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Revised: Board of Directors – 8/6/11

## **NOMINATION AND ELECTION PROCEDURES**

### **1. Call for Nominations**

- a. Deadline:** The deadline for submitting nominations for Officers, Directors and Nominating Committee member representative positions is November 1. Members will be notified of this opportunity twice in *Dermatology World* and once by the members preferred contact method on file with the Academy (e.g., e-mail, fax or mail). In the event that less than four nominees each for President-elect, Vice President-elect or Nominating Committee Member Representative or twelve nominees for the Board of Directors have been submitted by November 1, the deadline for submitting nominations for such position(s) shall be extended to December 1 and the immediate past Chair of the Nominating Committee will be tasked with coordinating an outreach effort to recruit more eligible nominees for such position(s).

Any member interested in being a write-in candidate for a Board of Directors position must first be nominated or nominate themselves for such position and follow the vetting process described below.

- b. Letter:** A letter from the Nominating Committee will be sent to past and present members of the Board of Directors who served on the Board for at least one year, encouraging them to submit their name to the Nominating Committee for consideration as a nominee for the position of President-Elect or Vice President-Elect.

### **2. Call for Nominations – Unauthorized Member Activities**

No member of the American Academy of Dermatology shall directly contact any member of the Nominating Committee regarding nominees for election. All letters of support should be directed to:

Attn: Chair, Nominating Committee  
American Academy of Dermatology  
930 East Woodfield Road  
Schaumburg, IL 60173  
E-mail: [callfornominations@aad.org](mailto:callfornominations@aad.org)

Any lobbying of committee members may eliminate the nominee from consideration by the Committee.

### **3. Nominating Committee Meetings**

The Nominating Committee shall meet twice during each election cycle to select a slate of candidates with the second meeting taking place approximately two weeks before the Annual Meeting. The use of the term “election cycle” here is the same as in Article VI, Section 3(a) of the Academy Bylaws.

### **4. Prior to the First Meeting of the Nominating Committee**

- a. Nominees can submit their name for only one position.
- b. Nominees must submit the required materials listed below, to the Nominating Committee by December 1.
  - Current, electronic Disclosure Statement of Potential Conflict of Interest
  - Signed commitment letter
  - Signed Due Diligence Report Agreement
  - Curriculum vitae (CV), not to exceed 250 words (not including specified category text) in specified format
  - Black and white or color head & shoulder photograph that shall be no smaller than 3” (wide) x 4” (high)  
**NOTE:** Potential short-listed candidates notified by the Nominating Committee will be required to submit a final photograph in a specified format. (See 6. b.2.)
- c. Nominees who fail to submit all the materials described above will be eliminated from further consideration by the Nominating Committee for the current election cycle and will also be ineligible to be a write-in candidate for the current election cycle.

### **5. First Meeting of the Nominating Committee**

- a. The Nominating Committee will prepare the “potential candidate short list,” and in doing so will review all nominees and materials submitted to ensure that each nominee has been vetted and is a Fellow in good standing with the Academy.
- b. The “potential candidate short list” will include candidates for the offices of President-Elect, Vice President-Elect, open positions on the Board of Directors, and Nominating Committee member representative.
- c. For each of these offices, the Nominating Committee shall formulate up to two (2) questions to be answered by all individuals on the “potential candidates short-list” for such office prior to the second meeting of the Nominating Committee.

## **6. Post First Meeting of the Nominating Committee**

- a. The Nominating Committee shall contact the members on the “potential candidate short list” after the first Nominating Committee meeting to confirm their willingness to accept the submission of their name as a potential candidate for President-Elect, Vice President-Elect, Director or Nominating Committee representative.
- b. The Nominating Committee will request that each potential candidate submit the following to the Executive Office of the Academy within one (1) week after being notified by the Nominating Committee that he or she is on the potential candidate short list:
  1. Answer(s) to potential candidate question(s) formulated by the Nominating Committee. Response(s), combined or otherwise, to the potential candidate question(s) may not exceed the total word count as indicated below.

President-Elect	500 words
Vice President-Elect	250 words
Board of Directors	125 words
Nominating Committee Member Representative	125 words
  2. Final election photograph in specified format to be used in all election materials prepared by the Academy.
  3. Final Electronic Disclosure Statement of Potential Conflict of Interest for posting to the Academy Website.
- c. All unsuccessful nominees not selected by the Nominating Committee shall be called by one of the Committee members following the first meeting and thanked and acknowledged verbally for expressing an interest in serving as a nominee. This notification shall occur no later than two business days after those on the “potential candidate short list” have been contacted.

## **7. Second Meeting of the Nominating Committee**

- a. The Nominating Committee shall review all materials submitted by “potential candidates” and shall select a final slate of candidates.
- b. The slate shall contain at least two candidates for each position to be filled on the Board of Directors, two nominees each for the offices of President-Elect and Vice President-Elect and two candidates for the vacant position of Nominating Committee member representative.
- c. Following its second meeting, the Nominating Committee shall confirm the willingness of each candidate to run for Officer, Director or Nominating Committee member representative.

- d. All unsuccessful “potential short listed candidates” not selected by the Nominating Committee shall be called by one of the Committee members following the second meeting and thanked and acknowledged verbally for expressing an interest in serving as a candidate. This notification shall occur no later than one business day after those on the “potential candidate short list” have been contacted.
- e. Unsuccessful nominees for Director positions who were vetted by the Nominating Committee and are Fellows in good standing with the Academy shall be eligible to be a write-in candidate for the open Director positions during the current election period if they so choose. When notified, such unsuccessful nominees will be reminded that if they decide to be a write-in candidate, they will be required to follow the rules in Paragraph 15 of this administrative regulation during the election cycle.
- f. The Nominating Committee Chair shall forward the final slate to the Academy’s Board of Directors not later than the next business day following the second meeting of the Nominating Committee.

The final slate of candidates shall be announced to the membership not later than the third business day following the second meeting of the Nominating Committee.

#### **8. Candidate Briefing Call**

A Candidate Briefing Call shall take place within two (2) business days after the announcement of the slate of candidates for office. The Academy Secretary-Treasurer and/or the Chair of the Ad Hoc Task Force on Election Oversight will review the election activities as outlined in this Administrative Regulation on Nomination and Election Procedure.

#### **9. Election Period**

The term “Election Period” as used in this administrative regulation is defined as that time between the date of identification of slated candidates by the Nominating Committee and the deadline date for receipt of ballots. This term is distinct from the term “election cycle” used in the Academy bylaws. (Article VI, Section 3 (a)).

#### **10. Ballot and Ballot Book**

The ballot and other materials in the ballot book shall be sent to all eligible voters and the ballot book shall be posted to the Academy Website, as soon as practicable after the announcement of the slate of candidates, but no later than the next business day after the Annual Business Meeting. Subject to the terms of Paragraph 6 of this administrative regulation, the ballot book shall be accompanied by each candidate’s photograph, curriculum vitae, and answers to questions formulated by the Nominating Committee.

#### **11. Election Open Date**

The Academy election shall open to the membership not more than two (2) days prior to or not more than one (1) business day after the Annual Business Meeting.

#### **12. Annual Meeting and Other Academy Election Activities**

- a. The following election activities shall occur during the Annual Meeting:

- (1) slated candidates shall be acknowledged at the Annual Business Meeting
  - (2) slated candidates for President-Elect shall be given the opportunity to make a five-minute presentation at the Annual Business Meeting (See 13. h.)
  - (3) slated candidates shall be given the opportunity to videotape a statement that will be broadcast during the meeting
  - (4) slated candidate videotaped statements will be posted to the Academy Web site for viewing by the membership throughout the Election Period
  - (5) slated candidate electronic Disclosure Statements of Potential Conflict of Interest will be posted to the Academy Website for viewing by the membership
  - (6) slated candidates shall receive a ribbon identifying them as a candidate for election
  - (7) slated candidate poster boards shall be displayed
  - (8) voting members shall be given the opportunity to vote electronically onsite
- b. The Academy will make every effort to assure that candidates for office do not receive inadvertent additional publicity through the reporting of Academy activities in official publications or through the day-to-day program or administrative functions in which a candidate may be involved, except that the names of candidates:
- who are winners of Academy awards may be published in Academy Annual Meeting publications; and
  - that appear in Academy materials having educational content i.e., interviews, articles and publications,, will be disseminated to the membership, even if such distribution occurs during the “Election Period”. (See 9)
- c. The Academy will inform the membership of the official, authorized, and recommended election activities identified herein by publishing an excerpt of this administrative regulation on election activities in *Dermatology World* in the earliest issue after the date that candidates are announced, in any issue which includes candidate position statements, in the issue that is mailed closest to the date on which the ballots are mailed, and by including the summary in the election voting packets.

### **13. Authorized Election Activities by Slated Candidates**

a. Optional Letter

Each candidate may submit to the Academy one optional letter authored by the candidate in support of his/her candidacy. The Academy will post each optional letter to the election Website in the below specified format and notify the membership via e-mail and fax alerts of such posting. These alerts will have a link that will take members directly to the candidate election materials. Candidates who wish to disseminate their optional letter by mail to Academy members who have not provided e-mail or fax numbers are personally responsible for doing so and for all associated expenses. The Academy will provide the names and addresses of those Academy members who do not have e-mail addresses or fax numbers to candidates for a one time use upon request. Except as specified in this Section 13. a., candidates may not disseminate any organized campaigns by letters, emails, or other correspondence or materials in support of their candidacy other than the one optional letter.

The optional letter:

- must be formatted on the candidate's letterhead or plain paper, which shall be
- 8 1/2" x 11" page must be typewritten in a 12 point font
- may include one photograph in black and white or color that shall be no larger than 2" (*wide*) x 3" (*high*)
- must not include hyperlink(s)
- Candidates must forward a copy of their optional letter to the Academy office for review by the Chair of the AHTF on Election Oversight and/or the Secretary-Treasurer, no later than the Friday prior to the opening of the Academy's Annual Meeting to be disseminated to the membership.

Candidates' optional letter will be posted to the Website as received and upon approval and will remain there throughout the Election Period. The version of the optional letter submitted by the candidate to the Academy for posting on the Website and dissemination must be in final form. No changes to the optional letter will be allowed after it is submitted to the Academy by the candidate. The Academy will not be responsible for errors in the final version of the optional letter submitted by the candidate.

- b. Candidates are prohibited from soliciting, financing, or disseminating support letters authored by others, including other Academy members.
- c. Candidates may give presentations in support of their candidacy at local, state, regional and sub-specialty dermatologic meetings, or in an electronic environment such as chat rooms, listservs, or broadcast e-mails if all other slated candidates for the position have been invited to present. At these sessions, candidates' presentations should focus on their views regarding relevant Academy policy.
- d. Candidates may give educational presentations or interviews at dermatologic meetings or in related publications. However, presentations in these circumstances may not contain any political or electioneering content, and the candidates must refrain from mentioning their candidacy, other candidates, or the election. Other presentations or interviews may also be permitted as long as they contain no reference to the current election.
- e. Distribution by candidates of flyers, trinkets, pins, ribbons, and other similar items in support of the candidate is prohibited.
- f. Campaigns organized by candidates, including letter writing, telephone campaigns, e-mails, postings to chat rooms, and other forms of campaigns are prohibited. Candidates should actively discourage others from conducting such campaigns on their behalf. Members and other dermatologic societies are encouraged to submit questions to the Nominating Committee for possible selection for response from candidates in the ballot book. However, candidates are discouraged from responding to questions submitted to them directly by other dermatologic societies outside of the Nominating Committee process.

- g. It is expected that all communications and activities initiated by candidates will reflect the highest professional standards of the Academy.
- h. **President-Elect Candidates Presentation**  
President-Elect candidates have the option of giving a (5) five-minute presentation at the Annual Business Meeting. This presentation must be submitted in final written format to the Executive Office no later than (5) five days prior to the Annual Meeting. Candidates should indicate the format they will use to give their presentation i.e., PowerPoint, teleprompter. The final version of each President-Elect Candidate's presentation will be posted to the Academy Website as submitted. President-elect Candidates are encouraged to participate in a rehearsal that is held at the Annual Meeting. During rehearsal, speeches will be timed to ensure they are within the five-minute time limit. There will be a warning light at the podium to notify the candidates during their live speeches when they have thirty seconds remaining in their five-minute time limit. In fairness to both candidates, the microphone will be shut off at or very shortly after the time limit has elapsed. Each President-elect candidate's five-minute videotaped speech will be posted to the Academy's election Website.
- i. **Slated Candidate Videotaped Statement**  
Slated Candidates for the position of Officers, Directors and Nominating Committee member representative are encouraged to participate in a videotaped statement onsite during the Annual Meeting. The Academy will post videotaped and written Candidate Statements to the Academy Website for viewing by the membership throughout the Election Period. This is in addition to, and not in place of the optional candidate letter.

For President-elect, this statement is in addition to the videotape of their speech at the Annual Business Meeting.

Candidates will be contacted to confirm the location and time of their taping sessions. The content and format of the statement will be the decision of the individual candidate. To assure that the statement will fit into the time limits listed below and to allow time for the statement to be loaded on to the teleprompter, candidates are required to submit their statements to the Academy no later than (5) five days prior to the Annual Meeting. Candidates are encouraged to rehearse their statements.

The broadcast air time that has been allotted for candidate statement is as follows:

President-Elect	One Minute
Vice President-Elect	One Minute
Board of Director	45 Seconds
Nominating Committee Member Representative	30 Seconds

- j. Candidates will be asked to complete a questionnaire on the election process prior to the announcement of the final results of the election.

#### **14. Authorized Election Activities by Director Write-in Candidates**

- a. Unsuccessful nominees who wish to be a Director write-in candidate, have been vetted by the Nominating Committee, and are a Fellow in good standing with the Academy, are required to submit their name in writing to the American Academy of Dermatology, attention Secretary-Treasurer, by a designed date that is ten (10) days prior to the opening of the election.
- b. Director Write-in candidates are also subject to the rules outlined in Paragraph 13, b-g.

## **15. Ballot Return Date**

To be valid and in accordance with Paragraph 17 of this administrative regulation ballots:

- (a) must be submitted online or sent directly to the independent election service designated therein
- (b) must be received or electronically posted by a date designated therein, which date shall be within thirty (30) days after the date ballots are sent to the membership
- (c) must not contain write-in votes for Officers and Nominating Committee member representative positions
- (d) may contain a vote for one (1) eligible Director write-in candidate
- (e) may not exceed four (4) votes for Directors inclusive of one (1) Director write-in candidate

## **16. Announcement of Election Results**

Successful candidates shall be announced as soon as practicable after the ballot return date.

## **17. Official Election Candidate Results**

The official results of each election certified by the independent election service are kept on file at the Academy office. Each candidate may verbally receive the numerical results of the election in which the individual was a candidate by contacting the Secretary-Treasurer.

## **18. Assumption of Office**

Successful candidates shall assume office at the conclusion of the Annual Meeting following the election.

## **19. Manner of Notice and Announcement**

Notice(s) and Announcement(s) required by this administrative regulation shall be in writing and, unless otherwise specified by the Academy Bylaws or this administrative regulation, may be affected by publication in an official Academy or Association publication, by United States mail, or by facsimile, or electronic transmission.

## **20. Ad Hoc Task Force on Election Oversight**

An ad hoc task force will be appointed each year prior to the Call for Nominations, to monitor the Academy's election process and election activities. The ad hoc task force will be chaired by the Immediate Past President holding office when slated candidates are announced, and will be further comprised of the Secretary-Treasurer or Assistant

Secretary-Treasurer, and the following individuals appointed by the President: a past member of the Board of Directors, a past Chair of the Nominating Committee, a member of the Advisory Board, and a previously unsuccessful candidate. Members asked to serve on the AHTF on Election Oversight should not accept the appointment if they anticipate becoming a candidate in the election. Upon acceptance of the AHTF appointment, the member must remain neutral throughout their term, which includes, but is not limited to, the nominating process and Election Period. The AHTF members are restricted from submitting nominations, supporting nominees, writing letters or speaking in support of any nominee, potential candidate, slated candidate or write-in candidate running for office.

The Ad Hoc Task Force on Election Oversight will report any recommendations for sanctions to the Board of Directors. At the end of the election process, the Ad Hoc Task Force will present a formal report to the Board of Directors and include any recommendations that it may have for revisions to existing regulations.

**21. Candidate Sanctions for Failure to Comply with Regulations**

Slated and write-in candidate(s), who are found, by a majority vote of the Board of Directors, to be in violation of the above regulations may, at the Board's discretion, be subject to sanctions, including but not limited to, removal from the ballot and/or nullification of votes received.

The Board of Directors retains discretion to alter the dates within this administrative regulation to accommodate special circumstances.