

## NATIONAL NOMINATING COMMITTEE (NNC) JOB DESCRIPTION

**Eligibility:** Must be a Full or Specialty Fellow in good standing and be a member of the district to which elected as National Nominating Committee Representative. NNC members may not serve concurrently on any other national AAP committee, council, task force, or section executive committee. NNC members are precluded from becoming candidates for President-elect until they have been retired from the NNC for a minimum of three years.

**Election and Term Requirements:** Candidates for National Nominating Committee Representative shall be nominated by a District Nominating Committee (DNC) or by petition. The election of the NNC Representative shall be held annually in conjunction with the national Presidential election by mail or electronic ballot of all vote-eligible members in the appropriate District. In order to be elected, candidates must receive over 50% of the valid votes within 30 days after the provision of ballots. If there are more than two candidates and no candidate receives 50% of the valid votes, a runoff election between the two candidates receiving the most votes shall be conducted.

NNC members shall serve a 3-year term and may not be re-elected. If a member of the NNC is unable to fulfill the duties of that office, the DNC shall appoint a replacement who shall serve for the remainder of the unexpired term and who shall not be eligible to run for a subsequent three-year term.

**Responsibilities:** The NNC member represents his/her respective district at deliberations of the NNC, which is responsible for nominating two candidates for the office of President-elect prior to the Annual Leadership Forum each year.

### *Governance and Meeting Management:*

- Accepts and supports the Mission of the AAP.
- Abides by AAP policies and procedures.
- Discloses any potential conflict of interest at the beginning of each meeting.
- Attends all committee meetings and participates in conference calls.
- As appropriate, provides staff with relevant material before meetings by a predetermined deadline.
- Maintains an active e-mail account, which should be accessed frequently, as most communication/discussion is via e-mail.
- Attends and participates in the following meetings: Annual Leadership Forum (ALF), Annual District meeting, NNC meeting, and National Conference & Exhibition (NCE).

### *National Election:*

- Supervise the national election process.
- Attend one Board of Directors meeting while in first year on the NNC.
- Serve as host for the President-elect candidates and introduce the candidates during the Annual District meeting.
- Reach out to district members in effort to identify potential candidates for President-elect.
- The 3-4 most senior members of the NNC comprise a sub-committee to review any perceived infractions in the Election Rules or campaign violations.
- Prior to the NNC meeting at which candidate interviews are conducted, contact candidate references, and provide feedback to the NNC.
- Obtain additional feedback, as necessary and appropriate, on potential candidates prior to the meeting at which the interviews will be conducted.
- Participate in the interview of potential candidates for President-elect.
- Carry out individual assignments given by the chairperson and/or staff by a predetermined deadline or in a time frame appropriate to the assignment.

*Specific Related to District Responsibilities:*

- Chair the District Nominating Committee of his/her respective district and chair the nominating process for that district election.
- Reach out to district members to identify potential candidates for district offices.
- Respond to questions from AAP members within the district relative to the area of the committee's expertise.

*Chairperson – Additional Responsibilities:*

- Ensures the committee responds to directives from the Board.
- Exercises leadership of the committee in accomplishing its annual goals of selecting two candidates to run for President-elect and overseeing the campaign and election.
- Asks NNC members if there is a conflict of interest at the beginning of each meeting.
- Makes policy recommendations to the Board of Directors, as necessary and appropriate.

*Member/Staff Coordination:*

- Moves members toward participation and decision-making.
- Establishes an effective partnership with staff to achieve the committee's goals.
- Works with staff to plan meeting agendas; attends and presides over all meetings/conference calls.
- Approves meeting minutes prior to their distribution.
- Works with staff to assure that action items are completed and the work of the committee is carried out between meetings.
- Oversees all committee activities and assures that tasks are completed and deadlines met.
- Ensures the committee responds to any Annual Leadership Forum resolutions referred to the NNC for consideration.
- Responds to inquiries from members and staff regarding committee issues, as appropriate.

*Campaign and Election Coordination:*

- Introduces the two candidates to the attendees at the Annual Leadership Forum.
- Responds to members as concerns arise regarding campaign and/or election issues.
- Convenes a small work group of the most senior NNC members, as necessary and appropriate, to discuss campaign/election disputes that cannot be easily resolved.

### DISTRICT MEETINGS AND THE ROLE OF THE NNC

The following is the protocol for the NNC in assisting the President-elect candidates prior to and during their presentations at district meetings:

1. The NNC representatives at the district meetings act as a “host” for the candidates, particularly for those from outside of the district hosting the meeting. The candidates (and their spouses/partners) should be hosted at dinners and other social functions as well as attended to as necessary during the business sessions.
2. It is advisable for the NNC representative(s) at the district meeting to meet briefly with both candidates early in the meeting and before their presentations to apprise them of the format for the meeting, review any rules, and answer any of their questions.
3. The determination of who will speak first will be made by a coin toss prior to candidate introductions.
4. Each candidate will be introduced using the bio that each candidate has written. The complete bios may be found on the Member Center of the AAP Web site as well as in the district meeting workbooks.
5. Each candidate will be afforded 15 minutes for his/her presentation. At 30 seconds prior to the end of the time limit, the NNC member will stand at his/her seat. When time is up, the NNC member will approach the podium and ask the candidate to end the presentation.
6. During the question/answer session, the candidate who presented last will be the first to respond to the first question. For the second and subsequent questions, the candidates will alternate in order of who responds first or second. It should be emphasized that all questions must be directed to *both* candidates, and the candidates should limit their responses to no more than 2 minutes each.

In addition, during the NNC report at your district meeting, you may want to mention the following:

- The NNC is looking for interested individuals who would want to be considered as candidates for President-elect in the next election.
- The national AAP election will be held via Web ballot at the onset of the National Conference.
- Forthcoming district position vacancies, for which candidates should be identified by **March 1**.
- Review/discuss Election Rules.

## DISTRICT NOMINATING COMMITTEES

### Composition

**Chairperson:**

District Representative to the National Nominating Committee

**Membership:**

Chapter Presidents

Chapter Vice Presidents

**Ex-Officio (non-voting):**

District Chairperson

District Vice Chairperson

District Representative to the Chapter Forum Management Committee

### Procedure

If the District Nominating Committee Chairperson (NNC Representative) is running for another district office, then the DNC shall select another chair. A member of the DNC may not vote on any nomination for an office for which that member is a candidate. (Bylaws, Article VII, Section 4)

### Special Procedures

**District VII:** A state cannot succeed itself after completion of a term in office. Only two of the four national officers may be from the same state. (District VII meeting minutes, March 14, 1999)

### Duties

The DNC shall nominate no more than two candidates each for the positions of District Chair, District Vice Chair, and National Nominating Committee representative. Notice shall be given to the vote-eligible members of the district 30 days prior to the DNC meeting to allow the voting membership to suggest potential candidates. [NOTE: Except in the case of a special election, this notification is included in an issue of *AAP News*.] (Bylaws, Article VII, Section 5)

The DNC shall appoint individuals to fill interim vacancies in the positions of District Chair, District Vice Chair, and Representative to the National Nominating Committee. The DNC shall elect the district representative to the Chapter Forum Management Committee. (Bylaws, Article VII, Section 5)

**Election of the Chapter Forum Management Committee (CFMC):** Qualifications of CFMC Members are as follows: The CFMC members must be chapter presidents or vice presidents or immediate past presidents or immediate past vice presidents at the time they are elected. At the time they start their term on the CFMC, they must be or have been a chapter president or vice president within the 36 months prior to the date they assume office.

Election and term requirements for the CFMC are as follows: Members of the CFMC shall be elected at a district meeting preceding the Forum for a single three (3) year term by the chapter presidents and vice presidents of each district and shall assume office at the close of the next Forum after their election. If a member of the CFMC vacates his or her position before the end of his or her term of office, the chapter presidents and vice presidents of that district shall vote to fill that vacancy. Candidates for the position must meet the qualifications for a CFMC member. Members elected to fill a vacancy with less than two (2) years remaining in the term of the original member shall be eligible for election to a full three (3) year term.

**ELECTION TIMELINE FOR CFMC (ALF) REPRESENTATIVE**  
**(Developed and Used by District IX)**

1. Three-year term, starts with shadowing previous ALF representative at the ALF prior to starting term. Continues for the next three ALF meetings.
2. Nominated and Elected by the DNC.
3. Election completed by the Annual District Meeting.
4. Potential Candidate submission of names and statement of intent by one month before the start of the Annual District Meeting.
5. DNC meeting (teleconference) at least by two weeks prior to Annual District Meeting to review possible Candidates and finalize Nominees.
6. Vote by secret ballot by the start of the Annual District Meeting.
7. Announcement of new ALF Rep at the Annual District Meeting and submission to National AAP at the end of the meeting.

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