Slate Election Policy

Section: Governance
Author: Strategy and Board Development Committee
Responsible Group(s): Strategy & Board Development Committee

.0 Introduction

This policy describes the procedures to develop and approve a slate of candidates for the Board of Regents and the actions to be taken if the slate is rejected by the membership. These procedures are intended to be transparent and engaging to the membership, responsive to the needs of the College, and ensure adequate representation of the diverse membership.

.1 Identification of Open Positions

Within one month of the conclusion of the Annual Membership Meeting, staff will provide a report to the Strategy and Board Development Committee regarding the positions that will be open in the next election. The report will include:

1. Eligibility of incumbents to run for a second term
2. Professional positions and competencies of the current Board with and without the regents/officers whose positions will be up for election
3. Professional demographics of the membership
4. Strengths/skills of current Board members

.2 Development of Election Schedule

The chair of Strategy and Board Development Committee will develop an election schedule for approval by the committee at the first meeting after the Annual Membership Meeting. The election schedule will include, at a minimum, the nomination period, the date the slate will be introduced to the membership, and the voting period for the slate. The schedule should allow enough time to accommodate the potential rejection of the slate of candidates.

The schedule will be posted on the ACPM website and made available to all members.

.3 Identification of Candidates

The Strategy and Board Development Committee will conduct a broad and open process to identify potential candidates. The committee will first review the current skills and competencies of the Board and will identify any insufficient areas and/or needs. These needs will be included in a call for nominations from the general membership. Multiple strategies will be used to engage the membership in identifying potential candidates.

In addition to soliciting the general membership for nominations, the Strategy and Board Development Committee will seek recommendations from the staff, current and outgoing Board members, and other volunteer leaders within the College (e.g., Committee Chairs). This solicitation should identify members

who have been prepared and mentored as part of a larger leadership development strategy occurring within the College.

While the nomination process is occurring, ACPM members will have access to position descriptions for the open position(s) and the skills and competencies criteria (Appendix A) that will be used to evaluate candidates. Also during this time, the Strategy and Board Development Committee will review the service of incumbents who are eligible to serve a second term to determine their fitness to continue to serve.

As nominees are identified, the Chair of the Strategy and Board Development Committee will contact nominees to determine their willingness to appear on the slate.

All interested candidates must complete a nomination packet to be considered for the final slate.

.4 Selection of Slate

The Strategy and Board Development Committee will evaluate qualified nominees based on specific criteria established in advance, expertise appropriate to the strategic emphases of the organization, and the consideration of cultivating new leadership for ACPM. The Committee is required to present one candidate for each open position. All deliberations on the nominees by the Committee will remain confidential.

.5 Presentation of the Slate

The Strategy and Board Development Committee will notify the Board of Regents prior to presenting the slate to the general membership. The chair of the Committee will present the criteria and reasoning for the selection of the slate and how the slate will give the Board the best opportunity to accomplish the strategic goals of the College. The presentation of candidates will include each of the candidate's CV, biography, and a maximum 500 word statement of introduction.

Once the slate has been introduced to the membership, ACPM staff will compile the official voting roll of eligible members. Any new or lapsed members after the slate has been introduced will be deemed ineligible to vote.

.6 Voting

ACPM staff will create an electronic ballot which will be distributed to all eligible members. Members will be alerted via email that the e-ballot is accessible and voting is open. The electronic ballot will be "live" and accessible for no less than four weeks.

ACPM Staff will send at least two reminders via email to members to vote over the course of four weeks. The candidates and ballot will also be available behind a link on the ACPM home page, with a note that ballots have been sent to members via email, but voting can only take place using the unique link sent via email.

As the candidates have been selected based on specific competencies, members will vote to either approve or reject the slate as a whole.

Voting concludes at midnight no less than four weeks after it opens. Results of the election will be tallied by ACPM staff and reported to the Strategy and Board Development Committee. In the event the slate is

approved by the membership, the slate will be announced to the general membership in the next member newsletter. New Board members also will be recognized in multiple channels at the Preventive Medicine conference, including the annual awards banquet.

.7 Rejection of Slate

The membership may reject the slate of candidates if a majority of voting members vote to reject the slate. In the event the membership fails to approve the slate, a new nomination and election process will commence as described in the next section.

.8 Election Procedure after a Rejected Slate

In the event of a rejected slate, the membership will be notified and a new nomination process will commence no later than two weeks after the initial voting period concludes and will last for three weeks. As per the original process, the Strategy and Board Development Committee will actively engage the membership to identify reasons why the slate was rejected and to identify additional candidates to conduct a competitive election (rather than presenting a slate).

All candidates on the rejected slate will automatically be included in the follow-up competitive election. Additional qualified candidates, as determined by the bylaws and following vetting for interest and capabilities, will be added to the ballot based on input from the membership, Board, staff, and other volunteer leadership of the College.   At least one candidate per position must be included, and the new, competitive ballot will be presented to the membership. The presentation will include each of the candidate's CV, biography, and a maximum 500 word statement of introduction.

ACPM staff will create an electronic ballot which will be distributed to all eligible members. Members will be alerted via email that the e-ballot is accessible and voting is open. The electronic ballot will be "live" and accessible for no less than four weeks.

For executive positions, the winner will be the one with a plurality of votes. For At-Large Regents, the winners will be the candidate(s) with the highest vote totals until all open positions are filled.

Voting concludes at midnight no less than four weeks after it opens. Results of the election will be tallied by ACPM Staff and the results reported to Board of Regents. All candidates will be notified of the election results via email. Results of the election will be announced to the general membership in the next member newsletter after the voting concludes.

.9 Onboarding of New Board Members

Staff will be responsible for onboarding all new members of the Board of Regents, prior to them assuming office. Onboarding will include discussions on the organization's mission, services, policies, and programs, as well as the duty of care, duty of loyalty and fiduciary duty of each Board member.