

NOMINATING COMMITTEE STANDARD OPERATING PROCEDURES

1. Committee Structure and Responsibilities

- a. The Nominating Committee consists of a Chair and 2 additional members. All members are elected by the AOPT voting members.

2. AOPT Board of Directors Neutrality

- a. AOPT Board Members who are potential candidates or candidates may participate in the nomination, candidacy, and voting processes only with respect to the position they are seeking. Except as permitted above, members of the Board of Directors are prohibited from any participation in the nomination, candidacy, and voting processes. The Board is expected to remain neutral during the election process itself.
- b. Prohibited behaviors include:
 - i. Soliciting nominations on behalf of a potential candidate.
 - ii. Submitting an individual Nominee Consent Form to the Nominating Committee on behalf of any potential candidate.
 - iii. Speaking formally or informally for or against any candidate. Board members may recommend/nominate members for positions as an active member of the AOPT. The individual who nominates a member is always confidential from all parties and not disclosed.
 - iv. Responding to questions from any interested member regarding the qualifications and performance of any candidate.
 - v. Prohibited behaviors DO NOT include:
 1. Assuming a leadership or mentoring role when encouraging individuals to consider service to AOPT's Board of Directors or Nominating Committee.
 2. Answering questions relating to workload or other responsibilities regarding service on the Board in the position held by the Board member.
 3. Referring potential candidates to published biographical materials.

3. Nominating Committee Liaison

- a. The Assistant Executive Director is the liaison to the Nominating Committee.
- b. The Board Liaison is the President and is only involved with policy discussions/procedures/organization of duties and time, and assists in identifying the needs of the AOPT.

4. Nomination Process and Timeline (See attached appendix)

5. Election Process

- a. The AOPT will utilize an electronic ballot for all eligible AOPT voting members
- b. It is preferred that candidates write their statement/profile in first person for consistency.

6. Elected Officer Qualifications

- a. President
 - i. AOPT member in good standing
 - ii. Demonstrated significant leadership experience in the AOPT and knowledge of Academy recent/current initiatives/activities
 - iii. Must have direct experience on the AOPT Board of Directors in one of the following positions: Vice President, Treasurer, Director, Practice Chair, Education Chair, Research Chair or APTA Board Liaison to the AOPT.
 - iv. Demonstrated managerial experience/skills included but not limited to:
 1. Personnel management
 2. Strong communication skills
 3. Experience in conducting meetings
 4. Knowledge of parliamentary procedure
 - v. Ability to effectively represent the AOPT and the profession

- vi. Experience in strategic planning, organizational structure, and business operations 25
- b. Vice President
 - i. AOPT member in good standing
 - ii. Demonstrated significant leadership experience in the AOPT and knowledge of AOPT recent/current initiatives/activities
 - iii. Demonstrated managerial experience/skills included but not limited to:
 - 1. Personnel management
 - 2. Strong communication skills
 - 3. Experience in conducting meetings
 - 4. Knowledge of parliamentary procedure
 - 5. Ability to effectively represent the AOPT and the profession
 - 6. Experience in strategic planning, organizational structure, and business operations
- c. Treasurer
 - i. AOPT member in good standing
 - ii. A good understanding of financial statements and accounting concepts
 - iii. Demonstrates a broad knowledge-base of AOPT recent/current activities/initiatives
 - iv. Shall have served no less than one (1) year on the AOPT Finance Committee from the time they would assume the office of Treasurer at the end of the Combined Sections Meeting. This limitation shall not apply if both the Finance Committee and the Board of Directors adopt a resolution stating that the limitation should not apply to a named individual(s).
 - v. Previous experience on APTA and/or APTA component(s) Finance Committee(s) is preferred.
 - vi. Experience in strategic planning, organizational structure, and business operations
 - vii. Ability to effectively communicate (both written and verbal) the AOPT's financial status to the Board and AOPT membership
- d. Director
 - i. AOPT member in good standing
 - ii. Demonstrated previous experience in AOPT governance and/or associated activities.
 - iii. Demonstrated APTA and/or component experience is preferred.
 - iv. Additional Points to Consider
- e. Nominating Committee
 - i. AOPT member in good standing
 - ii. Experience with AOPT activities and initiatives
 - iii. Demonstrated experience in mentoring
 - iv. Familiarity with conflict of interest policies related to elected positions and governance
- 7. **Inform Candidates of Votes Received**
 - a. Individual letters to the candidates will contain only the actual number of votes the candidate received in relation to the overall number of valid ballots returned.
- 8. **Notary to Verify Election Results**
 - a. A notary public will be hired to review the electronic report generated by the AOPT's website each year for the AOPT election. The Assistant Executive Director will forward a report showing all votes cast electronically to the notary in the week following the August 31st deadline. After the election has closed, the notary will review the online voting report and online summarized voting report and submit a written, notarized report to the AOPT office.
- 9. **Publishing Election Results**
 - a. When the election results are published, the results will include the total number of ballots sent, total number of votes cast, the percent of the total membership that responded, and the total number of invalid ballots along with an explanation of why they are invalid.
- 10. **Publishing Slate of Candidates**

- a. The AOPT slate of candidates will be published on the AOPT's website one month prior to the ballot mail date. An e-blast and posts to the AOPT's social media outlets informing the AOPT membership of the slate of candidates will be e-blasted/posted one month prior to the voting period and weekly thereafter.

11. Nominating Committee Members Attending CSM

- a. The entire Nominating Committee will attend CSM on the following suggested staggered schedule.
 - i. The Nominating Committee Member in their first year attends Wednesday/Thursday with an update report to the board Wednesday night.
 - ii. The Nominating Committee Member in their second-year attends Friday/Saturday with report to the board liaison on Saturday.
 - iii. The Nominating Committee Chair in their third-year attends Thursday/Friday. This allows the Chair to attend requested AOPT Board meetings and the Membership Meeting. (The Chair will report to the AOPT Board while present)
- b. Each member of the Nominating Committee attending CSM will have 2 days per diem, travel and their registration covered. This will enable Nominating Committee Members to travel and participate across the spectrum of activities as they recruit prospective candidates.
- c. Each Nominating Committee Member attending CSM will be provided reimbursement for taking potential candidates for coffee, breakfast/etc., in an effort to enable a discussion of various opportunities or positions available for the current or future election cycles. Receipts would be required for reimbursement.