

4. Transact all such other business in the best interest of the membership, which may from time to time come before the Board.

F. NOMINATIONS & ELECTIONS

The reader is referred to Article IV of the [Academy bylaws](#) for additional information.

1. **Policy:** The nominations committee will vet all candidates and prepare a slate of nominees for Members-at-Large and a slate of nominees for President-Elect as required by the By Laws. Only Fellows in good standing, including International Fellows, are eligible to hold office.
2. **Procedures:**
 - a. Nominations Committee
 - 1) Composition of the nominations committee is defined in the Academy By-laws Article IV 4.1.
 - 2) The Chair of the nominations committee will facilitate the nominations and election process. The Chair will not rank candidates for the proposed slate except to break a tie. Potential nominee questions will be directed to the chair, who will only discuss/disclose information to the nominee, based on information available to the public. The chair, as a neutral party, will not participate in one-on-one recruitment or endorsement of any nominee.
 - 3) Nominations committee members must agree to neutrality and will not participate in one-on-one recruitment or endorsement of any nominee.
 - 4) A sitting or past board member who plans or would consider a nomination for a member-at-large or President-Elect position during the current nomination cycle, must recuse themselves from the nominations committee prior to the convening of the committee.
 - 5) A sitting board member will serve on the nominations committee for no more than one nomination cycle during their board term board. An exception must be made for one additional cycle in the event that all remaining members in a given board class have recused themselves from serving on the committee during the current nomination cycle. If all members of a given board class have recused themselves, the participation by that class will be replaced with a second member from the immediate past board class. In the event a second member of the immediate past board class is not available, a member from the preceding past board class will be selected.

6) The nominations committee must receive the following information at the start of the nominations process: a) by-laws and policy & procedures related to nominations and elections; b) practice settings represented by the sitting board members for the upcoming board year; c) timeline for nominations/election cycle; d) published nominations/election cycle process; e) nominee application; f) rubric for evaluation of candidates.

b. Nominations and Election Cycle

- 1) The nomination cycle will begin in July with board approval of the nominations committee members and initial call for nominations for board members-at-large and president-elect.
- 2) Final candidates for the slate will have the opportunity to address the membership at the annual convention during a time-limited format of the board's choosing.
- 3) Elections are held annually and will open the week following the annual meeting. Fellow members are the only members eligible to vote. Bios and position statements for each nominee will be published for voting members to review in advance of the election. Elections must be administered and results tabulated by an external agency. Election results will be posted on the academy website following the notification of results to all candidates.

c. Nominations Process

- 1) Nominations will be solicited from the Academy membership, sitting board members, Academy committee chairs, state leader's network, and any other sources as determined by the nominations committee.
- 2) All nominees must complete an application by November 1 of each nomination cycle.
- 3) All qualifying applications will be initially evaluated based on the published rubric to determine the best qualified candidates and who would be representative of the membership.
- 4) The objective portion of the application will be scored on the rubric by the nominations committee staff liaison with scoring validated by the nominations committee chair.
- 5) The subjective portion of the application will be scored on the rubric by nominations committee members. To avoid bias, the highest and lowest rating for each element must be removed and an average of the middle six ratings will be used for the final scoring of the subjective section.
- 6) Members of the Board of Directors assume the responsibility to initiate and establish the policies governing the Academy and to maintain a fiduciary responsibility over the

financial affairs of the Academy. Candidates for selection to the nomination slate for member-at-large must exhibit the ability to fulfill the responsibilities of the position including the ability to understand the impact of issues on the profession as a whole and across diverse practice settings. Appropriate candidates should be able to demonstrate a history of volunteer and leadership commitment and involvement at the state and national level, ideally within the Academy. Selected candidates are determined based on each individual's qualifications and prior leadership experience and will be ranked in accordance to the rubric established by the Academy (<http://www.audiology.org/about-us/academy-leadership/annual-nominations-and-elections>). The member-at-large job description is posted on the Academy website (<http://www.audiology.org/about-us/academy-leadership/board-directors-job-description>).

The proposed member-at-large slate will be initially based on the highest rubric scores, however, must also make consideration for the following:

- i) practice setting of the sitting board for the upcoming board year to remove potential for the board to be dominated by a single or dual practice setting
- ii) ensure multiple practice settings are represented by the proposed slate
- iii) candidates for the slate must not hold simultaneous board service in a national professional association that set standards or scope of practice for the profession of audiology and/or are involved in legislative, regulatory and public policy agendas
- iv) candidates for the slate must not have an unexpired term on the board of an Academy partner at the time in which the Academy board term begins
- v) candidates for the slate may hold simultaneous non presiding officer service on a board of a specialty focused audiology group as long as the service is not inclusive of the entire Academy board term for which they are being considered
- vi) the proposed slate must include a minimum of two candidates for each vacant position
- vii) two additional member at large candidates must be placed on the slate when a sitting board member with an unexpired term is on the slate for president-elect

7) Candidates for selection to the nomination slate for president-elect must possess the necessary competencies and professional literacies to promote and maintain the integrity, professional excellence, financial health, and interpersonal/interorganizational relationships of the Academy. Candidates must demonstrate the ability to fulfill the responsibilities of the position including understanding the impact of issues on the

profession as a whole and across diverse practice settings as well as providing strategic and tactical leadership for the Board of Directors. Potential candidates should have extensive knowledge of the working/operational structure, history, and traditions of the Academy and should have demonstrated a history of significant service to the Academy as evidenced by participation on committees, taskforces, and in other volunteer capacities. Candidates for the slate will be determined based on each individual's qualifications and prior leadership experience and will be ranked in accordance to the rubric established by the Academy (<https://www.audiology.org/about-us/academy-leadership/annual-nominations-and-elections>).

The proposed president-elect slate will be initially based on the highest rubric scores, however, must also make consideration for the following:

- i) the preference for contemporary Academy board experience of >5 years and no greater than 10 years
- ii) may not hold an unexpired term on any board of an audiology related organization that set standards or scope of practice for the profession of audiology and/or are involved in legislative, regulatory and public policy agendas

8) Presentation of Proposed Slate

- i) The proposed slate will be presented to the board of directors in January of each year.
- ii) The following information will be provided to the board along with the proposed slate: a) practice setting composition of sitting board members for the next board term; b) summary of the nominations pool (number of applications reviewed for member-at-large and number for president-elect); c) summary of rubric including range of scores and average score for member-at-large applicants and for president-elect applicants; and d) name, credentials, current position, practice setting, and location of proposed candidates.
- iii) The board must approve each proposed slate. In the event a slate is not approved, the nominations chair will provide the committee's next ranked candidate(s) for consideration.

3. **Board vacancy:** When a vacancy on the Board of Directors for a member-at-large seat is created following the annual election, the candidate(s) with the next highest vote count from the most recent election will be appointed to complete any unexpired term(s)⁴. In the event