2020 – 2021 GENERAL ELECTIONS INFORMATION & APPLICATION PACKET

Compiled by the 2020-2021 Elections Committee
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Dear Student National Medical Association Member,

Congratulations on taking the first step to embark on a life-changing journey with the SNMA. During this past year, our organization has demonstrated flexibility, determination, and resiliency during what has been an arduous journey. As we summit into our 57th term, we celebrate this year’s election theme: **Fulfilling Our Mission as Pioneers of Impact**. As pioneers of impact, national leaders have a wonderful opportunity to guide our organization and influence both our membership and communities through mission-driven initiative. Not only will you distinguish yourself as a future healthcare leader through leadership development, network expansion and mentorship but you will impact the very future of this organization!

Our 2021 Annual Medical Education Conference (AMEC) will be held **March 31st - April 4th in Orlando, Florida**. The national officers will be elected or appointed by either the Board of Directors (BOD) or House of Delegates (HOD). Please take the time to carefully consider each of the positions and determine how your skillset and interests could best be used. We look forward to hearing your passion and plans to enhance our organization’s purpose.

SNMA members national positions should compile all requested materials and submit an electronic copy in one email to programs@snma.org AND presidentelect@snma.org by January 29th, 2021, 11:59 PM EST for eligibility review. Members submitting late applications for elected positions may have to run from the floor of the HOD at AMEC once candidate materials have been distributed. Therefore, it is highly recommended to submit your candidate materials as early as possible.

It is recommended that interested applicants attend the virtual National Leadership Institute (NLI), hosted by University of Texas at Houston to be held January 22 - 24, 2021 for the BOD Meeting. While this meeting is not mandatory, it is highly encouraged for it will give you the opportunity to observe the operations of the Board of Directors, speak with current and past national officers, and enhance your leadership skills. For more information please visit our website at snma.org.

As National President-Elect and Elections Committee Chair, I want to applaud your commitment to this organization and congratulate you for embarking on a journey taken by many physicians who were part of this organization. Choosing to give of your time to serve our membership is a selfless act that I do not take lightly. Please contact me at presidentelect@snma.org for any questions you may have regarding the elections process or provide you with more information on my objectives for the next administrative year. I look forward to receiving your application!

Yours in SNMA,

Chantel Thompson
National President-Elect 2020-2021
Elections Committee Chairperson
presidentelect@snma.org
Overview
SNMA’s 57th Annual Medical Education Conference (AMEC) will be held **March 31st - April 4th** in Orlando, Florida. During this annual meeting, the SNMA House of Delegates (HOD) will convene and elect national officers for the 2021-2022 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 on Thursday, April 1st, at 12:00 pm. The first session of the HOD is on Thursday, April 1st, 2021 at 2:00 pm. 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 under the "Announcements & Resources" tab.

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
      vii. Health Policy & Legislative Affairs
      viii. Internal Affairs
      ix. International Affairs
      x. MAPS
      xi. Membership
      xii. Osteopathic
      xiii. Publications

Candidate Attainment of Office

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

- **Thursday, April 1st at 8:30 am:** “Candidates Briefing” session where candidates will be briefed on their presentations to the Board of Directors.
- **Thursday, April 1st at 9:00 am:** Candidates will make presentations to the Board of Directors.
- **Thursday, April 1st at 8:00 pm:** Candidates will make presentations at “Regional Meetings.”
- **Friday, April 2nd at 2:30 pm:** “Meet the Candidates” session where the membership will have an opportunity to interact with the candidates.
- **Saturday, April 3th at 8:00 am:** Electronic voting in the HOD session.
- **Saturday, April 3th at 7:00 pm:** Elections results announced at conclusion of BOD Banquet and swearing in of officers.
Sunday, April 4th at 9:00 am: BOD meeting.
Sunday, April 4th at 2:00 pm: BOD transition session.

All candidates for BOD elected office should plan to participate in the BOD meeting and transition session if elected and leave the convention by 4:00 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 formally nominated at the Sunday BOD meeting. The schedule and procedure for those seeking BOD elected office is as follows:

- Thursday, April 1st at 8:30 am: “Candidates Briefing” session where candidates will be briefed on their presentations to the Board of Directors.
- Sunday, April 4th at 9:00 am: Candidates will make presentations to the BOD. The elections process will follow during the BOD meeting. Swearing in of officers will take place by the conclusion of the meeting.
- Sunday, April 4th at 2:00 pm: BOD transition session.

All candidates for BOD elected office should plan to participate in the BOD meeting and transition session if elected and leave the convention by 4:00 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 2021-2022 President’s Executive Agenda.

Formal campaigning is not involved.

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 April 12th 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 and BOD transition session at 2:00 pm. As such, candidates should plan to leave the convention by 4:00 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, April 4th is not required.

Candidates Dually Seeking Elected and Appointed Positions
Individuals applying for both an elected and appointed committee position will be given lower consideration for a committee position since committee appointments are generally made by the National President-Elect prior to the election of the National Officers.

Campaigning
The Elections Committee will circulate a document about formal campaigning. Active campaigning is not required but must follow the established directives. Those who are campaigning may not begin before release of the elections composite. Failure to comply with the Elections Committee regulations may result in withdrawal of candidacy or prohibition of campaign materials. 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 Orlando, Florida. (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.
   g. Emeritus and Lifetime Members meeting the criteria above may hold office.

B. National Candidate Requirements
   a. All candidates for national office shall be members in good standing.
   b. All candidates shall submit to the National Headquarters 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 been granted the MD/DO degree and have 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 from the National Headquarters 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.

- 2020-2021 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)
  - Letter can be provided by institutional faculty, staff or administrators or former/current employer. Former/current BOD members, regional, or chapter officers can also provide this letter.
  - 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)

SUBMISSION INSTRUCTIONS

Complete all required documents, compile, and submit all documentation via electronic General Elections Form located HERE (this form can be found at snma.org/electionscommittee in the Announcements & Resources section). Application may also be submitted by emailing the application in both PDF and Word formats, to programs@snma.org AND presidentelect@snma.org by January 29th, 2021, 11:59 PM EST.

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 a member of the Elections Committee. Certification of candidacy will be conferred no later than February 5th, 2021.
# 2020-2021 SNMA GENERAL ELECTIONS APPLICATION FORM

**Deadline for Submission: January 29th, 2021, 11:59 PM EST**

## Demographics *(all fields required):*

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<td>Institution</td>
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<td>SNMA Region</td>
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## 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
- [ ] Secretary^  
- [ ] Regional Director to the EC^  
- [ ] Professional Board Member*
- [ ] Professional Board Member to the EC*^  
- [ ] Strategic Planning Council#
- [ ] Treasurer^  

* 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
- [ ] Member-at-large

**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. 

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For office use only

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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) ____________________________

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).

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

To be completed by an academic dean (or equivalent)

Student Name: Future SNMA Leader

School Name: Best School of Medicine, USA

Administrator’s Name: John Jackson, MD

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 goals do you hope to accomplish?

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. In your opinion, what are the national organization’s current needs and how will you contribute to fulfilling each of those needs?
APPLICATION CHECKLIST:

Please check that the following are submitted with your application:

☐ 2020-2021 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 by writer)

SUBMISSION INSTRUCTIONS:

Submit all documents via electronic General Elections Form located HERE. Application may also be submitted by emailing the application in both PDF and Word formats, to programs@snma.org AND presidentelect@snma.org by January 29th, 2021, 11:59 PM EST.

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 a member of the Elections Committee. Certification of candidacy will be conferred no later than February 5th, 2021.

Yours in SNMA,

Chantel Thompson
National President-Elect 2020-2021
Elections Committee Chairperson
presidentelect@snma.org