

NABP Executive Committee District Nomination Procedures for Open Member Positions

The following guidelines have been developed by the NABP Executive Committee in accordance with the amendments to the NABP Constitution and Bylaws adopted at the 100th Annual Meeting and Centennial Celebration in Chicago, IL, April 2004 and amended at the 105th Annual Meeting in Miami, FL, May 2009. Nominating Guidelines are necessary to ensure the uniformity of procedures among the NABP Districts and validity of the nomination process.

A. Authority

The Executive Committee is charged through the NABP Constitution and Bylaws to develop policies and procedures “*related to the security and integrity of the District nomination process*” [Article IV, Section 3, (c)(v)]. The Executive Committee will monitor the policies and procedures and effect changes when necessary to meet the responsibilities outlined in the Constitution and Bylaws.

B. Information Dissemination

In developing the nominees/slate of candidates for member positions in NABP, the Association is committed to striving for the widest participation possible by all members of the Association. In order to achieve this objective, the following procedures will be implemented:

1. In a spring issue of the *NABP Newsletter* or special mailing, if necessary, information about the nomination procedures including a list of the currently serving Executive Committee members, the Districts for which nominations will be necessary, and the requirements that members must satisfy in order to be nominated for the Executive Committee member position shall be published.
2. NABP staff shall send to the executive officers of all of the state boards of pharmacy, District chairpersons, and District secretary’s information similar to that contained in the *NABP Newsletter* or special mailing asking for their assistance in disseminating the information and encouraging the participation of their board and District members in the nomination process.

C. Candidate Information

As stated in the NABP Constitution and Bylaws, candidates to be considered for nomination by an individual District:

1. Must be currently serving as a member or as the administrative officer of an active member board;

2. Must not, in addition to their board of pharmacy activities, currently serve as an officer, official, board member, or staff member for any national or state pharmacy organization; and
3. Must not have a conflict of interest with the purpose, mission statement, and operation of NABP.

D. Submission of Nominations

Individuals interested in being nominated for an Executive Committee member position should submit to the NABP executive director/secretary, District NABP chairperson, and District secretary a letter of intent at least twenty (20) days prior to the opening date of the District meeting, which includes a short (no longer than one page) narrative highlighting relevant experience and attributes that qualify the affiliated member for consideration to be nominated to the Executive Committee, the term expiration date on the active member board on which the affiliated member presently serves, and a current curriculum vitae.

NABP staff will review the submissions and determine if individuals satisfy the qualification criteria outlined in the NABP Constitution and Bylaws. Notice of qualified candidates will be provided by NABP to the District NABP chairperson, District secretary, and the individual nominees prior to the opening date of the District meeting. NABP will provide copies of the submitted letters of intent and vitae for each qualified candidate for distribution at the District meetings.

E. Slating and Submission of Nominations

Only those individuals who have been determined by NABP to meet all qualifications for member position shall be eligible to be nominated. The District can nominate no more than two persons from the District for a member position on the Executive Committee. The determination of qualified candidates to be slated by the district, in accordance with the CBL, should be solely through voting for candidates on the ballot prepared and utilized by NABP; preliminary voting to predetermine the number of candidate to be slated is prohibited. The results of the election, names of candidates, and number of votes received by each candidate must be submitted on the District Meeting Nomination Reporting Form to the NABP executive director/secretary at least sixty (60) days prior to the NABP Annual Meeting.

In determining if an affiliated member should be slated as a nominee from the District, the candidate should have the time, energy, desire, and ability to serve on the Executive Committee. The experience an individual has had with NABP serving on committees and task forces and participating in District and NABP meetings and understandings of the operations of the Association are critical factors in determining whether or not to nominate an individual to serve on the Executive Committee. Boards should also

pay particular attention to the curricula vitae of potential candidates to assure selection of the best qualified as the District nominee(s).

Eligible candidate(s) shall have the opportunity to address the boards during the Board Session for no longer than two (2) minutes to provide additional information about themselves and their interest in serving on the Executive Committee.

F. Schedule of Voting

Voting of candidates will take place during a Board Session at each District Meeting. Each active member board of a District shall have one vote for the nomination of each Executive Committee member position. The vote shall be by written ballot (provided by NABP) and cast by the affiliated member who shall be recognized as the official delegate of said board.

No voting by proxy shall be permitted. If the official delegate is unable to attend the District meeting or is not able to participate in the nomination voting, a change of delegate form (provided by NABP) must be completed and submitted to the NABP District chairperson prior to voting.

The Board Session will be conducted in accordance with the latest revision of *Robert's Rules of Order*, except where those rules are contrary to any provisions of NABP's Constitution and Bylaws, in which case the provisions in the Constitution and Bylaws shall prevail.

G. Ballot

Election of the District nominee for the Executive Committee member position shall be by written ballot provided by NABP. An ongoing closed ballot will be used throughout the voting process until candidate(s) receive the required number of votes in accordance with Section I of these Nomination Procedures. If the District decides to elect two nominees for consideration at the Annual Meeting, each board through its official delegate will be asked to vote for two separate nominees. The two candidates receiving a majority of votes of the active member boards, provided that a minimum of four boards of pharmacy are present, shall be the District nominees. The District shall utilize a valid process.

H. Inability to Elect a Nominee(s)

If the District fails to select a nominee at the District meeting as outlined in these Procedures, the Executive Committee shall select, in consultation with the District for which the open position exists, no more than two candidates for each such position. (Article IV, section 3, (c) (iii))

I. Additional Nominations

If an individual desires the District nomination, but is not nominated through the District, or an individual desires to seek the Executive Member position after the District Meeting, the candidate must submit written notice to the Executive Director/Secretary no later than 45 days prior to the Annual Meeting. Only those individuals who have been determined by NABP to meet all qualifications for such position shall be placed on the ballot. (Article IV, section 3, (c) (ii))

J. Required Number of Votes to Win Nomination

The candidate for the Executive Committee member position shall be decided by majority vote of the number of active member boards in each District attending the meeting, provided that a minimum of four active member boards are present.

If a state is not able to participate in the District Meeting due to state prohibitions on travel that are communicated to the District Secretary and Executive Director of NABP no later than 30 days prior to the District Meeting, the state's delegate will be qualified to participate in the business sessions via electronic means, including but not limited to conference call, video conferencing, or Skype¹. The documentation submitted to NABP will be on a form provided by NABP and will request citation of the specific prohibition and designation of the state's delegate. The form will need to be executed by the Executive Director or the President of the Board.

If a state fails to comply with the above provisions it will not be able to participate and/or vote via remote means.

K. Election of Executive Committee Members

The election and installation of Executive Committee members will take place at the following Association's Annual Meeting.

¹ The cost for the special accommodations will be borne by the requesting state(s) or District dependent on the policies and procedure of the District.