



AAAOM Nomination Committee Structure, Role and Responsibilities

Organizational Structure:

- ✚ The AAAOM Nominations Committee (NC) shall serve as a sub-committee of the AAAOM Elections Committee.
- ✚ The NC shall be made up of at least three members that will be seated pursuant to the AAAOM Bylaws. It shall be required that an AAAOM member seeking to be or already confirmed to be a Candidate for the AAAOM Board of Directors (BOD) in the upcoming election may not serve on the NC and may not participate in the vetting process to any degree
- ✚ The NC Chair will report directly to the Elections Committee.
- ✚ The Elections Committee will report to the AAAOM Executive Committee (EC) who will be responsible for reporting to the BOD.

NC Roles and Responsibilities:

The role of the NC shall be to:

- ✚ Create materials to be used for prospective candidates to apply for the position of AAAOM Director.
- ✚ Determine guidelines of appropriate conduct during the nomination and election process which shall include a statement signed by all prospective Candidates that they acknowledge and agree that any false, misleading or inaccurate statements, intentionally or unintentionally made or submitted by prospective Candidates will result in a rejection of said candidacy, without exception.
- ✚ Inform the AAAOM general membership of the duties and requirements both professional and personal that is expected of all Director-Candidates and elected Candidates.
- ✚ Inform the AAAOM general membership of the opportunity and dates to submit a nomination application for a seat on the AAAOM BOD.
- ✚ Receive nomination applications, conduct the vetting process of prospective Candidates and submit approved applications to the Elections Committee for confirmation.

- ✦ Upon the submission of approved Candidates, the NC has no further role or responsibilities in the Election process, unless specifically charged by the BOD. Accordingly, all inquiries with respect to an approved Candidate's conduct shall be handled by the Elections Committee.

Overview of Vetting Process:

- ✦ The vetting process of prospective candidates will commence once all required materials are properly and timely submitted to the NC.
- ✦ The Chair of the NC will assign specific prospective Candidates to specific NC members. Both the NC Chair and all members will use their best efforts not to assign and/or accept prospective Candidates that have been closely connected in a personal or professional manner (ex. business partnership or close personal relationship). Working together in a Board or Committee capacity shall not automatically be considered working closely in a personal or professional manner. This determination shall be made at the discretion of the NC Chair.
- ✦ Members of the NC may utilize internet searches, telephone inquiries and interviews of prospective Candidates and any other available measures to determine whether or not a prospective candidate has presented himself/herself truthfully and accurately, without exception. Verification may include but not be limited to: AAAOM membership status, NCCAOM certifications, state license status, professional clinical practice experience, disciplinary actions and any other information provided by a prospective Candidate or deemed relevant by the Chair of the NC.
- ✦ NC shall not rank nor make any determinations, comparisons or recommendations with regard to prospective Candidates experience or fitness as a potential Board member and shall only approve the truthfulness, accuracy and eligibility of each Candidate.
- ✦ If a member has found that a Candidate has not submitted truthful and/or accurate information, said member shall report said findings in writing to the NC Chair for review. The NC shall meet and vote on whether or not the Candidate shall be rejected accordingly. Said decision shall be reported to the Elections Committee who will confirm or deny the rejection or engage or ask the NC to engage in further review as it sees fit.
- ✦ The Elections Committee will then review the approved applications of the NC, continue said vetting process as it deems necessary, and confirm or reject same in writing. If confirmed, the Elections Committee shall forward said application(s) to the AAAOM EC for final review and approval.
- ✦ Once prospective candidates are approved as candidates, the Elections Committee shall maintain its responsibilities for all further activities necessary to carry out elections.
- ✦ Any rejected Candidate will be notified in writing by the AAAOM Elections Committee in a timely manner.

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