



AMERICAN
SOCIETY FOR
HEALTH CARE
RISK
MANAGEMENT

Election Procedures and Candidate Rules

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

Each calendar year, ASHRM staff will prepare orientation materials for the Nominating Committee which include a calendar of activities relating to the nomination and election process. The nominating committee will meet via conference call as outlined in the orientation materials. Each committee member will sign a confidentiality attestation prior to the start of the nomination/election process.

Call for Nominations

A Call for Nominations will be sent to all members according to the timetable described in the master calendar and will be posted to the website, which will include the job descriptions for the leadership positions, the President, President-Elect, Advisory Board member, and Nominations Committee.

Any ASHRM member may nominate another member for consideration, in addition self-nominations are permitted.

Only eligible candidates will be considered by the nominations committee; Eligibility, as outlined in Article 3, Section 2 of the ASHRM Official Charter, includes only regular and honorary lifetime members in good standing who have demonstrated active participation in ASHRM. Any member who has served on the Advisory Board is eligible to run for a second term, subject to a limit of six consecutive years on the Advisory Board.

Nominations Committee Review

Nominations will be gathered by staff, who will identify eligibility. Once confirmed, an application will be provided to the nominee for official submission to be considered. Nominees must use the official application form to be considered.

The nominating committee will review all applicants objectively based on a rubric with the sole purpose of identifying candidates that meet qualifications. They will determine the slate of candidates for President-Elect to the Advisory Board for voting. Advisory Board member candidates will be presented to the membership for voting.

The official slate of candidates for the Advisory Board member position will be shared with the membership which includes their photo, appropriate application information, and a short biography.

Completed ballots must be returned as specified on the ballot. In the event of a tie, the new Advisory Board member will be determined by majority vote of the Advisory Board.



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Notification of Election Results

The Executive Director will notify the President, President elect and Past President of the election results as soon as they are available. The President will have the option of notifying individual candidates personally or delegating this to the Immediate Past President or Executive Director.

All candidates will receive a formal notification of the election results from the Executive Director. The President shall notify the Advisory Board members and the Nominations Committee of the election results.

After candidates have been notified, election results will be distributed to the membership via appropriate channels.

Violation of Rules or Policies by Candidates

Any violations of the policies or rules by any nominee or candidate shall be brought to the attention of the Advisory Board and Executive Director upon which disciplinary action may be taken if deemed appropriate including disqualification of a nominee or candidate. The Advisory Board will notify the Nominations Committee of any such action.

Candidate Rules

Completed application packets must be received by ASHRM by the deadline date indicated on the nominee congratulations letter and submitted in the appropriate format. ASHRM staff will not edit or correct any information submitted by a candidate. Extensions shall be granted only for good cause, such as candidate illness, and shall be granted solely at the discretion of the Nominations Committee, or its designee. Candidates will also receive confirmation of receipt.

ASHRM staff will provide one follow up call for items not included in a complete packet. Incomplete packets will not be forwarded to the Nominations Committee.

All nominees will be informed of the final slate of approved candidates, based on the Nominations Committee's deliberations. Those selected to be included on the slate of candidates will have their statement of professional objectives, nominee biography, and photograph made available to the voting membership via the on-line ballot.

The nominee's statement of professional objectives will be distributed to the membership. This statement is intended to address goals, objectives, and values as they relate to ASHRM's strategic plan. 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. 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 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 Advisory Board,



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including exclusion from ballot

The ASHRM Nominations 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 Nominations Committee will have the opportunity to review this statement.

No other materials, such as CV, resumes or personal histories, should be included. Such materials will be discarded and will not be submitted to the Nominations 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 Nominations Committee, whose decisions are final.

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