front of the room and deliver motion cards and communications to the Recorder and Parliamentarian; and oversee the collection of materials to be returned to the Executive Director.

**Mission:** The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.

**Are you a First Time Delegate to the Advisory Council?**

The Advisory Council Delegate packet may be found on the NAEOP website in the Members Only section, located in the upper right-hand corner in the area entitled 2019 Conference Documents. The packet includes several forms and information memos that you will want to review, complete, and return to the national office by May 15. Forms can be returned electronically, by fax, or by US Mail.

Contact Jenny Jackson with questions: jenny@naeop.org

When you joined NAEOP, you received login information to log into the “Members Only” section: **Remember:**

**Username:** your email address

**Password:** N@eop2015

Be sure to use upper and lower case as indicated.

This year’s Advisory Council Chairman is Teresa Himmelberger, CEOE, our Southwest Area Director. You may reach her with questions at southwest@naeopboard.org

**Be sure to visit our website:** [https://naeop.org](https://naeop.org)