**AAPL Board Nominations Guidelines**

**Timeline:**

March Call for Nominations

April Review Nominations/Contact Nominees

May Voting by Membership

**Identification of Nominations Committee Members**

According to the AAPL Bylaws, the Nominations Committee shall be chaired by the Immediate Past President of AAPL and consist of at least two additional members: one current board member, other than the President, and one member at large not currently on the Board.

*Action item:* *Identify committee members by the end of February*

**Call for Nominations**

The AAPL Membership shall receive an official Call for Nominations to either self-nominate or nominate their peers for a position on the AAPL Board of Directors. The Call, going out in early March, shall consist of nomination form (Appendix A) and will remain open for a period of one month.

The form should:

* List the open board position for the upcoming election cycle
* Provide a role description for those positions
* Provide a checkbox for those applying to indicate their position of interest
* A hyperlink to the AAPL Bylaws, asking all nominees to review them
* Ask the following questions:
  + Indicate, by year or location, at least two AAPL conferences or regional workshops that you attended (as attendance at two events is a prerequisite to serve on the Board)
  + Indicate what former/current Board or Committee involvement you have had with AAPL and what years
  + List the State in which you work
  + List the hospital, facility, or health system for which you work
  + Insure that the form specifies that no more than two Board members from one state may serve on the Board, and only one individual per health system, hospital, or facility may serve on the Board at the same time.
* Request a digital headshot
* Request a 200-word maximum biographical statement about the candidate and why they would like to serve on the AAPL Board. This statement will be used on the final ballot should the nominate be accepted as a candidate.
* Provide a checkbox indicating that the nominees has [ ] Reviewed the AAPL Bylaws

**Vetting**

The Nomination Committee will vet proposed candidates by:

* Review the nomination form to determine:
  + Self-nomination or nomination by peer
  + Identify which position each nominee has checked
  + Review the State and Facility of each nominee to determine if any conflicts occur with the current Board or with other nominees to ensure the Bylaws are followed
  + Verify that a headshot and 200-word maximum bio was submitted along with the nomination form.
* Contact each nominee to see if they accept the nomination IF they were nominated by their peer. Be prepared to provide a role description for the position they were nominated when you are asking them if they accept the nomination.
* Committee shall collectively create a Slate of Candidate for the current Board of Directors once each nominee has been fully reviewed, accepted the nomination, and cleared the vetting process for any conflicts with State or Facility, and has met the criteria of attending at least two AAPL educational events
* Slate of Nominees will be presented to the Board of Directors for the May 8 Board Meeting (2nd Monday of the month). Board to approve Slate.

**Voting**

The Slate of Candidates will be announced to all AAPL members through email with an attachment to their biographical/personal statements prior to May 15. Candidate statement will also be posted on the AAPL website for viewing.

A Survey Monkey will be delivered to all AAPL members in good standing, who are eligible to vote in the annual Board elections. This survey will list all positions open during the election and candidates for each position listed in alphabetical order per position. The survey shall indicate:

* When a candidate is running unopposed
* The number of candidates that member may vote for a certain position (for example, Please Vote for Two Directors) when applicable
* Voting deadline, which shall be one month after the state date for the election

**President Elect: (3-year term; automatically rises to President and the Past President)**The President-Elect shall fulfill the duties of the President at the request of the President or in the absence or inability of the President to act. When so acting, he or she shall have the powers of the President. This officer will subsequently serve the following 2 years as President and the Past President. *Prior Board of Director experience is required for this positon.*

**Secretary: (2-year term) (ODD YEARS)**The Secretary shall be responsible for keeping accurate records of the proceedings of all meetings of the Association, in conjunction with staff at AAPL Headquarters. The Secretary shall serve all notices in due time and order to the membership, and be the official custodian of all matters of record. The Secretary shall maintain a current copy of the Bylaws and a current membership list. The Secretary shall present to the Board of Directors all communications and shall attend to all correspondence of the Association under the direction of the President.   
 **Director At Large Directors:**[Enter NUM] At-Large Directors positions will serve on the AAPL Board. They are responsible for participating in all board meetings and association activities. It is understood that chairing a minimum of a committee will be one of the responsibilities of this position.

[Download the Nominations Form Here](http://www.aapl.wildapricot.org/officers-and-board)