



**AAPA 2020**  
**BOARD OF DIRECTORS (BOD) GENERAL ELECTION,**  
**HOUSE OFFICERS ELECTION &**  
**STUDENT ACADEMY BOARD OF DIRECTORS ELECTION**

**PROCEDURES AND GUIDELINES FOR CANDIDATES**  
**Updated 4/3/20**

**Introduction**

This document contains critical information and technical procedures regarding the 2020 AAPA elections' timeline, application process, expectations for candidates, communication and campaigning guidelines. **It was updated on April 1, 2020 to address modifications to the election process in response to the COVID-19 pandemic and the cancellation of AAPA 2020.**

For the purpose of this document, “candidates” refers to all those seeking election, regardless of the stage of their candidacy (prospective candidates, applicants, and those slated as official candidates as of May 1). Therefore, **all** candidates in the Board of Directors (BOD) General Election, House Officers Election, and Student Academy Board of Directors Election are expected to adhere to the procedures and guidelines contained in this document.

**Special Notice Re: Nominating Work Group (NWG) Elections.** Due to Bylaws and policy provisions which allows NWG candidates to declare from the floor of the HOD, NWG elections will be postponed until the next in-person HOD meeting. The Governance Commission (GovCom) does not anticipate a negative impact on the work of the 2020-21 NWG, as their work traditionally commences in late fall/early winter months. A call for NWG candidates as well as further instructions will be issued at a later date.

If you have any questions, please contact the Governance Commission at [AAPAElections@aapa.org](mailto:AAPAElections@aapa.org).

**GENERAL INFORMATION**

**Important Dates**

The dates below reflect important milestones pertinent to both the Board of Directors (BOD) General Election, the House Officers Election, and the Student Academy Election. All elections will be held electronically on the same schedule.

<b>Revised 2020 Election Timeline</b>	
March 2	Candidate Applications Open
April 19	<p>Deadline to file <b>Board General Election</b>, <b>House Officer</b> and <b>SA</b> candidate applications.</p> <p><i>Note that the Board General Election and House Officer Election have a two-part application process. Part I must be completed prior to receiving Part II. Both parts – along with all letters of recommendation – must be received by the April 19 deadline.</i></p>
April 20-24	Interviews with BOD & House Officer candidates for those seeking endorsement by the Nominating Work Group (NWG).
May 1	<ul style="list-style-type: none"> <li>• Launch Board <b>General</b>, <b>House Officer</b>, and <b>SA</b> elections individual candidate webpages</li> <li>• Email announcement to AAPA members announcing <u>all election</u> candidates.</li> </ul>
May 18	Date eligible voters in <u>ALL</u> AAPA elections must be current fellow or student members to vote in their respective election.
June 2	All Election voting opens at 9:00 am EDT
June 15	All Election voting closes at 5:00 pm EDT
June 16	All Election results announced
July 1	2020-2021 Leadership Year begins

### **AAPA Promotion of Elections & Voter Education**

To increase visibility for the campaign, AAPA utilizes an elections landing page within the AAPA website ([www.aapa.org/elections](http://www.aapa.org/elections)). This webpage will house **ALL** information pertaining to the elections, including links to individual candidate webpages, and will be continually updated as current information warrants. Candidates and voters are encouraged to visit this site regularly for announcements and/or new information.

The page will include:

- General information about all 2020 AAPA Elections
- Secondary pages featuring specific information on the Board of Directors General Election, House Officers Election and Student Academy Election.
  - AAPA Board of Directors General Election and the House Officers Election: Once the final list of candidates is announced, each candidate will have an individual candidate page. These individual pages will contain the following information from the candidate's application:
    - Summary biography
    - Photograph
    - CV
    - Video platform statement
    - Answers to application questions
    - Contact information, including up to three personal social media platform links through which voters may communicate with the candidate
  - Student Academy Election: Once the final list of candidates is determined, a webpage dedicated to each position open for election will feature the following information from the candidate's application:
    - Photograph of each candidate
    - Video platform statement from each candidate
    - Each candidate's preferred contact and/or social media information

AAPA may utilize any of the above information to promote the elections and support voter education. AAPA will also promote elections by sharing general information about the process (e.g. announcing the slate of candidates, voting procedure reminders) via web, email, electronic newsletters and social media.

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

### **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.

## **BOARD OF DIRECTORS GENERAL ELECTION PROCEDURES**

AAPA's Board of Directors General Election is conducted via online voting by a third-party, independent vendor. The vendor manages the distribution of secure electronic ballots to eligible voters. Eligible voters are those fellow members as of May 18, 2020. Eligible voters must have a current, valid email on file with the AAPA and/or an active AAPA membership website log-in. Secure ballot information will be distributed to eligible voters via email by the third-party

vendor. Eligible voters may also access their ballot through their [www.aapa.org](http://www.aapa.org) member website account (must be logged in). Candidate names will appear in a random order on the ballot each time the electronic ballot is accessed.

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 has met all 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 (June 15 @ 5:00 pm EDT). A tabulation memo certifying election results is received from the vendor accounting for all ballots cast.

The Chair of AAPA's Governance Commission will contact each candidate to inform them of their individual results the evening of June 15 after ballots have been tabulated and results have been certified. The certified results will be posted on AAPA's elections webpage on June 16.

In the case of a tie vote, the House of Delegates shall vote to decide the election from among the candidates who tied.

### **HOUSE OFFICERS** **ELECTION PROCEDURES**

AAPA's 2020 House Officers Election will be conducted via online voting by AAPA's third-party, independent vendor during the same voting period as the Board General Election (June 2-15). Secure ballot information will be distributed by the vendor to eligible voters via email. Candidate names will appear in a random order on the ballot each time the electronic ballot is accessed.

Eligible voters in the House Officers Election must be credentialed delegates by meeting the following criteria:

- Delegates representing a constituent organization (CO) are required to confirm their CO's core officers are fellow members. Officer memberships can be confirmed by logging into the [HOD compliance webpage](#);
- All delegates must have completed an [electronic conflict of interest disclosure form](#) specific to their role as a delegate no later than May 18;
- All delegates must be current fellow members (or student members if representing the Student Academy) as of May 18.

The HOD Staff Advisor will confirm the apportioned delegates/delegates eligible to vote for each CO and the Student Academy delegation in early May.

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 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 (June 15 @ 5:00 pm EDT). A tabulation memo certifying election results is received from the vendor accounting for all ballots cast.

The Chair of AAPA's Governance Commission will contact each candidate to inform them of their individual results the evening of June 15 after ballots have been tabulated and results have been certified. The certified results will be posted on AAPA's elections webpage on June 16.

If no majority is obtained by a House Officer candidate, a run-off will be conducted between the two candidates receiving the highest plurality of votes. Write-in candidates are not permitted in a run-off.

### **STUDENT ACADEMY BOARD OF DIRECTORS ELECTION PROCEDURES**

AAPA's Student Academy Board of Directors Election is conducted via online voting by AAPA's third-party, independent vendor during the same voting period as the Board General Election (June 2-15). Secure ballot information will be distributed by the vendor to eligible voters via email. Candidate names will appear in a random order on the ballot each time the electronic ballot is accessed.

Eligible voters in the Student Academy Board Election are Student Academy Representatives (SAR) and Student Academy Representative Alternates from accredited or provisionally accredited PA programs. Only one SAR or alternate from each accredited or provisionally accredited PA program is eligible to vote. Voting SARs must be AAPA student members as of May 18 to participate in the election.

Ballots are tabulated and results are certified by AAPA's independent vendor at the close of voting (June 15 @ 5:00 pm EDT). A tabulation memo certifying results is received from the vendor accounting for all ballots cast.

If the election results in a tie, a run-off will be conducted between the two candidates receiving the highest plurality of votes. Write-in candidates are not permitted in a run-off.

A member of AAPA's Governance Commission will contact each candidate to inform them of their individual results the evening of June 15 after ballots have been tabulated and results have been certified. The certified results memo will be posted on the AAPA elections webpage on June 16.

## **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—if eligible—is not endorsed by the Nominating Work Group and decides not to self-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. However, when on official AAPA-funded business, candidates are prohibited from campaigning except when attending AAPA's Leadership and Advocacy Summit (LAS). A current Academy leader may not make public remarks related to their or other's campaign when speaking in their official capacity.

### **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.**

On May 1, an email will be sent to all AAPA members announcing the official slate of candidates for this year's elections. This email will contain a link to candidate information on AAPA's website.

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. Each candidate may provide up to three personal digital platforms (social media or website) to appear on their AAPA candidate web page. 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 will share general election-related information via these channels, and point back to [www.aapa.org/election](http://www.aapa.org/election) which will contain candidate information.

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

### **AAPA Huddle**

There is no campaigning or other election-specific discussions 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. [Read the Huddle](#) post by the Chair of the Governance Commission for additional information.

Any post relating to a candidate or the election will be removed by the moderators and redirected to the AAPA election website where the poster may find contact information for the candidates. 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.

**Meet the Candidates Sessions**

There will be no Meet the Candidates sessions in 2020. These events were scheduled to occur at the AAPA Conference 2020, which has now been cancelled. Alternatives to in-person opportunities will not be provided out of respect for the critical priorities and time demands of both voters and candidates as they fight on the front lines of the pandemic. Voters will still be able to learn about the candidates on individual candidate pages at [www.aapa.org/elections](http://www.aapa.org/elections), beginning May 1.

**Annual Meeting Attendance**

AAPA Conference 2020 has been cancelled. For more information, visit [www.aapa.org/conference](http://www.aapa.org/conference).

**CANDIDATE ENDORSEMENTS****Nominating Work Group**

All candidates for Board positions have the option of seeking endorsement from the Nominating Work Group (NWG) or self-declaring. Following review, the NWG has determined to move forward with all elements of the endorsement process which includes a review of the candidate's application materials and a telephone interview.

However, in light of the demands on PAs during the pandemic, NWG has modified the telephone interview process.

- The interview will consist of just two questions: one general and one specific to the position for which the candidate is applying.
- To accommodate flexible scheduling, the interview may take place with as few as one NWG member.
- All telephone interviews are recorded to inform NWG members who may be unable to join an interview. However, the audio recordings will not be made available beyond the NWG. Those opting to participate in the NWG process will be required to sign a release to indicate they understand the recording and how it will be used.

**Constituent Organizations**

Candidates may solicit and/or accept endorsements from COs (chapter, specialty organization, caucus, or special interest group). These endorsements are expected to be positive, professional, and transparent. To that end, AAPA has developed the following guidelines for any AAPA constituent organization choosing to endorse one or more election candidates:

- An endorsement should focus on the positive attributes of the candidate, not any perceived shortcomings of other candidates. Endorsements should never attack.
- Endorsements are informational; they should not incentivize or pressure members into action.
- COs that endorse candidates should have defined criteria for endorsement.

- Criteria for endorsement should be made publicly available. Ideally, the criteria should be posted on the CO's website, but should also be made available upon request.
- Any written, printed, or electronic communication regarding the endorsement of a candidate should include the criteria itself or language that articulates where readers may view the criteria.
- Any written, printed, or electronic communication regarding the endorsement of a candidate should either contain the CO logo or the signature of a CO-designated spokesperson.

### **Other PA Organizations**

Voting is a privilege of AAPA membership and should not be influenced by the goals or objectives of another organization. AAPA requests that ARC-PA, NCCPA, and PAEA refrain from endorsing any candidate(s). We appreciate their respect for the voice of our members and encourage candidates to work with their supporters to adhere to these guidelines.

### **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, particularly during these difficult times.

We welcome questions about these Guidelines or the election at [AAPAElections@aapa.org](mailto:AAPAElections@aapa.org)

**MAILING ADDRESS ORDER FORM**  
**2020 AAPA 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(s) you wish to receive. Candidates in the Student Academy Election may only receive the list of eligible voters for the specific position for which they are running. Contact [AAPAElections@aapa.org](mailto:AAPAElections@aapa.org) if you would like approximate member counts for lists you are considering or have any other questions on the process.

**Leadership Lists**

- Constituent Organization Officers (president, president-elect, vice president, secretary, treasurer, secretary/treasurer) and 2020 HOD Delegates.
- Volunteer Leadership (combination of AAPA Board, PA Foundation Board, and Commission/Work Group Chairs and Members)
- By State (Please indicate states)
- 
- By Specialty (Please indicate specialties) \*
- 
- Student Academy Election  
 Position Running For: \_\_\_\_\_

\*Only those members who have designated their specialty to AAPA will be included in the addresses you receive.

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