2024 – 2025 GENERAL ELECTIONS INFORMATION & APPLICATION PACKET

Compiled by the 2023-2024 Elections Committee
# Table of Contents

I. **INTRODUCTION & WELCOME** .................................................................3

II. **II. GENERAL ELECTIONS** .................................................................5  
   a. *Overview* .........................................................................................5  
   b. *Available National Positions* .............................................................5  
   c. *Candidates Seeking HOD Positions* ..................................................5  
   d. *Candidates Seeking BOD Positions* ..................................................6  
   e. *Candidates Seeking National Committee Appointments* ......................6  
   f. *Eligibility & Requirements* ...............................................................7

III. **ELECTIONS APPLICATION**  
   a. *Required Documents and Application Instructions* ..............................8  
   b. *GENERAL ELECTIONS APPLICATION* ...............................................9  
      i. *Application Form* ............................................................................9  
      ii. *Letter of Support and Academic Standing* .......................................10  
          1. Example Letter ............................................................................11  
      iii. *Candidate Response Questions* ....................................................12  
      iv. *Addendum* ....................................................................................13  
      v. *Application Checklist* ...................................................................14
WELCOME FROM THE 2023-2024 NATIONAL PRESIDENT-ELECT

Dear Student National Medical Association (SNMA) Member,

Congratulations on taking the first step of a life-changing journey within the SNMA. In preparation for the organization’s 61st year, I joyfully announce this year’s election theme, *Soaring in Leadership: Purpose, Passion, and Perseverance*. This theme reflects the characteristics that have sustained the SNMA since its founding in 1964.

The 2024 Annual Medical Education Conference (AMEC) will be held March 27th–31st in New Orleans, Louisiana. National officers are elected or appointed by either the Board of Directors (BOD) or House of Delegates (HOD). Please carefully consider each of the available positions and determine how your skillset and interests can best serve the SNMA. I look forward to hearing your passion and plans to both uphold and enhance the organization’s mission. **SNMA members interested in applying for a national position will submit an electronic copy of all requested application materials in one email to elections@snma.org by 11:59 PM EST on February 21st, 2024 for eligibility review.** Members submitting late applications for elected positions may have to run from the floor during the HOD session at AMEC. It is recommended that interested applicants attend the January National Leadership Institute (NLI) on **January 19th-21st, 2024 in Nashville, TN.** While attendance at this meeting is not mandatory, it is highly encouraged as it will allow applicants the opportunity to observe the operations of the Board of Directors, interact with current and past national officers, and enhance leadership skills. As the National President-Elect and Chair of the Elections Committee, I applaud your commitment to this organization and interest in serving the SNMA at the national level. Please contact me at presidentelect@snma.org with questions about the elections process. I look forward to receiving your application!

Yours in SNMA,

Ja’Nia McPhatter
National President-Elect 2023-2024
Elections Committee Chairperson
presidentelect@snma.org
Overview
SNMA’s 60th Annual Medical Education Conference (AMEC) will be held March 27th – 31st, 2024 in New Orleans, Louisiana. During this annual meeting, the SNMA House of Delegates (HOD) will convene and elect national officers for the 2024-2025 administrative year. The Board of Directors (BOD) will also elect BOD officers and approve Committee Chair appointments made by the incoming National President. The AMEC formally begins with an Opening Ceremony. For further details about the conference and for a schedule of events please visit the SNMA website at www.snma.org.

Available National Positions
A description of the positions below can be found at snma.org/electionscommittee

I. Elected Positions
   a. National President-Elect
   b. National Vice-President
   c. Speaker of the House of Delegates
   d. National Parliamentarian
   e. National Pre-Medical Board Member
   f. National Treasurer
   g. National Secretary
   h. Regional Director to the EC
   i. Strategic Planning Council, Corporate Member
   j. Strategic Planning Council, Associate Member
   k. Professional Board Member
   l. Professional Board Member to the EC

II. Appointed Committee Positions
   a. Committee Chairperson
   b. Committee Vice Chairperson
   c. Subcommittee Chairperson
   d. Project Coordinator
   e. National Committees
      i. Academic Affairs
      ii. Community Service
      iii. Convention Planning
      iv. Diversity Research
      v. External Affairs
      vi. Finance
   v. Health Policy & Legislative Affairs
   vi. Internal Affairs
   vii. International Affairs
   viii. MAPS
   ix. Membership
   x. Osteopathic

Candidate Attainment of Office

<table>
<thead>
<tr>
<th>SNMA Office or Position</th>
<th>Voted or Approved</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>President-Elect</td>
<td>Elected by the HOD</td>
<td>Saturday AM</td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker of the House</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parliamentarian</td>
<td></td>
<td></td>
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<tr>
<td>Pre-medical Board Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Elected by the BOD</td>
<td>Sunday AM</td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional Director to the EC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Committee Chairpersons</td>
<td>Appointed by the incoming President and approved by the BOD</td>
<td>Sunday AM</td>
</tr>
</tbody>
</table>

Candidates Seeking HOD Elected Positions
Those seeking HOD elected positions in the SNMA are evaluated by the Elections Committee and formally nominated in the HOD. The schedule and procedure for those seeking HOD elected office is subject to change but is currently as follows:

- **Thursday, March 28th at 8:00 am:** Candidates Briefing Session where candidates will be briefed on their presentations to the Board of Directors.
- **Thursday, March 28th at 1:00 pm:** Meet the Candidates session where the membership will have an opportunity to interact with the candidates.
- **Thursday, March 28th at 6:30 pm:** Candidates will make presentations to the Regions.
- **Friday, March 29th at 8:30am:** Candidates will make presentations to the House of Delegates.
- **Saturday, March 30th at 8:00 am:**
Electronic voting in the HOD session.

- **Saturday, March 30th at 7:00 pm:** Elections results announced at conclusion of BOD Banquet and swearing in of officers.
- **Sunday, March 31st at 9:00 am:** BOD meeting.

All candidates for HOD elected office should plan to participate in the BOD meeting if elected and leave the convention **by 2:00 pm on Sunday.** If you have a scheduling conflict you must notify the Elections Committee Chairperson.

### Candidates Seeking BOD Elected Positions

Those seeking BOD elected positions in the SNMA are evaluated by the Elections Committee and will present to the BOD during the Sunday BOD meeting. The schedule and procedure for those seeking BOD elected office is **subject to change** but is currently as follows:

- **Thursday, March 28th at 8:30 am:** Candidates Briefing Session where candidates will be briefed on their presentations to the Board of Directors.
- **Sunday, March 31st at 9:00 am:** Candidates will make presentations to the BOD. The elections process will follow during the BOD meeting. The swearing of officers will take place by the conclusion of the meeting.

All candidates for BOD elected office should plan to participate in the BOD meeting and transition session if elected and leave the convention **by 2:00 pm on Sunday.** If you have a scheduling conflict you must notify the Elections Committee Chairperson.

### Candidates Seeking National Committee Appointments

Prior to the AMEC, the Chairperson of the Elections Committee will communicate with each candidate being considered for a National Committee position. Candidates will have ample opportunities to learn more about the duties of the position and the specific objectives for the coming year under the 2024-2025 President’s Executive Agenda. Formal campaigning is not required.

To remain eligible for a Committee Chairperson position, candidates must submit the required documents by the deadline and should attend the BOD meeting on **Sunday, March 31st at 9:00 am** for BOD approval and swearing in by the Chairperson of the Board of Directors. Committee Chairpersons are then expected to participate in the BOD meeting. As such, candidates should plan to leave the convention **by 2:00 pm on Sunday.** If you have a scheduling conflict you must notify the Elections Committee Chairperson.

Committee Vice Chairpersons, Subcommittee Chairpersons, Project Coordinators, or Members-at-large do not need to be approved by the BOD or sworn in; therefore, attendance on Sunday, March 31st is not required.

### Campaigning

The Elections Committee will circulate information about formal campaigning. Active campaigning is not required but must follow the established directives of the Chairperson of the Elections Committee. **Those who are campaigning may not begin before the release of the elections composite.** All campaign materials must be approved by the Chairperson of the Elections Committee prior to dispersal or dissemination. Failure to comply with the Elections Committee regulations may result in withdrawal of candidacy or prohibition of campaign materials at the discretion of the Chair of the Elections Committee. As a reminder, formal campaigning is not involved with National Committee Appointments.
SNMA GENERAL ELECTIONS
Eligibility and Requirements

A. Eligibility
a. Must be a current SNMA member.
b. Must be fully registered to attend the AMEC in New Orleans, Louisiana (see SNMA website for registration).
c. All nationally elected or appointed officers must be Active Members in good academic standing.
d. Professional Board Members must be Active Members in residency/fellowship or Patron/Physician Members.
e. The Pre-medical Board Member must be an Associate or Active Member in good academic standing.
f. All Regional Directors must be Active Medical Student Members in good academic standing.

B. National Candidate Requirements
a. All candidates for national office shall be members in good standing.
b. All candidates shall submit to the Chairperson of the Elections Committee at elections@snma.org a candidate application, letter of intent, curriculum vitae, and other required materials by the deadline set by the Elections Committee.
c. All student candidates running from the floor, including Regional Director candidates, shall submit to the Internal Affairs Committee a “Letter of Support and Good Academic Standing” from their respective academic institutions by the deadline set by the Elections Committee, but no later than four (4) weeks after election or appointment. The Elections Committee shall verify receipt of letters for all officers. Failure to submit a letter may result in removal from office.
d. The Professional Board Member from the field of medicine must have an MD/DO degree and a license to practice medicine.

C. The SNMA shall seek to fill at least two of its Professional Board Member seats with persons accomplished in fields other than medicine, i.e. law, business, education, etc. (1987 HOD)

D. All Officers shall be elected or appointed by the appropriate governing body.
a. The following officers shall be elected by a simple majority of the BOD:
i. Treasurer
ii. Secretary
iii. Regional Director to the EC (must be a current Regional Director)
iv. Professional Board Member to the EC (must be a current Professional Board Member)
b. The following officers shall be elected by a simple majority of the HOD:
i. President-Elect
ii. Vice President
iii. Speaker of the House
iv. Parliamentarian
v. Pre-medical Board Member
vi. Professional Board Members
c. Regional Directors are elected according to the procedures established by the Active Members in their regions.
d. National Committee Chairpersons are appointed by the National President at the end of the elect year or during the year of presidency. All appointments must be ratified by a two-thirds (2/3) vote of the BOD.

E. Upon attainment of office and request, a letter may be sent on behalf of the elected or appointed official within three months post-Conference to the schools of all BOD members informing the administration of the students’ positions and asking the administration for support.
SNMA GENERAL ELECTIONS
Application Required Documents and Instructions

REQUIRED DOCUMENTS

All documents are required for candidacy unless otherwise specified.

- 2024-2025 Application Form (template attached)
  - Please read the Elections Information Packet before completing this form.
  - Document is also Available in Word Format at https://snma.org/page/electionscommittee
- Letter of Support and Good Academic Standing (template attached)
- Candidate Responses
- Letter of Recommendation (Sent to presidentelect@snma.org by writer and received by the established application deadline)
  - Letter can be provided by institutional faculty, staff, administrators or former/current employer. As a reminder, BOD members and HQ Staff are not permitted to endorse any one candidate PPM 2.12.5 Section A (d.) (e.). This includes, but is not limited to, writing letters of recommendation on behalf of candidates.
  - The following points should be addressed:
    - How long and in what capacity have you known the applicant
    - The applicant’s skills and strengths as a leader
    - Any significant accomplishments by the applicant
    - How the applicant’s qualifications fit with their intended position
    - The applicant’s ability to work independently and as a member of a team
    - Your overall assessment of the applicant
- Letter of Intent (Elected Positions Only)
- Curriculum Vitae (without grades or test scores)
- Electronic Photo (Headshot is preferred, as it will be distributed)

APPLICATION INSTRUCTIONS

Complete all required documents, compile, and send in both PDF and Word formats, in one email to elections@snma.org AND presidentelect@snma.org by 11:59 PM EST on February 21st, 2024. The Elections Committee will review all applications and certify them.

Parties submitting late applications for elected offices can only be nominated from the floor and approved by the BOD once all other candidates’ materials have been distributed. All candidates are encouraged to submit their materials early.

All communications from the Elections Committee, including Notice of Acceptance, will be transmitted via email. You will be notified of receipt of your application within three to five business days by the Elections Committee. Certification of candidacy will be conferred no later than March 1st, 2024.
2024-2025 SNMA GENERAL ELECTIONS APPLICATION FORM

Deadline for Submission: February 21st, 2024, by 11:59 PM EST

Demographics (all fields required):

Name
Address
Email
Phone
Degree and Year
Institution
SNMA Region

I am submitting credentials for election/appointment to the office of an:

**Elected Position** (Note: Applicants must submit a letter of intent)

☐ President-Elect
☐ Vice President
☐ Speaker of the House
☐ Parliamentarian
☐ Pre-medical Board Member
☐ Treasurer

☐ Secretary
☐ Regional Director to the EC
☐ Professional Board Member
☐ Professional Board Member to the EC*
☐ Strategic Planning Council#

* Student members are not eligible for the Professional Board Member position
# Individuals must have served previously as a member of the SNMA Board of Directors or have significant corporate expertise
^ Treasurer, Secretary, Professional Board Member to the EC, and Regional Director to the EC are elected at the Sunday Board of Directors meeting during the AMEC. Please plan accordingly.

**Appointed Position** (Note: Applicants do NOT submit letter of intent)

☐ Committee Chairperson
☐ Committee Vice Chairperson/Subcommittee Chairperson/Project Coordinator
☐ Fellows

* Please rank, in order of preference, which committee you are interested in joining. See the National Committee descriptions in the Elections Information Packet.

1. 
2. 
3. 

For office use only

Date
Received
Complete
Incomplete
Reason
Signature
Signature
LETTER OF SUPPORT AND GOOD ACADEMIC STANDING
To be completed by an academic dean (or equivalent)

Student Name: Degree Program: 
School Name: Expected Graduation: 
Administrator’s Name: Role: 
Address 
City: State: Zip Code: 

Is this student in good academic standing? • YES • NO 
I have met with the student listed above and have discussed the roles and responsibilities of (position name) ________________________________ • YES • NO 
Our institution will be providing financial support for student travels and accommodations to attend at least 2 of required Board meetings AND the Annual Medical Education Conference (AMEC). • YES • NO 

Please select one of the following and include/attach a brief description for why. 

☐ I support this student’s involvement on the SNMA Board of Directors. 

☐ I have reservations about this student’s involvement on the SNMA Board of Directors 

☐ I DO NOT support this student’s involvement on the SNMA Board of Directors 

Signature: Date
LETTER OF SUPPORT AND GOOD ACADEMIC STANDING
EXAMPLE
To be completed by an academic dean (or equivalent)

Student Name: Future SNMA Leader
Degree Program: DO, MD, etc.

School Name: Best School of Medicine, USA
Expected Graduation: 2468

Administrator’s Name: John Jackson, MD
Role: Dean of Diversity and Inclusion

Address: 1234 Healing Hands
City: Anytown State: Any State Zip Code: 12345

Is this student in good academic standing? ✗ YES • NO

I have met with the student listed above and have discussed the roles and responsibilities of: National Vice President ✗ YES • NO

Our institution will be providing financial support for student travels and accommodations to attend at least 2 of required Board meetings AND the Annual Medical Education Conference. ✗ YES • NO

Please select one of the following and give a brief description for why.

☒ I support this student’s involvement on the SNMA Board of Directors.
   This Student is a leader at our institution and will be a great asset to your Board.

☐ I have reservations about this student’s involvement on the SNMA Board of Directors

☐ I DO NOT support this student’s involvement on the SNMA Board of Directors

Signature: Diversity Dean Date: 2/20/2020
CANDIDATE RESPONSE QUESTIONS

Please respond to the following questions. Responses should be limited to less than a page per question. Paragraphs should be appropriate to the position being considered.

1. What is your understanding of the responsibilities of the position(s) and/or committee(s) for which you are interested?

2. If elected or appointed, what plans do you have to sustain the impact and legacy of the SNMA?

3. Describe any chapter, regional, or national experience that you have had with the SNMA. Also include any non-SNMA experience related to your position.

4. How do you ensure transparency and accountability of your duties in challenging life circumstances?
ADDENDUM:

This Addendum to the General Elections Packet was created by the 2023-2024 Elections Committee. The purpose is to ensure an understanding of the commitment and responsibilities of an elected or appointed position to the Board of Directors prior to submitting for candidacy. The candidate must initial each of the following criteria followed by a signature prior to submitting the application.

☐ Candidate understands the commitment to attend one of two virtual informational sessions before AMEC. **Candidates will be notified of the date and time of those sessions.**

☐ Candidate has met with and/or plans to meet with the current officer for the position of interest prior to AMEC.

☐ Candidate understands and agrees that, upon accepting an appointed or elected role within the SNMA, it is their responsibility to fulfill the financial obligation associated with completion of position tasks in the event that candidate's institution withholds financial support.

Please Sign Below:

Signature: ___________________________ Date: ___________________________

SNMA NATIONAL HEADQUARTERS • 5113 GEORGIA AVENUE NW, WASHINGTON, DC 20011 • (202) 882-2881 www.snma.org
APPLICATION CHECKLIST:

Please check that the following are submitted with your application:

- [ ] 2024-2025 Application Form
- [ ] Letter of Support and Good Academic Standing (form included in application packet)
- [ ] Candidate Responses
- [ ] Curriculum Vitae (without grades or test scores)
- [ ] Electronic Photo (Headshot is preferred, as it will be distributed)
- [ ] Letter of Intent
- [ ] Letter of Recommendation (Sent to presidentelect@snma.org directly by writer)
- [ ] Initialed and Signed Addendum

Late applications may not be considered.

All communications from the Elections Committee, including Notice of Acceptance, will be transmitted via email.

You will be notified of receipt of your application within three to five business days by the Chairperson of the Elections Committee. Certification of candidacy will be conferred no later than March 1st, 2024.

Yours in SNMA,

Ja’Nia McPhatter
National President-Elect 2023-2024
Elections Committee Chairperson
presidentelect@snma.org