

## ELECTION PROCEDURE

### A. Mechanics:

- Immediate Past Chair work with sections representatives to encourage applications.
- Section Fellows Committees solicit nominations.
- AAPS Staff receives and collates nominations.
- Staff review assuring application completeness:...Forward nominations to sections
- Section selection:
  1. Rank candidates
  2. Employ classification system, (Outstanding, Excellent, Qualified).
  3. Forward ranked candidates to AAPS Staff
- AAPS Fellows Committee Chair & Chair Elect assigns primary & secondary reviewers.
- Staff assures random selection for presentation at meeting
- Staff takes notes during the proceeding.
- Staff clears nominations with EC.
- Staff prepares notification letters.
  1. Elected Fellows...President's Signature.
  2. Failures....Fellows Committee Chair's Signature. Letters cleared through the Section's representative.

### B. Meeting Conduct (Robert's Rules).

- Chair is responsible for assuring meeting is conducted in a professional manner.
- Introduction of section representatives and Staff.
- Chairs Instructions.
  1. Process is evolutionary...Committee 'gels' after several nominees have been considered. (1<sup>st</sup> nominations tend to be looked at more closely).
  2. To assure full & fair consideration, all close vote failures are reconsidered.
- All committee members vote (even if they are the nominator). Recusation is a members personal decision, not the chair's.
- All section representatives and EC Liaison must be present at the face-to-face meeting. If the representative cannot attend, they must find an alternate to attend.

### C. Process:

- Section representative discusses the sections consideration of their nominee, presenting the case for election of nominee to Fellow.
- Primary Reviewer gives his/her thorough evaluation of candidate.
- Discussion, if appropriate.
- Secondary reviewer gives his/her evaluation of candidate.
- Discussion.
- Chair holds vote...(All committee members vote).
- Majority vote required for election.
- Election/failure to elect recorded by staff.
- Reasons for failure to elect are agreed to by chair, committee and section representative. Staff records in writing to include in letter to nominator.
- After all candidates have been considered, candidates that failed to win election by close vote are reconsidered so as to assure fair evaluation.
- Meeting is adjourned
- Results sent to EC by Staff for EC approval
  - Elected Fellows notified by AAPS President

- Letters to those not elected are prepared by staff for AAPS Fellows Selection Committee Chair's signature and cleared through section representative to assure clarity and lighten the blow to the failed candidate.