

**STANDARD OPERATING PROCEDURE FOR APPNA ELECTIONS
FOR BOARD OF DIRECTORS AND PRESIDENT ELECT 2024**

ROLES AND RESPONSABILITIES

A. Nominating Committee shall seek nominations from the general membership before the summer meeting. A blast e-mail will be sent to general membership.

1. There will be a position of President elect for 2024 and there will be three (3) Board of Director positions for a two-year term starting January 1, 2024 and ending on December 31, 2026.

2. The membership shall vote for three (3) candidates on the slate of nominees for the Director's position.

3. The membership shall vote for one candidate on the slate of position of the President-elect 2024.

4. The Nominating and Election Committee shall nominate a slate of all eligible candidates who have received a minimum of 15 nominations by the Active Members in good standing of the Association.

5. Only one (1) candidate shall be elected from one Alumni. In the event of more than one candidate from the same Alumni contesting the Election, the person obtaining the highest votes will be declared elected as-long-as that candidate is among the top three vote-getter out of all the candidates in this election cycle. In such circumstances the next candidate securing highest vote from a different Alumni shall be declared elected.

B. Nominating Committee will submit a slate of candidates for Board of Directors of the association to all members at least two weeks before the date of election (Balloting Process) along with a short resume of each candidate.

C. Candidates shall complete the Election Packet by reviewing, signing and notarizing this packet. Packet is due back at APPNA by email, mail or fax on or before June 23, 2023, at 11:59 PM CST. Candidates shall collect fifteen (15) nominations from APPNA members in good standing and send to the APPNA office by email, mail or fax on or by June 23, 2023, at 11:59 PM CST. Prepare and send in your candidate fee check of \$3500.00 for President elect, and \$2500 for BOD, made payable to APPNA by mail, by June 23, 2023, at 11:59 PM CST.

D. Final Voters List and Verification of E-mails. Membership Committee after its approval by the Board of Directors will release the Voters List to the "Election Company" and chairperson of NEC.

E. For the election of these three Directors and President-elect 2024, the voters list valid on June 23, 2023 shall be used.

CODE OF CONDUCT OF THE ELECTION PROCESS

APPNA members contesting for Board of Directors and President-elect for 2025 shall abide by the following guidelines. NEC shall announce Election Timeline in the beginning of the election process according to APPNA Constitutions and Bylaws.

NOMINATION & SLATE OF CANDIDATES:

- 1- NEC follows the election timeline and nomination process as outlined in APPNA constitution and bylaws.
- 2- The NEC shall not have the authority to decline a candidate that otherwise meets the nomination requirements set forth in APPNA Bylaws and election rules and procedures.
- 3- NEC shall obtain in writing the candidate's consent that this Code of Conduct is binding under all circumstances.
- 4- NEC will announce the slate of candidates to membership in a timely fashion as outlined in the Bylaws and election rules and procedures.
- 5- Each candidate shall provide his/her CV on a standard one-page document to be received by APPNA office at least 15 days prior to ballot mailing date. Candidates may use both sides of the one-page document. The CV will be uploaded on the election website

VOTERS LIST:

- 1- Membership Committee after its approval by the Board of Directors will release the Voters List to the election company with a copy to chairperson of NEC.
- 2- For the election of these three Board of Directors and President-elect for 2024, the voters list valid on June 23, 2023 shall be used.

DISPUTES AND GRIVEANCES:

- 1- All candidates shall acknowledge the sole jurisdiction of APPNA to resolve all disputes and grievances in the Election Process.
- 2- Election process is NOT limited to nomination, voting and counting but also includes electioneering, campaigning, speaking at meetings and all election related activities.
- 3- The written complaint is lodged with the Nomination and Election Committee, through submission to the NEC Chairman with a copy to the President of APPNA.
- 4- NEC shall render a written decision to the complainant (within 5 business days) with copies or direction to other parties in the election process as appropriate.
- 5- If the issue is not resolved to the satisfaction of the person lodging the complaint, it may be appealed to the Ethics and Grievance Committee of APPNA. This appeal should be filed in 48 hours after the decision by NEC.
- 6- The written appeal shall be submitted to the Chairman of the Ethics and Grievance Committee and a copy to the APPNA President.
- 7- The E&G Committee shall issue a written decision to the complainant (within 5 business days of filing of appeal) with copies or direction to other parties involved, as appropriate.

- 8- All candidates shall agree that upon conclusion of APPNA procedures for dispute resolution, as outlined above the decision arrived at by APPNA shall be FINAL and shall not be subject to any recourse outside APPNA whether judicial or extra-judicial in any state of the union.
- 9- It is emphasized that the above appeal process shall take precedence over other business and should be conducted expeditiously.
- 10- All decisions during the grievance process shall be promptly submitted in writing.

THE CODE OF CONDUCT:

1. This code of conduct is in effect for the entire election year; starting from January 1st to December 31st of an APPNA year.
2. A candidate shall not announce his or her candidacy and/or start any campaigning for a future election during any given election year.
3. The NEC shall announce the official slate of candidates. There shall be NO election campaigning allowed in this election except outlined in this code of conduct.
4. Candidates are not allowed to present themselves as candidates at any component society meetings or similar events prior to the official announcement of slate of candidates by NEC.
5. Candidates shall be allowed to develop a web site and/or a Facebook page to post their achievements. Candidates shall be allowed to invite general membership to visit these web pages and/or Facebook page via a link, they can send in their allowable three emails to APPNA membership during election process.
6. Each candidate will be allowed to send three electronic mails. These emails shall be shared with the chair of NEC in advance for approval and APPNA central office will send these emails to general membership.
7. Any System-wide celebration emails and postal mails, e.g., Eid and holiday greetings and similar will be counted towards the allotted mailing for the campaign.
8. All facts stated in campaign mailings shall be verifiable. It is the responsibility of the candidate to validate their statements by substantial proof, when requested. Failure to provide this proof shall be considered violation of code of conduct.
9. No letters from supporters are allowed. Any letter/email of support for or against any candidate can be a ground of disciplinary action against the member, including member's name removed from the voter list. The NEC can make recommendations to the EGC for disciplinary action and/or termination of membership from the organization.
10. Any "Negative campaigning" by a voter member or candidate shall be referred to the Ethics and Grievance Committee for appropriate disciplinary action and may be ground for revocation of membership from the organization.
11. The candidates shall only participate in debates sponsored by NEC. NEC must approve the Candidate debate format and moderator(s).
12. The candidates shall not take part in any debates arranged by chapters, alumni and component societies or arranged by group of physicians or in any format on social media.
13. The candidates shall not spend or donate money directly or indirectly in any way in APPNA, APPNA component society or APPNA affiliate organization activities. Charitable donations of any kind are also included in this binding.
14. APPNA may provide up to a one-page advertisement to all the candidates free of cost in spring and/or summer publication.

15. The use of APPNA logo in any form of communication by a candidate is prohibited.
16. Telephone calls, direct mailings, and emails to members are not permitted by the candidate or any voter member.
17. Facsimile (fax) transmission as a means of campaigning is not allowed by candidate or any voter member.
18. No individual personal calls and text messages by the candidates themselves or any voter member are permitted.
19. Candidates' appearances and speaking at the component society events are not allowed. Candidates are not allowed to financially support these events directly or indirectly. Candidates are not allowed to make any donations directly or indirectly or to pay for advertisements in component society journals.
20. Paid personal advertisements of any kind are not permissible. This restriction is included but not limited to APPNA meetings and events of component societies. It also includes newspaper Ads, TV Ads, Social media Ads and others.

VIOLATIONS:

- 1- First violation of this Code of Conduct shall be grounds for a cease-and-desist citation and a fine, not to exceed \$1,000 per violation.
- 2- Second violation shall be grounds for removing the candidate's name from the election ballot at the discretion of the NEC.
- 3- NEC need not give a warning prior to issuing its citation upon a first violation.
- 4- If the candidate is cited for a violation and all appeals have been exhausted, the violation and candidate's name can be made public to the membership.

CANDIDATE STATEMENT OF COMPLIANCE:

The undersigned candidate for a position on the board of directors of APPNA / candidate of president elect, hereby acknowledges, and agrees that he or she has been provided with the APPNA Election Process and Code of Conduct document as the "Code of Conduct". The undersigned further acknowledges and agrees that the Code of Conduct shall govern candidate conduct, campaigning and the APPNA election process, including resolution of all questions, grievances and disputes arising during the election process. The undersigned further acknowledges and agrees that the grievance procedure provided in the Code of Conduct is the sole and exclusive remedy for such grievances and that a decision of the E&G of APPNA shall be final and binding on the candidate and the other parties to the grievance. The undersigned further acknowledges and agrees that in participating in the election process and consenting to be bound by the Code of Conduct, including its grievance procedures, he or she has given up substantial rights, including his or her right, if any, to have such grievance litigated in a court or by jury or bench trial, and has done so freely and voluntarily without any inducement. The undersigned acknowledges that throughout the election process, he or she will maintain a courteous conduct appropriate to the image of APPNA and oneself. Although this document cannot address every instance of inappropriate campaigning or social media use, it is intended to offer APPNA's spirit of conduct to its candidates and members, facilitating them raise APPNA's image.

AFFIDAVIT

I, _____, solemnly pledge that I have not had any sanctions, suspension, or disciplinary censure by a State Medical Board, DEA, Medicare, Medicaid, or Regulatory Agencies.

I have not been involved in any illegal or fraudulent activities. And I have not taken part in any lawsuits against APPNA or its officers after the date of enactment of the current bylaws (12-15-2021) without going through the internal due process as determined by the Nomination and Election Committee.

Acknowledged and agreed this _____ day of _____, 20_____.

Signed Name

Printed Name

Subscribed and Sworn before me this _____ day of _____, 20_____

Notary Public: Signature & Stamp/Seal

COMPLAINT HANDLING

Election and Nomination Committee shall handle all the complaints regarding election process based on “code of conduct”.

CONFERENCE CALL RULES AND REGULATIONS

1. Chairman Election and Nomination Committee shall arrange the committee meeting as required to facilitate the election process.
2. 50% attendance is required for the quorum of the meetings.
3. Action items can be approved by e-mails/Text messages to meet the deadlines specified in the code of conduct.

TIMELINES ELECTION 2023 PRESIDENT-ELECT AND BOARD OF DIRECTORS.

All dates are the last date for the assigned task:

Call for Nominations May 22, 2023

Last date to submit nominations June 1, 2023

NEC to vet all nominees by June 16, 2023

Nominees acceptance and return signed affidavit and election fees by June 23, 2023

Last date to withdraw June 29, 2023

Final list of candidates July 3, 2023

Meet and Greet candidates on July 8, 2023

BOD candidates debate on Sunday July 16, 2023 at 4 pm EST

President-elect candidates debate on Sunday July 23, 2023 at 4 pm EST

Ballot starts August 9, 2023

Voting ends August 24, 2023, Midnight CST

Results announced September 3, 2023



2023 APPNA Election Nominating Form

6414 South Cass Avenue, Westmont, IL 60559

Fax: 630-981-5229

Email: nicholas.suh@appna.org

Name of Nominee: _____

City: _____ State: _____ Email: _____

I, the undersigned member in good standing of APPNA nominate the candidate above for the position selected below.

Select One

President-Elect Board of Director

Signature

Print Name

Email