



2020 NOMINATING WORK GROUP ELECTIONS

PROCEDURES AND GUIDELINES FOR CANDIDATES

Introduction

Due to Bylaws and policy provisions allowing Nominating Work Group (NWG) candidates to declare from the floor, the 2020 NWG elections were postponed until the next in-person HOD meeting, originally planned for this November.

Following the decision to hold the November HOD virtually, the Governance Commission has approved the following timeline and procedures to ensure NWG members are elected in compliance with AAPA Bylaws and policy provisions without disrupting the group's planned activities for the remainder of the leadership year.

This document contains critical information and technical procedures regarding the 2020 NWG elections' timeline, application process, expectations for candidates, communication and campaigning guidelines.

For the purpose of this document, "candidates" refers to all those seeking election, regardless of the stage of their candidacy, to the Nominating Work Group. All candidates are expected to adhere to the procedures and guidelines contained in this document.

If you have any questions, please contact the Governance Commission at AAPAElections@aapa.org.

PROCEDURES & TIMELINE

Important Dates

The dates below reflect important milestones procedures pertinent to the NWG elections.

Date	Action
October 6	<p>NWG candidate applications open:</p> <ul style="list-style-type: none">• AAPA members interested in pre-declaring their candidacy for NWG may submit an application to verify eligibility and provide a platform statement and CV.• Background about the NWG, including eligibility criteria, can be referenced on the application.• Applications for candidacy are open to all fellow members of AAPA and are not limited to members of the HOD. However, only HOD delegates will vote to elect these work group members.

<p>November 6</p>	<p>Deadline to Pre-declare Candidacy Prior to HOD</p> <ul style="list-style-type: none"> • Applications received by the deadline will be reviewed by staff to verify eligibility. Once eligibility is confirmed, the application will be distributed to delegates.
<p>November 20</p>	<p>Virtual HOD Meeting Declarations from the Floor & NWG Election</p> <ul style="list-style-type: none"> • The Chair of the Governance Commission will call for declarations from the floor during the first session of the virtual HOD meeting. • Candidates who declare from the floor will be required to complete an application by 12:00pm ET and have their eligibility verified to be included on the ballot. • Once eligibility is confirmed, candidate applications will be made available to delegates. Due to time constraints, delegates may not be able to review CVs and platform statement prior to voting. CANDIDATES ARE STRONGLY ENCOURAGED TO PRE-DECLARE THEIR CANDIDACY BY THE PRESCRIBED DEADLINE. • Election of eligible candidates for NWG will take place during the final session of the virtual HOD meeting. • The outcome of the election will be announced to the HOD following the virtual meeting.

AAPA Promotion of Elections & Voter Education

AAPA will post candidate applications to the HOD virtual meeting materials web page. The following information from the candidate’s application will be posted to the webpage:

- CV
- Written platform statement

Materials submitted as part of the election process are considered final and may not be edited, amended, or altered in any way.

Candidate Professionalism

As prospective leaders of the American Academy of PAs, all candidates are expected to conduct their campaign with the utmost integrity and in a manner that is professional, issues-oriented, and honest. Candidates are expected to treat their fellow candidates, members, and staff respectfully.

Violating AAPA election policies or procedures—including those found in this document—may be grounds for dismissal from the election process.

NWG ELECTIONS PROCEDURES

The NWG Election will be conducted during the virtual House of Delegates meeting on November 20 via online voting provided by a third-party, independent vendor. Candidate names will appear in a random order on the ballot each time the electronic ballot is accessed by a voter.

Delegates who are eligible to vote will be able to access their ballot during the HOD meeting via their mobile device, computer, pad or tablet. Each eligible voter will be sent an e-mail with a unique login to access the ballot and cast their vote. The AAPA Governance Commission chair along with staff and the vendor, will provide support during the election process.

Write-in candidates are permitted. If AAPA's independent vendor identifies a write-in candidate has received enough votes to win the election, AAPA staff will confirm the individual's eligibility requirements. Misspelling of names does not invalidate a vote/ballot if the intent of the voter is clear.

Ballots are tabulated and results are certified by AAPA's independent vendor at the close of voting. A tabulation memo is received from the vendor accounting for all ballots. The chair of the AAPA Governance Commission will report the results to the House of Delegates at a time to be determined following the HOD meeting.

For Nominating Work Group Candidates, the two candidates receiving the highest number of votes will win the election.

CAMPAIGNING

Prospective candidates are not limited in discussing their intention to run for office, or when to begin their campaign, except when on official business (see detail below). There is no policy which restricts prospective candidates from campaigning until the official slate of candidates is officially announced.

Prospective candidates are, however, cautioned that those who campaign prior to the release of the official slate of candidates do so at their own risk. AAPA is not responsible if the applicant fails to meet eligibility requirements, submits an incomplete application or decides not to pre-declare.

The following expectations apply, regardless of the method or platform used to campaign:

- Professionalism is expected.
- The focus of a campaign will be issue oriented. A candidate's campaign should reflect their experience, vision and expertise. It should not serve as a commentary on other candidates.
- Different points of view will be addressed in a respectful manner.
- Candidates understand their behavior is a reflection of themselves, the AAPA and the profession as a whole.

Campaign Restrictions While on Official AAPA Business

As candidates, current Academy volunteers and leaders are not restricted from performing their official duties while running for office.

Campaign Materials

All information must be truthful, accurate, and reflect a professional business tone.

A [mailing address request form](#) and instructions are available on the last page of this communication. However, voter surveys indicate that receiving individual mailings from candidates do little to influence voter decisions. Electronic communication is a more influential and effective communication vehicle.

Emailing Voters

Due to legal restrictions and IT governance policies, AAPA will not provide a list of member email addresses to candidates. Furthermore, **candidates are prohibited from utilizing current AAPA group email lists to send any election-related communications.**

When sending an email to personal contacts, candidates are encouraged to consider email etiquette. It is specifically recommended that those candidates who choose to email personal contacts use the BCC function when emailing multiple contacts at once. Using the BCC function will prevent the inadvertent sharing of email addresses and overloading of inboxes with “reply all” responses.

Appearance in AAPA Publications

Once a candidate has declared their intention to seek office:

- currently existing AAPA publications and web postings will not be altered or removed specifically because of an individual’s candidacy;
- no new content associated with that candidate will be added with the exception of individual candidate web pages and other official election-related postings.

Personal Social Media and Online Presence

Candidates are encouraged to engage personal social media platforms to promote their candidacy. Please remember to adhere to the professional expectations noted in the Campaign Materials section.

AAPA Social Media

Individual candidates may not post to AAPA social media accounts. AAPA reserves the right to remove any election-related posts not generated by the AAPA from its social media accounts.

AAPA Huddle

No campaigning or other election-specific discussions are allowed on the Huddle. This includes, but is not limited to, promotion of or information about a specific campaign, questions to candidates, the election generally, or any call to action by candidates or voters.

Any post relating to a candidate or the election will be removed by the moderators. Attempts to post by candidates or non-candidates is a violation of the Huddle Code of Conduct and subject to related disciplinary action.

However, candidates are NOT restricted from participating in Huddle discussions during their candidacy. Candidates may continue to initiate or contribute to the many valuable substantive discussions occurring regarding clinical issues, advocacy, research, career advice, and more. The intention of restricting campaigning on Huddle is to preclude divisive electioneering and unnecessary distractions. The Governance Commission recognizes and appreciates the invaluable contributions of members and leaders on Huddle.

CONCLUSION / QUESTIONS?

The Governance Commission appreciates the efforts of all candidates who take the time to step forward to participate in AAPA's elections and their willingness to serve the organization and the profession.

We welcome questions about these Guidelines or the election at AAPAElections@aapa.org

MAILING ADDRESS ORDER FORM
2020 NWG ELECTIONS

AAPA will provide you mailing address lists in a Microsoft Excel chart for eligible voters upon request. Allow up to 5 business days for fulfillment of your request. Before receiving the file(s), you must complete and return a data usage agreement declaring you will delete the list after one use and not share the list. Please note that any violation of this data usage agreement will disqualify your candidacy. You are responsible for the adherence to this policy by any independent contractor you use. There is no charge for this service, but you will be responsible for the security and proper use of the list(s) at all times, printing the labels, and/or securing a vendor for mailing if desired, postage, or any other costs associated with your mail campaign.

Before you incur the cost of a mailing, keep in mind that there are several other vehicles for promoting your candidacy. Email addresses are not available.

Please check the list you wish to receive. Contact AAPAElections@aapa.org if you would like approximate member counts for this list or have any other questions on the process.

Leadership Lists

- 2020 HOD Delegates.

Only those members who have consented to receive mail from AAPA will be included in the addresses you receive.

Please indicate if you want the above lists grouped (one document). You will not be able to tell what position that individual holds, but there will be no duplication of names. Duplication occurs if the lists are sent separately; each list will be labeled "constituent organization officers," "volunteer leadership," etc.

- Group the above lists Don't group