

Guidance for Running SDAMPP Elections

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Secretary and Chair of Nominating Committee

Status: 1 October 2019

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Notes:

- 1.) In conducting the elections, a long sequence of events is called for in the bylaws. The timing of events is driven by lead times specified in the bylaws. These times are mostly references to the date of the SDAMPP annual business meeting.
- 2.) In the event of a discrepancy between the bylaws and this guidance, the bylaws take precedence.
- 3.) This guidance was reviewed by the BOD and approved for posting on the SDAMPP web site under governance documents on 1 Oct, 2019.

Slate of Candidates of Officers and Directors to Stand for Election (example from 2019)

Report to SDAMPP Board of Directors From **Nominating Committee**

Charge: (From Website) The Nominating Committee is responsible for identifying and recruiting effective future leadership for the society by annually submitting names of viable candidates for society offices: The Nominating Committee each year at least six months before the next Annual Business Meeting, shall make nominations for Board Members At-Large, President-elect, Secretary, and Treasurer. Nominees put forward by the Nominating Committee will be approved by the Board prior to being distributed to the membership for consideration.

Report

- *Reporting Period:* 01 Jan 2019 to 15 March, 2019
- *Committee Status:* Fully staffed and active
- *Roster:* Wayne Newhauser (chair), Bud Wendt, and Krystina Tack
- *Activities and accomplishments during this reporting period:*
 - The committee is pleased to report the on-time completion and submission to the BOD of the slate of candidates for 2019 election of officers and directors.
 - In addition, multiple candidates were identified for three of the four open positions, thus ensuring that the membership plays a major role in choosing leaders of the society.
- *Summary of items requiring BOD action:*
 - **Review and approval of slate (see next page).** In the interest of full disclosure, the slate includes two members of this committee (Newhauser and Tack). To manage any perceived conflict of interest, both Newhauser and Tack recused themselves from decision making regarding the offices for which they were nominated (President-Elect and Secretary, respectively). In addition, the slate contains two candidates each for President-Elect and Secretary.
- *Future plans:*
 - Continue to foster succession planning of SDAMPP in close collaboration with the Officers and Directors
 - *Action items: Develop list of prospective candidates to succeed current members of this committee for consideration by President for appointment in January, 2020.*

Respectfully Submitted,

Wayne Newhauser
Chair of the Nominating Committee
15 March, 2019

Slate of Candidates for Election in 2019 for Offices with Terms to Begin in 2020

Office	Nominee	Program	e-mail	Comments	Nominator(s)	Bio
President Elect						
“						
Secretary						
“						
Board Member-at- Large (Residency)						
“						
Board Member-at- Large (Graduate)						
“						

Note: This includes nominations from the nominating committee and from the membership. At-large director candidates were nominated by the membership per the By-laws. The Secretary solicits these nominations from the membership.

Timeline of Election and Status Tracker (Example from 2019)

Activity	No later than	By	Status
President appoints nominating committee (Bylaws 7.2.1)	6 months prior to annual BM	13 January, 2019	Done
Slate of nominees to board for approval – (Bylaws 7.2.1)	There is no lead time specified in the bylaws. This should be approved by the BOD no later than its meeting on 02 April, 2019. Send one week prior to BOD meeting.	26 March, 2019	Done
Slate of nominees sent to members. Solicit additional nominations, need 2 members to vouch, request biosketches	12 weeks prior to annual BM	20 April, 2019	Sent out 17 May, 2019.
Additional board nominees to be submitted by (Bylaws 5.3 and 6.2)	10 weeks prior to annual BM	04 May, 2019	Deadline set for 3 June.
Biosketches and ballots sent (Bylaws 5.3 and 6.2)	6 weeks prior to annual BM	01 June, 2019	
Votes returned and ballot closed (Bylaws 5.3 and 6.2)	3 weeks annual BM	22 June, 2019	02 Sept
Results to board (in event need for BOD to break a tie. Bylaws 6.2, 6.3.4,)	No lead time specified in bylaws. If a tie-breaking vote is needed, to keep on schedule the vote will be conducted electronically within three business days	26 June, 2019	N/A
Sec. to inform candidates of results of election (Bylaws 5.3 and 6.2)	2 weeks prior to annual BM	29 June, 2019	02 Sep
Results to membership	No leadtime specified. Inform at AM and BM	13 July, 2019	Week of 9 September

Secretary's To-do List and Status Tracker (Example from 2019)

Task	Date To Be Completed By
Receive slate from nominating committee	15 March, 2019
Slate sent to board for approval	26 March, 2019
Board slate sent to membership and ask for additional nominees	02 April, 2019
Ask for biosketches from nominees with a deadline of 1 week before ballots to be sent out	05 May, 2019
Make up pdf of compiled biosketches	20 May, 2019
e-mail ballot and biosketches to all reg and emeritus members	01 June, 2019
Count e-mail ballots	24 June, 2019
Results to BOD (if tie-breaking vote needed)	26 June, 2019
Contact nominees via e-mail	29 June, 2019
Results announcement	13 July, 2019
Inform web site administrator to add descriptive announcement of election results	01 August, 2019
Update rosters and email aliases for AAPM to use for our website	31 Dec, 2019

Template Ballot

Note: In 2018 we switched to electronic web-based balloting, so the ballot info below should be converted to a web-based balloting system.

Subject line: ELECTION BALLOT FOR SDAMPP - REPLY BY **1 September 2019**

Dear SDAMPP Member,

This email contains a link (click here) to the ballot containing the names of candidates for the election to the offices of President-elect, Treasurer and At-large Board Members for the Society of Directors of Academic Medical Physics Programs, Inc. Before voting, please take a moment to review each candidate's brief biosketch. Biosketches are available at the following link (click here).

The elected nominees and officers will take office on **Jan 1, 2020**, and that the At-large Board Members are elected to a 3-year term.

Please complete your ballot by **22 June, 2019**.

Thank you.

Wayne Newhauser (secretary@sdampp.org)

President-elect VOTE FOR ONE

- Name of Candidate 1**
- Name of Candidate 2**

Secretary VOTE FOR ONE

- Name of Candidate 1**
- Name of Candidate 2**

At-large Board Member (from a residency program) VOTE FOR ONE

- Name of Candidate 1**
- Name of Candidate 2**

At-large Board Member (from a graduate program) VOTE FOR ONE

- Name of Candidate 1**
- Name of Candidate 2**

Template of SDAMPP Biosketch Request Letter

Dear **John**,

As a nominee for the SDAMPP office of **President-Elect / Secretary / Board member at large**, I would like to collect your biosketch for distribution to the voting members as part of the election process. Please keep your biosketch brief (one page max), and include the following sections:

1. Goals for SDAMPP
2. Present appointments
3. Positions of leadership in medical physics academic programs (past and present)
4. Education and certifications
5. Honors
6. Scientific and professional society activities
7. Educational activities
8. Research activities
9. Clinical activities

Please send me your brief biosketch by **Monday, 20 May, 2019**.

Thank you again for your willingness to serve SDAMPP by standing for election.

Sincerely,

Wayne Newhauser
SDAMPP Secretary

Template of Board Slate Announcement Letter

*Combine res and grad candidates in list.
Enclose voting member list.*

RE: SDAMPP Election Slate: Solicitation for Additional Nominees

Dear SDAMPP Voting Member:

The Nominating Committee of SDAMPP has proposed the following slate for Board Members At-large in the upcoming election:

Name of Candidate 1 (representing residency programs)
Name of Candidate 2 (representing graduate programs)
Name of Candidate 3 (representing residency programs)

Those elected will begin service January 1, **2020**. Additional nominations from the voting membership for At-large Board member are now solicited. Nominations must be in writing or e-mail and proposed by two Regular or Emeritus Members of the Society. In addition, a statement must be received from the nominee that s/he is willing to serve. Candidates for the At-Large Board positions must be current Regular or Emeritus members. A list of current SDAMPP members is enclosed. Nominations must be received by the SDAMPP Secretary by **Saturday, 01 June, 2019**. Send to:

Wayne Newhauser, Ph.D.
LSU, Department of Physics and Astronomy
202 Nicholson Hall, Baton Rouge, LA 70803
secretary@sdampp.org

Nominations received after the deadline above will not be accepted for election in **2019** but will be turned over to the **2020** Nominating Committee for consideration.

Sincerely,

Wayne Newhauser
SDAMPP Secretary

Template of Winner e-mail

cc next year board chair

Dear **John**,

I am happy to inform you that you were the winner of the SDAMPP election for the office of **[specify]**. Congratulations! Your term of office commences Jan 1, **2020** and will run through Dec 31, **20xx**. Ishmael Parsai, our **2019** Board chair will be in touch in the near future about any Board related items. I am attaching a copy of the Society By-laws for your reference. Please let me know by email reply that you received this message.

I look forward to working with you in the years ahead!

Best regards,

Wayne Newhauser
SDAMPP Secretary

Template of Loser Email

Dear **John**,

I'm writing to let you know that you did not win the SDAMPP election for the office of **[specify]**. I'd like to thank you for running and I encourage you to do so again in future years. Your participation in SDAMPP is greatly appreciated.

Best Regards,

Wayne Newhauser
SDAMPP Secretary

Template of Letter to Winner of BOD Member at Large

Dear **John**,

I am happy to inform you that you have been appointed to the SDAMPP office of board member at large. Your term of office commences Jan 1, **2020** and will run through Dec 31, **2022**. **Ishmael Parsai**, our **2019** Board chair will be in touch in the near future about any Board related items. I am attaching a copy of the Society By-laws for your reference. Please let me know by email reply that you received this message.

I look forward to working with you!

Best regards,

Wayne Newhauser
SDAMPP Secretary

Template Letter to Membership Announcing Election Results

Dear SDAMPP Member,

I am pleased to announce the results of the recent election of Officers and Board of the Society of Directors of Academic Medical Physics Programs:

President-elect: **Sally Smith**

Treasurer: **Dick Doe**

At-large Board members:

Jane Justly

Jim Juleson

Please join me in congratulating these individuals.

Wayne Newhauser, PhD
SDAMPP Secretary