

## **Operational Policy Candidacy and Election of Officers and Directors**

### **Candidate Submissions:**

NAEMT members interested in serving as an officer or member of the Board of Directors who are eligible as defined by the NAEMT Bylaws shall submit the following documentation to NAEMT Headquarters. For each election, a member may only submit candidacy documents for one open position. Documents must be submitted in electronic format.

1. Statement of Candidacy shall be a maximum of 500 words and shall include:
  - a. the position being sought,
  - b. why the candidate is seeking the position,
  - c. what the candidate's goals will be if elected,
  - d. the key challenges and opportunities that the candidate feels that NAEMT and EMS are facing,
  - e. how the candidate believes that the association should address these issues, and
  - f. why the candidate is the best person to fill this position.
2. Candidate's Background Information shall not exceed 2,000 words and shall include:
  - a. educational and professional accomplishments,
  - b. recognition,
  - c. involvement in NAEMT activities, and
  - d. any other information that may be relevant to the position being sought.

Candidate must provide supporting documentation to verify claims and statements included in Statement of Candidacy and background information submitted. Personal information that a candidate does not want publicized should not be included in the Statement of Candidacy or the Background Information submitted.

3. Letter of Support from another active member of the association supporting the candidate.
4. Written recommendation from the candidate's service or agency confirming the candidate's level of commitment to the profession, and the employer's support for the time commitment required for the position being sought.
  - a. If the employer is different from the service or agency, a letter from the candidate's employer confirming their support for the time commitment required for the position being sought;
  - b. If the candidate is self-employed, a written recommendation from an EMS colleague confirming the candidate's level of commitment to the profession and the candidate's ability to meet the time commitment required for the position being sought.

5. Signed Statement of Acknowledgement that the candidate will abide by NAEMT candidacy and elections policies.
6. Signed Code of Conduct Statement.
7. Valid email address at which members may contact the candidate.
8. Photo of the candidate in electronic format.

Endorsements of candidates by individual members in good standing will be accepted until two (2) weeks prior to the commencement of voting. Endorsements may be received either as emails, signed faxes or signed letters. Endorsements shall be limited to one endorsement per member for each open position. Up to 20 names of members endorsing each candidate will be posted on the website in the order in which they are received.

Members of the Board of Directors and Candidacy & Elections Committee shall not submit a letter of support or endorse any candidate through written, printed or electronic communications.

#### **Candidacy and election process:**

1. Candidate instructions will be posted on the NAEMT website at least three months prior to the commencement of voting. Communications will be sent to members several times during this period to alert them to the upcoming election. Voting instructions will be provided to members.
2. Candidate submissions for all open director and officer positions will be accepted over a period of four weeks beginning at least 10 weeks prior to the commencement of voting.
3. After the conclusion of this four-week acceptance period, the Candidacy and Elections Committee appointed by the President will verify the qualifications of each candidate for open director and officer positions in accordance with the Guidelines for Qualifying for NAEMT Director or Officer, and review and verify all information contained in the candidate statements and supporting documents.
4. Following verification by the committee, candidates' information will be posted on the website for at least two weeks prior to the commencement of voting. Names of up to 20 members endorsing each candidate will also be posted.
5. An email will be sent out to all members with a link to the candidates' information page on the website.

6. Candidates will be required to respond to questions posed by the Candidacy and Elections Committee. Candidates' responses to these questions will be posted on the website for review by members a minimum of two (2) weeks prior to the commencement of voting.
7. The voting process shall be conducted by an independent voting services contractor.
8. Commencement of voting - Members will be able to vote online for the candidates of their choice for a two week period. Paper ballots will be available to members upon request. For each open position, the candidate with the most number of votes shall be elected.
9. End of voting – Once the voting process has been completed, the President shall notify all candidates in writing of the results of the election. Those candidates who were elected shall accept in writing the position to which they were elected and shall sign and return to NAEMT Headquarters all required paperwork within two weeks following the end of the election.
10. After the President has notified all candidates, members of the association will be notified of the results of the election through all appropriate means of communication. A certified report from the independent voting services contractor providing written confirmation of the results of the election shall be posted on the website no later than 5 business days following the close of voting.
11. If there is a tie between two or more candidates, the association will hold a run-off election between these candidates, using the process outlined above.

**Candidate Guidelines:**

1. All candidates will conduct themselves in an honest and ethical manner, and will respect the rights and privileges of fellow candidates. It is expected that information provided by candidates be factual and truthful. The Candidacy and Elections Committee shall report to the Board any and all instances in which a candidate has made, supported or induced others to make untruthful, defamatory, disparaging, inaccurate or inappropriate statements regarding fellow candidates, NAEMT or its members, Board or staff. The Board shall evaluate this information and, in its sole judgment, may vote to disqualify a candidate prior to an election, or refuse to seat an elected candidate.
2. Candidates may address their goals for seeking office with other members on an individual basis.
3. Letters of Support and Endorsements submitted to NAEMT on behalf of the candidate will only be posted on the NAEMT website.

4. Candidates may not:
  - a. use the NAEMT membership list for distribution of candidacy information or materials;
  - b. distribute candidacy information or materials at the NAEMT Annual Meeting;
  - c. refer to other websites or blogs in any candidacy materials submitted, including statements, background information or responses to questions.
  - d. post Letters of Support or Endorsements submitted to NAEMT, as part of the candidacy process, on any other websites, blogs or social media.
  
5. Candidates attending other EMS meetings or conferences at NAEMT's expense shall not distribute candidacy information or materials at these events.

*Adopted: January 16, 2008*

*Amended: May 18, 2009 (email vote)*

*Amended: April 9, 2010*

*Amended: May 2, 2010*

*Amended: September 14, 2012*

*Amended: March 5, 2013*

*Amended: May 10, 2013*

*Amended: April 14, 2017*

*Amended: October 28, 2019*