ASHRM AMERICAN SOCIETY FOR HEALTHCARE RISK MANAGEMENT

Election Procedures and Candidate Rules

PURPOSE

The purpose of this procedure document is to set parameters and describe the process to be followed during ASHRM's nomination and election process, in accordance with the Bylaws. This policy is intended to provide for a fair and equitable election process to be followed by all members, regardless of financial resource.

It is an ASHRM policy to hold an annual election to fill the office of President-elect as well as available vacancies on the Board of Directors and Nominating Committee, in accordance with the Bylaws. All activities relating to the nomination and election process will be governed by the procedures outlined below.

The ASHRM Nominating Committee is asked to review this procedures and rules document each year, in order to determine any possible suggestions for improvement for the following year. The ASHRM Board of Directors will review and approve any recommended changes.

PROCEDURES

I. Pre-Nomination Process

A. Each calendar year, ASHRM staff will prepare orientation materials for the Nominating Committee. This will include a master calendar of all activities relating to the nomination and election process for the upcoming year, this procedures and candidate rules document, and all nominee packet items. These materials shall be distributed to all members of the incoming Nominating Committee and the Board of Directors.

B. The Nominating Committee will meet via conference call during the first quarter of the year, prior to the commencement of the nomination and election process in order to review its charge, the goals for the year, the master calendar of the nomination and election process, leadership position descriptions, a current Board roster of whose term will end that year, this procedure document, and any other pertinent materials.

C. The Professional Ethics Committee will meet via conference call prior to the commencement of the nomination and election process in order to review its charge, the goals for the year, the master schedule of the nomination and election process, this policy and any other pertinent materials.

D. Each member of the Nominating and Professional Ethics Committees will be required to sign a Confidentiality Agreement prior to the commencement of deliberations about candidates.

II. Nomination Process

A. ASHRM staff will send a Call for Nominations to all members according to the timetable described in the master calendar. The Call for Nominations form will also be posted on the ASHRM website for downloading and may be requested from the ASHRM office.

B. The Call for Nominations will include copies of the job descriptions for President-elect, President, Board of Directors and Nominating Committee members.

C. The Call for Nominations will specify that:

1. Any ASHRM member may nominate another member for consideration by the Nominating Committee.

2. Self-nominations are also permitted.

3. The Nominating Committee will consider only eligible members in good standing. "Eligible members in good standing" consist of all regular and honorary lifetime members who continue to meet eligibility as provided in the bylaws, and whose dues have been fully paid for the preceding twelve (12) months. Members of the Nominating Committee are not eligible to run for office. The President-elect, President and first-year board members are also barred from running for any other elected office.

4. Nominations must be returned to ASHRM by the due date indicated on the call for nominations form.

5. Candidates who are nominated for more than one elected position must choose to apply for one and only one position.

D. ASHRM staff will gather all nominations returned by the due date and will identify those nominees who are eligible to hold office and are members in good standing.

E. ASHRM staff will send a nomination packet to all nominees who accepted their nomination.

F. ASHRM staff will contact nominees regarding their nomination and ask them to respond, indicating if they wish to accept or decline their nomination by some specified interim date, approximately two weeks before the nomination packet is due.

G. Handwritten documents will not be accepted.

H. Completed nomination packets must be returned to ASHRM as directed.. All materials must be submitted no later than the due date indicated on the cover letter.

I. ASHRM staff will process each nomination packet returned by the due date as follows:

1. Each packet will be reviewed for completeness and accuracy.

2. ASHRM staff will make <u>one</u> follow-up call to nominees to request missing information. All information must be submitted within a specified timeframe. No further alterations to previously submitted information will be allowed.

3. Any questions about a particular packet will be brought to the attention of the Executive Director or his/her designee. The Executive Director or his/her designee may either resolve the matter or bring it to the Nominating Committee for further consideration. All decisions of the Nominating Committee are final.

J. Once ASHRM staff has processed all packets, copies shall be provided to the Professional Ethics Committee and the Nominating Committee for review.

III. Review by the Professional Ethics Committee

A. The Professional Ethics Committee shall meet to consider conflicts of interest as identified in the candidates' conflict of interest statement.

B. The Professional Ethics Committee's review of each packet shall be limited to potential conflicts of interest or other ethical matters presented by an individual's candidacy, in accordance with the Bylaws.

C. The Professional Ethics Committee shall provide to the Nominating Committee a report indicating the results of its review and highlighting any specific potential conflicts of interest or ethical issues it identified.

D. If necessary, the Chair of the Professional Ethics Committee will participate in the call of the Nominating Committee as it reviews the nominees to discuss the concerns identified by the Professional Ethics Committee.

E. The activities of the Professional Ethics Committee shall be governed by its own policies and procedures.

IV. Review by the Nominating Committee

A. The Nominating Committee will review each individual's candidate packet as well as any findings of the Professional Ethics Committee.

B. The Nominating Committee has the sole responsibility and authority for determining the slate of candidates that will be presented to the membership for voting, in accordance with the Bylaws.

C. The ballot will include::

1. President-elect—A slate consisting of at least two candidates.

2. Board of Directors—A slate consisting of the number of open slots plus at least two additional candidates.

3. Nominating Committee for the following year—A slate consisting of the number of open slots plus at least two additional candidates.

The final ballot shall provide space for write-in candidates.

D. The Nominating Committee will determine what criteria and tools will be helpful in screening candidates and determining the slate. This may include phone interviews for President-elect nominees.

E. The Nominating Committee will strive to select a slate that is balanced, taking into consideration characteristics of both the nominees under consideration as well as those currently serving, including:

1. Geographical location
2. Area of employment
3. Educational background
4. Professional experience

F. The Nominating Committee may take any steps it determines are necessary to fulfill its obligations as defined in the Bylaws, including recruiting additional candidates for vacant slots.

G. All decisions of the Nominating Committee are final.

H. The ASHRM staff shall notify all nominees by email of the results of deliberations by the Nominating Committee. The notification shall include a reminder that campaigning in any form is prohibited by ASHRM.

I. The Chair of the Nominating Committee may, at his or her discretion, provide guidance to any unsuccessful candidate about how to improve his or her chances of being selected in the future.

V. Voting by Membership

A. Once the Nominating Committee has determined the slate of candidates, all eligible voting members will be notified via email with instructions on how to access the on line voting system. Eligible voting members are all regular and honorary members.

B. The online voting site shall list all candidates and it shall also be accompanied by each candidate's Statement of Professional Objectives/Biographical Information and photo.

C. Winners are determined by the most votes relative to the number of open positions.

VI. Notification of Election Results

A. The Executive Director or his/her designee will notify the President, President elect and Past President of the election results as soon as they are available.

B. The President will have the option of notifying individual candidates, both successful and unsuccessful, personally or delegating this.

C. All candidates will receive a formal notification of the election results in writing following notification by the President or his/her designee.

D. Once candidates have been notified, the Board of Directors and the Nominating Committee will be informed of the election results.

E. Election results will be announced through ASHRM communication vehicles after the candidates, Board and Nominating Committee have been notified of the election results.

VII. Violation of Rules or Policies by Candidates

A. Any violations of the policies or rules by any nominee or candidate shall be brought to the attention of the Professional Ethics Committee and Board of Directors.

B. The Professional Ethics Committee will make a recommendation on any disciplinary action. The Board will make the final decision.

C. The Board of Directors may take disciplinary action it deems appropriate, including disqualification of a nominee or candidate.

D. The Board of Directors will notify the Nominating Committee of any such action.

VIII. Frequently Asked Questions

- Completed nomination packets must be received by ASHRM by the deadline date indicated on the nominee congratulations letter**.** Extensions shall be granted <u>only</u> for good cause, such as candidate illness, and shall be granted solely at the discretion of the Nominating Committee, or its designee. A confirmation receipt that materials have been received will be sent to the candidate electronically from ASHRM.

- All information on forms must be complete and submitted in final format. ASHRM staff will not edit or correct any information submitted by a candidate.

- ASHRM staff will provide one follow up call for items not included in a complete packet. Incomplete packets will not be forwarded to the Nominating Committee. Please refer to the Nominee Qualification Checklist to ensure all items are included and complete.

- All nominee forms will be available on the ASHRM website at. Submissions that do not meet the requirements will be considered incomplete and the packet will not be forwarded to the Nominating Committee.

- Candidate's statement of professional objectives will be distributed to the membership. This statement may not contain any language that is defamatory to ASHRM or any of its members, or any information that is false, fraudulent or misleading. ASHRM reserves the right to withhold from publication or distribution any statements that do not meet these criteria. This statement should address the nominee's goals, objectives and values as they relate to ASHRM's strategic plan. At the request of the candidate, staff may provide copies of past campaign statements. **No other form of campaigning, including direct mailings to members or use of the ASHRM logo, will be permitted. ASHRM policy prohibits its members and others on their behalf from engaging in any form of campaigning for elected office or on behalf of other members. Candidates and other members who do not abide by this policy are subject to disciplinary action at the discretion of the Board of Directors, including exclusion from the ballot.**

- Those selected to be included on the slate of candidates will have their Statement of Professional Objectives/Nominee Biographical Information Form and photograph made available to the voting membership via the on-line ballot.

- The ASHRM Nominating Committee may recommend any candidates for a different position, other than the position they were initially nominated for**.** If a candidate agrees to run for a different position, they will have the opportunity to revise and resubmit to ASHRM their professional objectives statement to fit that office. The Chair of the Nominating Committee will have the opportunity to review this statement.

- No materials other than those requested as part of the application should be included. Such materials will be discarded and will not be submitted to the Nominating Committee for consideration.
- Candidates must adhere to all deadlines. Failure to do so may result in exclusion of the candidate from the ballot. In the event of extenuating circumstances, the situation may be reviewed by the Executive Director and Chair of the Nominating Committee, whose decisions are final.

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