

This memo is to detail the process to be followed for 2018 NMA Nominating Committee and election process. Potential candidates for NMA office should read this memo detailing the process and direct any questions to the nominating committee at NMAAnominating@gmail.com.

Dates and Deadlines:

May 1, 2018: Memo sent via email to NMA membership and Delegates.

May 1 – June 1, 2018: Applications accepted.

June 1, 2018: Application deadline. All materials must be received by 11:59PM EST

June 1 to July 31, 2018: Nominating committee phone interviews (To be scheduled individually)

August 11-12, 2018: Nominating Committee Onsite Interviews (THESE ARE ONLY IF NECESSARY; at request of nominating committee, *evenings only*)

August 12, 2018: President-Elect Candidate Forum in HOD, Nominating Committee; Election composite presented.

August 14, 2018: Candidates present during regional meetings.

August 15, 2018: Nominating Committee Ballot presented to HOD and election of candidates.

Positions open for election in 2018 (Please see attached election grid for further details):

- President-Elect*
- Speaker of the House of Delegates
- Vice-Speaker of the House of Delegates
- Secretary of the House of Delegates
- Region 1 Trustee
- Region 2 Trustee (one-year term)
- Region 2 Trustee (complete term)
- Region 4 Trustee
- Region 5 Trustee
- Region 6 Trustee

- Nominating Committee Member
- Nominating Committee Member
- Nominating Committee Member

**Not open for applications to the Nominating Committee, in the spirit of the Compendium:*

350.226 Advance Announcement of Candidacy for President-Elect and Chairman: NMA reaffirms that announcement of candidacies for President-elect must be done one year in advance and candidates for Chairman of the Board of Trustees must be announced no later than the April BOT meeting. (BOT, April 2004)

405.010 Candidates for the Office of President-Elect: Any candidate who wishes to run for President Elect should be presented to the House of Delegates one year prior to the elections. Each candidate for the President-Elect position should address the House of Delegates with his/her qualifications, experience, and plans for the Presidency and should be presented to the membership of the NMA in NMA publications. (Res. 92-009)

Application process:

Candidates for NMA office are asked to complete the 2018 Nomination Committee Application that can be found at the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSf99rUTKYbB1FPMYcIGnzKH3slifAIXnaOPsEiKD-KgFN2-A/viewform>

In addition, candidates are requested to provide the following documents to the nominating committee by the June 1st deadline to complete their application:

- Interest Statement (Maximum length: 1 page double spaced)
- Current Curriculum Vitae or Resume
- Copy of unexpired and unencumbered medical license
- Headshot photograph
- Regional chair endorsement letter (please note this letter should also verify that you have been a dues-paying member of your state and/or local society for the 3 previous years)

Documents should be submitted via email to

NMAnominating@gmail.com.

The application and all documents should be submitted by June 1, 2018 at 11:59PM EST.

Election Composite:

An election composite will be prepared by the nominating committee and include documentation submitted by all candidates for office who submit materials to the nominating committee by **June 15, 2018**. This composite will include the photo, personal statement, listing of all previous NMA offices, region/local society affiliation, and specialty information as submitted by the candidate. This composite will be made available to all HOD delegates. Non-HOD members may request the composite by emailing NMAnominating@gmail.com. Regional chairs are encouraged to disseminate this information to their constituency.

Nomination Process for the Office of President-Elect for 2018-2019:

A member did declare their desired candidacy for the Office of President-Elect by the compendium specified deadline (i.e. the end of the 2017 Annual Meeting and Scientific Session). Formal declaration is important to allow the membership to make an informed decision, which is in the spirit of the previously approved resolution in the compendium (350.226, 405.010).

Candidates Forum for President Elect Candidates:

In order to facilitate the delegates' and memberships' access to candidates seeking the Office of President-Elect, a candidates forum will take place in the House of Delegates during the second session on August 12, 2018. Candidates for President-Elect 2018-2019 who have declared their intention to run for office will have the opportunity to address the House of Delegates (405.009). The delegates/membership will also have the opportunity to ask questions of the candidates. This forum will take place in an open session of the House of Delegates at a time decided upon by the HOD leadership.

General Nomination Process:

For all offices other than President-Elect, a member may indicate their self-nomination by submission of application and requested documentation for vetting to the nominating committee by the stated deadline of June 1st. All candidates submitting documentation to the committee by this deadline will be offered a phone interview with the nominating committee. All calls will be recorded for review and transparency.

The nominating committee will deliberate on all information available to them prior to the Annual meeting and may request onsite interviews with candidates at their discretion to complete their deliberations and vetting. Request for an onsite interview is not an indication of selection for the slate. Following the completion of all interviews, the nominating committee will deliberate and prepare a slate of individuals to be nominated at the time of the election in the House of Delegates.

Campaign Standards:

Candidates may produce campaign materials at their own expense to distribute to the membership/delegates. Candidates should not solicit the endorsement of members of the nominating committee nor should they provide members of the nominating committee with campaign materials except for as part of their presentation during interviews. At the time of the election (i.e. 3rd HOD session), candidate materials should not be placed within the HOD meeting room by candidates. Campaign materials may be passed out to delegates prior to their entering the HOD meeting room, but not within the meeting room during the 3rd HOD session. All candidates will have the opportunity to address the regions and membership during the regional meetings on August 14, 2018. Candidates should notify the regional chairs that they are outside of the room and then present when invited by the regional chair. Candidates should keep their remarks under 2 minutes and should entertain questions only if permitted by the regional chair.

Election Process:

As per the NMA Constitution and By-Laws, the election of candidates will take place in the last session of the NMA House of Delegates (Wednesday, August 15, 2018). The nominating committee will submit a slate of candidates to the HOD as part of the nominating committee report. Following the presentation of the candidate placed on the slate for each office by the nominating committee, the floor will be opened for nominations for that office. (See process below). Following this process, the nominating committee will review and verify information presented by candidates from the floor and the finalized election slate will be presented to the HOD. Following the completion of the final election slate, the election will take place using the electronic process with delegates voting using weighted keycards as provided by the NMA HOD team.

Floor Nominations:

As per Robert's Rules of Order and the NMA constitution, at the time of the election, candidates not being nominated to the election slate by the nominating committee may submit their names from the floor for consideration. **If a candidate has not previously submitted documentation to the nominating committee, they will be asked to provide proof of their unencumbered license and proof of their Active NMA membership at the time that they accept the nomination.** This information will be reviewed and verified by the committee prior to the election to ensure that only candidates eligible for election are voted upon.

References:

Constitution

- o Article V-General Officers

By-Laws

- o Chapter IV-House of Delegates § Section 4 –Officers ·

Compendium (Internal)

- o 350.230 NMA Verify Candidate Credentials
- o 350.226 Advance Announcement of Candidacy for President-Elect and Chairman
- o 375.013 NMA Resolution on Election to National Offices

- o 375.002 Payment of Dues
- o 390.035 Uniformed Election Process
- o 390.034 Appearance Before the Nominations Committee
- o 405.010 Candidates for the Office of President-Elect
- o 405.009 Election of the President-Elect
- o 405.007 NMA Officers Utilize Their Diverse Talents, Experience, and Expertise
- o 405.004 Publication of Candidate Names for NMA Offices
- o 415.055 Campaign Standards

2018 Nominating Committee Members

- Karen Myrie, MD, MPH (Chair, ***term ending 2018***)
- Jennifer Walton, MD, MPH (Vice Chair, ***term ending 2018***)
- Janice Bray, MD (***term ending 2018***)
- Traci Burgess, MD, MPH
- Valeria Hairston, MD
- Open (Alternate)

Nominating Committee Contact Information

Email: NMAnominating@gmail.com

Attachment:

2018 Election Grid

| Position | Term Expiration | For Election in 2018? | Individual Currently Holding Position |
|----------------|-----------------|-----------------------|---------------------------------------|
| PresidentElect | 2018 | Yes | Lubin-Johnson |

| | | | |
|--------------------------|------|-----|------------|
| Speaker of the House | 2018 | Yes | Brooks |
| ViceSpeaker of the House | 2018 | Yes | Villanueva |
| Secretary of the House | 2018 | Yes | Freeman |
| Treasurer | 2020 | No | McDougle |
| Region 1—Trustee 1 | 2018 | Yes | Clunie |
| Region 1—Trustee 2 | 2019 | No | Harrell |

| | | | |
|--------------------|------|-----|-------------------------------------|
| Region 2—Trustee 1 | 2019 | Yes | Davis-appointed to another position |
| Region 2—Trustee 2 | 2018 | Yes | Carter |
| Region 3—Trustee 1 | 2020 | No | Nabritt-Stevens |
| Region 3—Trustee 2 | 2019 | No | Arradondo |
| Region 4—Trustee 1 | 2018 | Yes | Clark |
| Region 4—Trustee 2 | 2019 | No | Caine |
| Region 5—Trustee 1 | 2019 | No | Lawson |
| Region 5—Trustee 2 | 2018 | Yes | Crear-Perry |
| Region 6—Trustee 1 | 2018 | Yes | Barker |
| Region 6—Trustee 2 | 2019 | No | Strudwick |

| | | | |
|-------------------------|-------------------------------|----|---------|
| Student Trustee | Appointed by SOH (2017) | | Felix |
| PostGraduate Trustee | Appointed by SOH (2017) | | DaCosta |
| Corporate Trustee | 2020 | No | Paige |
| | | | |