



POLICY & PROCEDURES

STRATEGIC PLAN

This association shall:

- Foster a spirit of mutual helpfulness and cooperation among the administrators in the evaluation, adoption, purchase, and distribution of textbooks/instructional materials.
- Arrange for continuing study and review of print and electronic textbooks/instructional materials manufacturing specifications, aiming toward the highest quality and most durable instructional product.
- Authorize special surveys, tests, and studies that could result in benefits to the various states and other adoption units in the nation.
- Initiate action along any avenue to find the best component products for textbooks/instructional materials production.
- Participate in the sharing of information to address issues of national as well as state concern.

OFFICERS

Secretary-treasurer

May initiate, print, and distribute a fall and spring newsletter for NASTA membership.

COMMITTEES

The following are the standing committees of NASTA and shall be appointed by the president of the association:

Nominating Committee:

At the annual meeting, the Nominating Committee shall nominate the following:

1. The slate of officers to serve for the ensuing year—president, vice-president, and secretary-treasurer. Additional nominations may be received from the floor. There shall be no formula for succession to the higher offices in NASTA.
2. The ACTS Committee. These representatives shall be composed of six (6) voting members (including the president of NASTA) and three (3) alternates who will serve in the absence of any of the regularly-appointed members.

NASTA

National Association of State Textbook Administrators

The president of NASTA shall serve as the chair of the NASTA Delegation to the ACTS Committee. From the other five (5) members, the president of NASTA shall appoint the ACTS chair and vice-chair.

The ACTS Executive Committee (NASTA president, his/her appointed ACTS chair and vice-chair, and other AAP and BMI representatives) shall meet twice each year. The first meeting will be held in late January or early February and the second meeting in July at a place to be decided by NASTA or make exceptions when necessary.

The ACTS Committee shall have full authority to request and use full consultative services from the print and electronic publishers, printers, book binders, manufacturers of component parts of textbooks, the U.S. Department of Education, reliable testing laboratories, or any other companies or organizations that could contribute to the committee's knowledge in upgrading print and electronic textbook manufacturing specifications. This committee may delegate duties and responsibilities to any of the above organizations that would prove beneficial to the committee in upgrading print-and electronic textbook manufacturing specifications.

The ACTS Representatives shall prepare its recommendations and report to the membership of the association during each meeting.

The slate of officers and the ACTS Representatives shall be approved by the voting membership of NASTA at the annual meeting or, in the absence of a quorum, no later than 30 days following the adjournment of the annual meeting.

Time and Place Committee:

The Time and Place Committee shall recommend to the association a time and place for succeeding meetings.

Resolutions Committee:

The Resolutions Committee shall prepare appropriate resolutions and present them to the association for consideration.

REGISTRATION FEES

The registration fees shall not exceed \$100 per attendee.

*Approved: August 2009
Greenville, South Carolina
Val Fenske, Secretary/Treasurer*