



## **NAMSS Campaign Policy and Procedure**

Campaigning is defined as participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for a NAMSS elected office.

Information about each candidate may be published on the NAMSS website, or other NAMSS approved media (e.g., Synergy, Gateway or other mass emails), in support of the election ballot. Materials will be reproduced exactly from the application statements submitted by each candidate, except that NAMSS may remove material it deems outside the scope of the application or election process. Beyond publication on the NAMSS website or other approved media, NAMSS does not permit vendors or affiliated state associations to engage in the following types of campaign activities:

- No form of public endorsements are allowed, including but not limited to sending email communications in support of or on behalf of a candidate, public speeches, phone solicitation, distribution of literature (mailings, social media posts, sign postings) or editorials in any publication.
- An Affiliated State Association may promote awareness of a NAMSS election, but may not promote any particular candidate, nor conduct any campaign activities in support of or opposition to a candidate. For a full listing of Affiliated State Association, email [info@namss.org](mailto:info@namss.org).

Campaigning begins when NAMSS announces the slate and continues until the ballot is closed. Candidates are allowed to self-promote via one (1) mass email, personal (1 on 1) emails, phone solicitation, social media, or in person, one on one interactions.

Note: Inflammatory or negative language will not be tolerated. If a candidate is found to be sending negative emails about their opponent, they will be removed from the slate.

### **Procedures**

1. All candidates for NAMSS office will receive the NAMSS Campaign Policy/Election Results Form. The form must be signed and returned to the NAMSS National Office. Failure to sign and return the form within the designated timeframe will result in disqualification from the election process.
2. Any questions regarding NAMSS elections and practices should be directed to the Leadership Selection Committee, in care of the NAMSS Executive Office staff. Reports of suspected violations will be addressed on a case-by-case basis.
3. Any complaints about campaign practices must be communicated in writing and submitted to the Leadership Selection Committee Chair in care of the NAMSS Executive Office. Email is considered an acceptable form of written communication. Anonymous complaints will not be accepted. The Leadership Selection Committee Chair will advise the Committee of the

complaint, and may request additional information from the complainant as it deems necessary.

4. The candidate will be notified by the Leadership Selection Committee Chair in writing (with proof of delivery) that a complaint has been lodged against him or her, and that an investigation will be conducted by the Leadership Selection Committee. The candidate may be given details of the reasons for the complaint, but will not be told the names of any individuals that lodged or confirmed the complaint, except to the extent their identities are essential to the investigation of the facts. The Chair will advise the candidate that any response to the charges should be submitted to the Committee in writing within 5 business days of the candidate's receipt of written notice of the complaint. If the candidate does not submit a response, staff will advise the candidate in writing that he or she was given an opportunity to respond and no response was received.
5. The Chair will work with the Leadership Selection Committee to investigate the claim, and then arrange a conference call meeting to be held within a reasonable time frame of receiving the complaint. In investigating the claim, the Committee should, when possible, seek concrete evidence (emails, letters, etc) supporting the complaint. If the campaign consists of phone calls, the Committee should seek corroboration from two or more members to verify the claim. The candidate has the burden to show whether the campaign activities were conducted without the candidate's knowledge or approval. If the Committee determines that a violation of the policy has occurred, the Committee may take any action it deems appropriate up to and including removing the candidate's name from the ballot. The decision of the Leadership Selection Committee will be final.
6. The Leadership Selection Committee shall have the authority to remove a candidate from the ballot or void a candidate's election as a result of violation of the above campaign guidelines. The Chair will notify the NAMSS Board and Executive Director of the Committee's decision.
7. The Chair will notify the candidate of the Committee's decision in writing within a reasonable time frame (with proof of delivery) of the Committee's decision. If the candidate requests to appeal an adverse decision, NAMSS will convene an ad hoc appeals panel, to be selected by the Leadership Selection Committee Chair, to consider the appeal.
8. The Leadership Selection Committee shall notify the complainant and the candidate of the outcome of their investigation within a reasonable time frame after the conclusion of the investigative process.
9. A candidate removed from a ballot in a prior election will be ineligible for nomination in any future election.

**Acknowledgment**

I have received, read, understand and agree to abide by the NAMSS Campaign Policy and Procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_