



Nominating Committee Procedures Councilors [Approved 09/03/2015]

1. Nominating Committee will make determination annually on which Councilor terms are expiring and need to be filled.
2. Nominating Committee will issue a Call for Nominations (Bylaws 9.1) to the membership (sample attached as Exhibit A) with a 21-day response time.
3. ASDIN Staff will collate the Councilor nomination responses and provide the Nominating Committee with information on number of nominations for each nominee, membership status, years as member, as well as any current or past Council, committee or workgroup service.
4. Nominating Committee will meet and determine which nominees meet Bylaws requirements to serve on Council.
5. Nominating Committee will determine based on the number of qualified nominations and the number of vacancies, the appropriate number of Council candidates to offer on the slate. Consideration will be made to assure that there are not too many options for the open slots. In some instances, once the number is determined, the Nominating Committee may have to cull nominees or may have to supplement nominees to reach the desired number.
6. The slate will also be evaluated based on current balance of Council and potential balance of Council. The Nominating Committee will always try to achieve appropriate balance between public and private representation. There will also be some consideration as to whether there is a need to add a particular candidate to the slate based on a need for a particular expertise or specialty representation on the Council.
7. The slate of candidates will be presented to the Council for review and input.
8. Nominating Committee will meet after receipt of Council input to finalize slate.
9. Once slate is finalized, the Nominating Committee will reach out to final slate of candidates to determine their willingness to serve, as well as commitment to meet Council attendance requirements. If consent is provided, candidates will be asked for a photo and candidate statement to accompany the ballot.
10. If there is any attrition through refusal to serve, the Nominating Committee will then meet again, to determine if any other previous nominees should be added back to the slate.
11. If any new candidates are added at this time, the Nominating Committee will obtain willingness to serve and meet attendance requirements for any additional candidates.
12. The final slate will be provided to Council before ballot for information purposes.
13. A ballot along with candidate statements will be prepared and distributed per Bylaws requirements to the membership with a 30-day return requirement - Bylaws 9.3. See Ballot distribution example – Exhibit B

Nominating Committee Procedures Officers [Approved 09/03/2015]

1. Bi-annually, Nominating Committee will make nominations for Secretary-Treasurer and President-Elect. In consideration of tradition and normal succession, the Nominating Committee will deliberate on nominating current Secretary-Treasurer to the position of President-Elect.
2. Nominating Committee will meet and determine which nominees to recommend to Council. Nominating Committee will select one candidate for each office.
3. The slate of officer candidates will be presented to the Council for review and input.
4. Nominating Committee will meet after receipt of Council input to finalize officer slate.
5. Once officer slate is finalized, the Nominating Committee will reach out to final slate of candidates to determine their willingness to serve, as well as commitment to meet Council attendance requirements. If consent is provided, candidates will be asked for a photo and candidate statement to accompany the ballot.
6. If there is any attrition through refusal to serve, the Nominating Committee will then meet again, to determine candidates for applicable office.
7. The Nominating Committee will obtain willingness to serve and meet attendance requirements for any additional candidates.
8. The final slate will be provided to Council before ballot for information purposes.
9. A ballot along with candidate statements will be prepared and distributed per Bylaws requirements to the membership with a 30-day return requirement - Bylaws 9.3.

Exhibit A

Call for Nominations to ASDIN Council - Election Cycle 2016

Deadline is Wednesday, September 30th

Dear ASDIN Member:

The Nominating Committee of the American Society of Diagnostic & Interventional Nephrology (ASDIN) is soliciting nominations for candidates for the ASDIN Council for the 2016 election cycle. As a growing and dynamic professional organization, we invite Active physician members committed to the mission and purposes of ASDIN to participate in leading ASDIN forward.

You may nominate yourself or another physician member WHO HAS GIVEN PRIOR APPROVAL.

ELIGIBLE CANDIDATES MUST BE CURRENTLY SERVING OR HAVE SERVED IN THE PAST ON AN ASDIN COMMITTEE.

There are five (5) open Councilor positions for a 3 year-term (2016 - 2019). A complete current [ASDIN Council listing](#) is available online.

[Click here](#) to complete the online nomination form.

Additional general criteria for candidacy include:

- Active ASDIN Physician membership
- Commitment to the mission of ASDIN
- Commitment to the specialty
- Commitment to attend the annual scientific meeting, annual leadership meeting and bi-monthly Council conference calls
- Excellent skills in leadership, management, and communication
- Willingness to submit CV and Candidate statement if selected for ballot

Submission deadline is by close of business, Wednesday, September 30, 2015. Please contact the ASDIN office at info@asdin.org or 601-924-2220, if you have any questions.

ASDIN Nominating Committee

Aris Q. Urbanes, MD, Chair

Stephen Ash, MD

Arif Asif, MD

Exhibit B

Current Bylaws

7.3 Councilors:

7.3.1 At least ten (10) Councilors shall be selected. All Councilors shall be elected by the membership that is eligible to vote except as provided in Paragraph 7.4. As described in paragraph 7.4, one Councilor shall be selected from the Associate Membership.

7.3.2 Except where otherwise specified in these Articles, each Councilor must be an Active Member of the Society in good standing. Additionally, to be eligible to serve on the Council individuals must have had experience serving on an ASDIN committee, subcommittee or workgroup.

7.3.3 Each Councilor shall serve as a member of the Council to serve the interest of the Society as a whole.

8.3 Nominating Committee: 8.3.1 Composition: The Nominating Committee shall be composed of the Immediate Past President (who shall serve as Chair), and two Active members appointed by the President. 8.3.2 Duties: The Nominating Committee, shall be responsible for conducting an election of Officers and Councilors as outlined in Paragraph IX. 8.3.3 Term of Office: The Nominating Committee shall be constituted only for the period of time required to carry out the responsibilities listed in Paragraph IX with respect to one election unless otherwise directed by the Council.

9.1 Call for Nominations/Slate of Candidates: The Nominating Committee, as described in Paragraph 8.3, shall issue a Call for Nominations for Councilor positions to the membership. The Nominating Committee will develop a slate of Officers and Councilors from among eligible members. The final slate of Officer and Councilor candidates will be presented to the ASDIN Council for information purposes.

9.2 Willingness to serve and perform prescribed duties: Prior to placing a candidate's name on the slate of Officer and Councilor candidates, an inquiry shall be made by the Nominating Committee as to that individual's willingness to serve and perform the prescribed duties of the office for which they are being nominated. This inquiry shall include their willingness to attend regular and called meetings of the Council of the Society.

9.3 Ballot – The Nominating Committee shall prepare a ballot with the slate of candidates which will be made available to the membership by email or by US mail at least sixty (60) days prior to the Annual Meeting.

9.4 Election Rules - Only individual members in good standing on the record date as outlined in Paragraph 4.4 will be permitted to vote. The Nominating Committee, with the approval of the Council, shall set the date that the ballot will be distributed each year. Procedures will be adopted to maintain the integrity of the election process. All ballots must be cast no later than thirty (30) days prior to the date of the Annual Meeting.

9.5 Election Results – The votes will be tallied after the deadline date specified by the Nominating Committee. A simple majority of the votes cast shall be required to elect a nominee to any office. In the event of a tie vote, the winner will be determined by the flip of a coin conducted by the Nominating Committee. It will be the responsibility of the Nominating Committee Chair or their designee to receive results and notify all candidates of the election outcomes. The Chairman of the Nominating Committee or his designee will contact the nominees to advise them of results no later than ten (10) days after votes are tabulated. Results will be announced at the Annual Membership Meeting and through appropriate membership communications.