



## Nominating Committee

### Policy & Procedures

*Revised 2023-2024*

The Nominating Committee consists of at least three (3) Medical Members and two (2) Cytologist members. The committee consists is appointed by the President-Elect prior to assuming the office of President and subject to the approval of the Executive Board. The President-Elect shall designate one (1) member to be Chair of the Nominating Committee. The following composition is recommended:

1. One past president who completed his/her term 1-3 years previously.
2. One past-president who completed his/her term 4 or more years previously.
3. One member at large (preferably, but not necessary a past president or former EB member).
4. One former EB Cytologist member who completed his/her term 1-3 years previously.
5. One Cytologist who completed his/her term on the EB 4 or more years previously, or a past Cytology Advisory Committee Chair.
6. The immediate past president and immediate outgoing EB Cytologist.

The Nominating Committee is responsible for selecting a slate of candidates for ASC Officers and the Executive Board members. The Nominating Committee Chair announces a “Call for Nominations” in the January to the Membership. Nominations are sent to the National Office with a deadline of February 29<sup>th</sup>. **Any member** of the Society may submit nominations to this Committee for consideration. The Chair will also send a “Call for Nominations” directly to the Officers, Executive Board Members, Past Presidents, Past Executive Board Members, Committee Chairs and Nominating Committee Members.

Once the nominations are collected, the committee reviews the nominations and selects:

- at least one (1) but preferable two (2) nominations for the Secretary-Treasurer (3 year term) position (if applicable),
- at least two (2) nominations for the Vice President,
- at least four(4) nominations for each of the medical positions and
- at least two (2) nominations for the Cytologist position.

Both medical members and Cytologist members of the Board may serve more than one term in office; however, there must be at least a one-year absence from the Board between terms.

The two medical members rotating off the Executive Board are nominated for Vice President; however, the membership is asked for additional nominations in the call for nominations. The nominees for Vice President and Secretary-Treasurer must be medical members who have served on the Executive Board for at least two years. The Secretary-Treasurer is elected for a three-year term and may not be re-elected to the same office for more than two (2) consecutive terms. The Vice-President shall serve for a term of one (1) year at which time he/she will assume the office of President-Elect; at that time the sitting President-Elect shall assume the office of President, and the

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sitting President will remain on the Executive Board as immediate Past President with voting privileges for one year.

### **Requirements**

Each Nominee must meet the following criteria to be considered for the Slate of Candidates.

The minimum eligibility criteria includes –

- Each Nominee should have attended at least five of the past 10 years Annual Scientific Meeting
- Pathologist Nominees should have served on at least two committees Cytologist Nominees should have served on at least one committees
- Cytologist should be Voting Cytologist Members

The Committee will review the nominees for each position and rank the nominees based on the “scoring system.” *See scoring system attached.* The scoring system focuses on simple objective criteria of service to the ASC, including committee membership, leadership, teaching, and other ASC activities. Committee participation and chair positions can receive unlimited points, while other activities are capped after reaching a certain level.

Each eligible nominee will be asked to send their CV and complete a list of questions for the committee’s review.

The second step would be the responsibility of the Nominating Committee to select a slate of candidates from among the pool that scored above the set threshold in the first step: the actual score would not necessarily carry over into the second phase. This second phase would involve consideration of those "subjective" qualities that are difficult to score but are critical to the successful performance of senior responsibilities within the leadership of the ASC. These include but are not limited to: interpersonal skills, professional experience and expertise, evaluation of one’s previous performance in ASC leadership roles, philosophic alignment with the mission and values of the ASC, and leadership potential for the future growth and success of the ASC.

The expectations of a Board member include:

- attending all ASC Board meetings, including conference calls
  - attending the ASC Annual Scientific Meeting
  - supporting the ASC Foundation
  - supporting *JASC*
  - advising the ASC committees
  - overseeing the ASC Strategic Plan
  - supporting the ASC National Office
  - ensuring and managing ASC resources
  - determining and monitoring its programs and services
  - enhancing its public image
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The Nominating Committee members discuss the pool of candidates and select the slate of candidates during a committee meeting. The Committee will submit the slate of candidates to the Executive Board at the Spring Executive Board Meeting for final approval. ALL nominees are notified after the Board meeting.

A nominee may have been nominated several years in a row; the answers to the previous year's questions are destroyed after the Slate is approved.

Individuals nominated but not selected can petition the ballot. The potential candidate must be a member and should have demonstrated a history of significant service to the Society. At least 5% of voting members must sign the petition. Candidates interested in petitioning the ballot should contact the ASC National Office for a petition form.

The Nominating Committee will also submit an article for the July issue of *The ASC Bulletin* announcing the slate of candidates.

At least 60 days prior to the next annual meeting the National Office will email a ballot to each voting member of the Society. The email will include the biographical sketches (available on the ASC Web site). The voting will close in 30 days. Once the ballots are counted in the National Office the current Officers are notified with the results of the election. The President will notify each nominee and the Secretary-Treasurer will announce the results of the election at the Annual Business Meeting. All elected members take office at the close of the Annual Business Meeting at which they are elected.

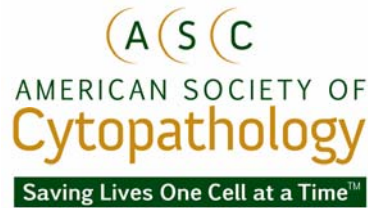




### Nominating Committee Calendar

Date	Action
December	Prepare Call for Nominations for January issue of <i>The ASC Bulletin</i>
January	Send a Call for Nominations to Executive Board Members, Committee Chairs, Past Presidents, Past Cytologist Board Members and Nominating Committee Members
February 28	Deadline for Nominations
March	Conference call to review nominees and select nominees for interviews
March	Nominees complete the interview questions
April	Nominating Committee reviews and select nominees for Officers and Executive Board
April	Submit the Slate of Candidates to Executive Board
April/May	EB reviews and approves Slate of Candidates
June	Prepare slate of Candidates announcement for July issue of <i>The ASC Bulletin</i>
August	End of August the National Office open the voting online to ASC members
September	End of September voting closes
October	ASC Officers are notified with the results of the elections
October	ASC Presidents notifies the nominees
November	ASC Secretary-Treasurer announces the results of the elections at Annual Business meeting.
November	The results of the elections are published in <i>The ASC Bulletin</i> .





**Executive Board Nominations Scoring Card**

**Nominee:** \_\_\_\_\_

**Nominated in 20XX:**

<b>Membership Years</b>	1 point <b>MAX 10 points</b>	Each Year	
<b>ASC Committee Experience</b>	10 points per Committee	Committee Chair/CO-Chair (Per Committee)	
	5 points	Vice-Chair	
	3 points	Committee member (per committee, per term)	
<b>ASC Activities</b>	1 point <b>MAX 10 points</b>	Annual Meeting Attended (within the last 10 years)	
	2 points	<i>Annual Meeting Participation</i> (past 10 years) – Scientific Sessions, Workshop, Panel Luncheon	
	1 point	Paper Presentation (first author) (past 10 years)	
	2 points	<i>Cytoconference Presenter</i> (past 10 years)	
	1 point	<i>eJournal Submitter</i> (past 10 years)	
	1 point	<i>Case Study Submitter</i> (past 10 years)	
	2 points	Papers Submitted to <i>JASC</i> (max 20 points) (5 years)	
	1 point	Review of Papers for <i>JASC</i> (max 20 points)(5 years)	
		<i>Paper Awards</i> (2 Points)	
<b>ASC Foundation</b>	2 points <b>MAX 10 points</b>	ASC Foundation contributions (2 points per contribution)	
		<b>TOTAL POINTS</b>	

**Appeared on ASC Ballot:**

**Notes:**





## Executive Board Nominations

Nominee: «Nominee»

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### ***Demographic Information:***

#### **What is ASC membership type?**

- Medical
- International Medical
- Scientist
- Voting Cytologist
- Cytologist

#### **What is your current employment setting?**

- Academic hospital
- Private hospital
- Public hospital
- Private laboratory
- Government/NIH
- Research laboratory
- Commercial
- Sales
- Other

#### **What is your geographic area?**

- Northwest (WA, OR, ID, MT, WY, AK)
- West (CA, AZ, NM, NV, UT, CO, HI)
- Midwest (ND, SD, NE, KS, OK, TX, MN, IA, MO, AR, WI, IL, MI)
- South (LA, MS, AL, GA, FL, SC, NC, VA, TN, KY, WV)
- East (OH, MD, DE, NJ, PA)
- Northeast (NY, CT, RI, MA, NH, VT, ME)
- Canada
- Mexico
- Outside North America (drop down of countries)





**Questions:**

1. What excites you about running for the Executive Board?
2. What challenges are the ASC and our profession facing currently and what are likely issues we will need to tackle in the near future?
3. What is your vision for ASC over the next five years?
4. Are you currently an officer/board member of another organization, or expect to serve in such a position in the next five years? If yes, do you perceive this to be a conflict of interest? Please explain.
5. What experiences or leadership roles have you had that might benefit the Executive Board?
6. Financial stability is an important strategic initiative for the ASC. What experience or ideas do you have to enhance the financial position of the ASC?
7. The ASC Foundation was established to support programs in Education, Research and Advocacy. In your opinion, how can the ASC Foundation further enhance the missions of the ASC?
8. The Journal of American Society of Cytopathology (JASC), established in 2014 as the Society's Official Journal, reflects the values and priorities of the ASC. As an ASC Board member, how can you contribute to the success of the journal?

**MD only question**

9. Have you attended at least 5 of the last 10 annual ASC Meetings? (yes or no)
10. Have you served on at least 2 ASC Committees? (yes or no)
11. Medical Member Board Members who are elected serve a four-year term. When completing their fourth year on the Board, Medical Member Board members are eligible to run for Vice President. The Vice President serves a one-year term, followed by one-year terms each as President-Elect, President and Past President. Are you willing to run for Vice President when completing your fourth year on the Board and serve an additional four years? (yes or no)

**Cytologist only question**

12. Have you served on at least 1 ASC Committee? (yes or no)
13. Are you a Voting Cytologist member? (yes or no)
14. What are the current key issues for the Cytology profession and how will you represent the Cytologist membership?



**EXECUTIVE BOARD  
POSITION DESCRIPTION**

**ASC President**

“The President shall be chief elected officer of the Society. Subject to the direction of the Board, he or she shall have and exercise direct charge of and general supervision over the business and affairs of the Society and shall perform all duties incident to the office of a president of a corporation and such other duties as from time to time he or she may be assigned by the Board.”

The purpose of the President is to provide leadership, in partnership with the Executive Director, in areas of administration, program, planning, organization and leadership recruitment. The ASC President **shall not** use the office for personal aggrandizement or for personal benefit. All actions of the President shall be in compliance with the strategic goals and objectives of the organization, and in conjunction with the Executive Board makes fiscally responsible decisions. At the end of the President’s term, the President becomes the immediate past president and serves an additional year on the Executive Board.

Major responsibilities of the ASC President are:

1. Chairs all Board meetings.
2. Enforces the ASC’s Bylaws, and policies.
3. Selects and supervises all committee and representatives.
4. Works closely with the Executive Director on issues affecting the overall organization.
5. Represents the ASC to the cytopathology community, government agencies, etc.
6. Works with Board members and staff to recruit new volunteers to the Board, committees and other allied committees/societies.
7. Ensures that the committees and the Board function appropriately.
8. Works with the Secretary-Treasurer and Executive Director to ensure that the ASC is meeting all fiduciary responsibilities.
9. Is an ex-officio member of the ASC Foundation
10. Ensures that individual Board members receive adequate training, and monitoring.
11. Moves the Board towards their preferred future – and fulfills the strategic plan.



### ***ASC President-Elect***

Assists the President with Presidential duties when requested. The President-elect is informed of all major organizational issues and decisions. The President-elect serves as Chair of the Board when the President is absent or unable to serve and is an Officer of the Executive Board. The President-elect is a member of the ASC Foundation. The President elect works in concert with the President to assure a smooth transition of leadership. At the end of the term, the President-Elect automatically becomes the ASC President.

### ***ASC Vice President***

Assists the President with Presidential duties when requested. The Vice President is informed of all major organizational issues and decisions. The Vice President will assume the remainder of the President-Elect's term should there be a vacancy of the President or President-Elect. The Vice President serves as an Officer of the Executive Board and is a member of the ASC Foundation Board of Directors. The Vice-President is responsible for compiling the Executive Board Report following the Board's face-to-face meetings for *The ASC Bulletin*. At the end of the term, the Vice-President automatically becomes President-Elect.

### ***ASC Secretary-Treasurer***

According the ASC Bylaws, the Secretary-Treasurer shall: “. . . keep or cause to be kept in permanent form a current record of all the transactions of the Society. He shall send due notice of stated and Annual Meetings to all members. He shall notify all applicants for membership of the action taken by the Society on their applications within sixty (60) days after the annual or stated meeting in which such action was taken. He shall keep a correct alphabetical list of members, together with their addresses and proposers, and shall supply copies to members applying to him or her for same. The Secretary-Treasurer shall conduct the correspondence of the Society and shall perform all other duties usually pertaining to this office. He shall act as custodian of all documents and papers of the Society and its Committees. In the function as Treasurer, the Secretary-Treasurer shall collect, receive, and be accountable for all funds that accrue to the Society from dues or otherwise. He shall disburse from the treasury such funds as may be necessary to meet the appropriations and proper expenses of the Society. The duties as treasurer may be allocated to another member of the Society if it is so ordered by the Executive Board. A budget shall be prepared for the ensuing year by the Budget and Finance Committee, of which the Secretary-Treasurer shall be an ex officio member, and presented for the approval of the Executive Board. The treasury books shall be audited annually by a Certified Public Accountant.”

More specifically, the Secretary-Treasurer ensures that the ASC minutes are properly recorded and written (by the Executive Director) to include the time and place of the meeting, the names of those present and accurate reporting of meeting activities and motions. The minutes are drafted by the Executive Director and are sent to the Secretary-Treasurer for review and approval. After revision, the Secretary-Treasurer signs the minutes and they are distributed to the Board.



The Secretary-Treasurer ensures that the National Office properly maintains the archival and financial files to include:

1. Articles of Incorporation;
2. Tax exempt information (tax returns, IRS correspondence and notifications, etc.);
3. Bylaws;
4. Financial audits;
5. Approved budget;
6. Signatory list;
7. Policies and procedures.

The Secretary-Treasurer also reviews the organization's policy statements, with the Executive Director, and recommends revisions to the Board when appropriate. The Secretary-Treasurer works with selected Board members to evaluate the work of the Executive Director. The Secretary-Treasurer serves as an Officer of the Executive Board.

#### ***ASC Senior Cytologist Board Member***

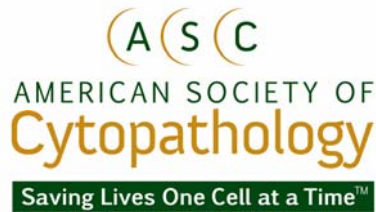
The Senior Executive Board Cytologist is the Cytologist member who is serving their last term. Responsibilities of the Senior Cytologist includes, delivering the Cytologist portion of the annual State of the Society Address during the ASC Annual Scientific Meeting. The Executive Board Cytologists represent the Cytology membership and bring key issues regarding the profession to the Board. Board members are the fiduciaries who steer the organization towards the future by adopting sound, ethical, and financial management policies, as well as by making sure the Society has adequate resources to advance its mission.

#### ***ASC Executive Board Members***

According to the ASC Bylaws:

*The general management of the American Society of Cytopathology, including approval of the annual budget, shall be vested in the Executive Board. It shall regularly perform the ordinary duties of a board of directors to appoint any Committee it may deem necessary and to delegate whatever powers necessary to such Committees.*

Executive Board Members are elected to serve a four-year term on the Board. Board Members are expected to regularly attend Board meetings, to exercise the diligence, skill and care that a person would exercise in a private business. **The Board meets for two face-to-face meetings and several conference calls throughout the year.** Board Members should review reports and issues with extreme care and question policy and procedures as though they were owners of the corporation. Board Members should question the appropriateness of ASC actions as though they were challenging their own advisors. When the Medical Executive Board Members complete their four-year term, they are eligible to run for ASC Vice President.



## **Major Duties and Responsibilities**

### **Ongoing:**

1. Understands the Executive Board's objectives and its relationship to the ASC.
2. Is aware of the Strategic Goals of the ASC and is committed to furthering the interests of the ASC as the premier cytopathology organization.
3. Routinely reviews the Conflict of Interest Policy and discloses Conflicts when directed
4. Attends all meetings unless excused by the President
5. Is aware of ASC staff, their responsibilities and their position in the organization

### **Pre-Meeting:**

6. Reads all agenda items prior to the meeting and calls the President or Administrative Staff with questions.
7. Makes travel plans in advance to take advantage of discounted airfare.

### **At the Meeting:**

8. Arrives punctually
9. Includes conflict of interest items for disclosure
10. Participates actively without dominating the discussion. Encourages open discussion of relevant information to develop consensus whenever possible.
11. Asks for clarification when proposed action or decision is unclear.
12. Does not delay actions or decisions when unfamiliar with agenda items due to lack of pre-meeting preparation.
13. Volunteers for tasks when appropriate.

### **Post-meeting:**

14. Promptly submits expense reports
15. Completes assigned tasks promptly
16. Supports the Executive Board decisions regardless of personal biases
17. Maintains confidentiality of the Executive Board Decisions and discussion. Inquiries regarding Executive Board actions should be referred to the Executive Director or the President.