

**POLICY NAME: NOMINATION AND ELECTION OF NAMSS OFFICERS AND BOARD MEMBERS**

**Number:** Governance 600.30  
**Effective:** 01-18-2013

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**Policy Statement:**

National Association Medical Staff Services (NAMSS) officers and Board of Directors (Board) will be elected by the NAMSS membership in accordance with NAMSS Bylaws and under the guidance and direction of the Leadership Selection Committee.

**Purpose:**

To define procedures that will ensure that highly qualified individuals are elected to the Board in a fair process.

**Notification of NAMSS Open Board Positions to NAMSS Members**

Notification of open Board positions will be announced via NAMSS publications, NAMSS website and other electronic means. Board job descriptions shall be available on the NAMSS website for review by potential applicants. The Board may also be requested by the committee to solicit names of potential applicants for the open positions. The Executive Office will make available all relevant job descriptions and Leadership Selection Committee policies.

**Eligibility**

Officer:

- Current NAMSS Board members must complete their current term of office before assuming the duties of Secretary-Treasurer
- State Board members must complete their term in their respective state prior to assuming the duties of the Board. Applicants cannot hold dual positions on their State Board and the NAMSS Board simultaneously
- Must have previous experience as a NAMSS committee member, chair or vice chair and/or NAMSS Board member
- Must have completed the Candidate Application by published deadline
- Must be an active NAMSS member in good standing for the past five (5) years
- Must hold both current NAMSS certifications (CPMSM and CPCS)
- Must sign and adhere to the NAMSS Volunteer Leader Agreement
- Must abide by the NAMSS Principles of Leadership
- Must demonstrate a proven track record evidenced through input/recommendations from references (as detailed under "Application Process") that address the NAMSS Principles of Leadership.

Director at Large:

- State Board Members must complete their term in their respective state prior to assuming the duties of Board. Applicants cannot hold dual positions on their State Board and the NAMSS Board simultaneously.

- Must have demonstrated experience on a NAMSS committee or State Association Board within the last five (5) years;
- Must have completed the Candidate Application by published deadline
- Must be an active NAMSS member in good standing for the past five (5) years
- Must hold a current NAMSS certification (either CPMSM or CPCS)
- Must sign and adhere to the NAMSS Volunteer Leader Agreement
- Must demonstrate a proven track record evidenced through input/recommendations from references (as detailed under “Application Process”) that address the NAMSS Principles of Leadership.
- Must not have previously served as a Director at Large on the NAMSS Board within the past three (3) years.

Leadership Selection Committee members may not be a candidate for any of the open positions for the next 2 years, following year of service.

### **Application Process**

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Applicants must apply online via the electronic Candidate Application. Completed application packets shall contain the following:

- Signed NAMSS Volunteer Leader Agreement;
- Completed Candidate Application outlining experience, education, contributions to NAMSS and/or State Association(s), a candidate statement to be shared with the membership, a biosketch and consent to serve on the Board if elected;
- Electronic submission of color photo;
- Name of the individual who is responsible for the performance management process or higher who is able to attest to the applicant’s ability to commit to travel and time requirements; and
- Submission of one peer reference and one reference from a state leader or NAMSS Committee Chair (suggested references include current or past NAMSS committee member and/or chair, current or past State Board member or committee chair, professional colleague, industry partners, legal counselor or other industry consultant). All individuals provided should be able to attest to the candidate’s ability to abide by the NAMSS Principles of Leadership, leadership skills, leadership style and overall professional experience and accomplishments. (Current NAMSS Board members and Leadership Selection Committee members cannot serve as peer references.) Individuals may only serve as a reference for one candidate. Candidates for either the DAL or Secretary-Treasurer position may not serve as references for other candidates.

Applicants must provide all of the documents by the stated deadline in order for the Leadership Selection Committee to consider their application. Incomplete applications will not be processed.

NAMSS will also request performance evaluations from state leadership (where state leadership experience is indicated) and/or a relevant NAMSS committee chairperson (where committee experience is indicated).

### **Application Evaluation Process**

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Applications completed by the stated deadline shall be evaluated and verified by the Executive Office or designee. The evaluation and verifications shall include the following:

- Verify applicant meets minimum eligibility requirements as listed under “Eligibility”
- Place candidates into scoring grid (quantitative data only)
- Review conflict of interest statement (as part of the NAMSS Volunteer Leader Agreement). Forward applicant’s conflict(s) of interest to Chair and Executive Director for evaluation. Clarification from the applicant may be requested and forwarded to the Leadership Selection Committee for discussion/evaluation; and
- Request one supervisor and one peer reference to complete the NAMSS Principles of Leadership.
- Candidates must also provide a reference from a state leader or NAMSS committee chair in the form of the completed Principles of Leadership.
- Any additional information that is received unsolicited, will be excluded from the application process.
- Incomplete applications will not be continued through the interview process.

### **Leadership Selection Committee Review of Applicants**

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The Leadership Selection Committee shall receive a listing and required information per above for each applicant for all open positions. The Chair shall assign, with NAMSS staff, applicants to committee members for evaluation of the application. After review with Committee Chair or Committee, if warranted, Committee members may contact additional NAMSS peers, committee chairs or state leaders as applicable to gain a broader perspective on the applicant’s leadership abilities. Once the application has been deemed complete, selected candidates and their references will be scheduled for interview.

Committee members shall conduct applicant interviews (via phone, web or in-person). The Leadership Selection Committee may conduct face-to-face interviews (either in person or via electronic or telephonic means) as deemed necessary by the committee. The “Interview with Applicant” form shall be utilized in the interview. Committee members shall also conduct interviews with the applicant’s immediate supervisor, one peer reference, and one reference from a state leader or NAMSS Committee Chair as listed on the Candidate Application. The “Interview with Reference” form shall be utilized in the interview. Each applicant shall be ranked in various categories including Education and Experience, Professional Experience, State Experience, NAMSS Experience, Candidate Interview, Peer References and adherence to the NAMSS Principles of Leadership.

Upon review of the applicant’s information, the Leadership Selection Committee may determine the applicant may be a candidate for an open position other than the position the applicant originally applied. The committee is required to seek approval by the applicant prior to placing the applicant on the slate for the different position.

The Leadership Selection Committee shall hold a special meeting for committee members to present their applicants for consideration of the open positions.

The Leadership Selection Committee shall determine the slate of candidates to be presented to the Executive Committee and Board of Directors.

## **Final Review and Approval of NAMSS Slate of Open Positions**

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The Chair of the Leadership Selection Committee shall present the slate of candidates to the Executive Committee for information only. The Executive Committee does not have authority to approve or deny the slate. If additional information is requested by the Executive Committee, the Chair shall notify the Leadership Selection Committee within five (5) days and respond to the Executive Committee within the requested time frame. If no additional information is requested, the Chair shall present the slate of candidates to the Board for review and approval of the slate. Current Board member(s) who are also applicants for the Secretary-Treasurer position will be excused during discussion of the slate.

The Board may approve or dismiss the slate but may not make recommendations on changing the slate. A joint meeting of the Board and Leadership Selection Committee may be held, at the Leadership Selection Committee's discretion, to address the reasons for non-approval of the slate. The Leadership Selection Committee shall hold a special meeting to re-discuss the slate and shall forward the committee's final recommendation to the Board. Within seven (7) days of the final approval of the slate of candidates the Leadership Selection Committee Chair or designee shall notify all applicants of his or her candidate status.

Due to the automatic advancement of current board officers, the positions of President-Elect, President and Immediate Past President shall be single candidates. (Secretary-Treasurer shall become President-Elect, President Elect shall become President, President shall become Immediate Past President). Two candidates shall be placed on the slate for each open Director at Large position and the Secretary-Treasurer position unless an action is determined under "Lack of Qualified Candidate(s) for Open Board Position(s)".

If a current Board member is completing a term of office due to resignation of an officer or director at large, the Board member may apply and shall be held to the same requirements of the application process/evaluation during the next nomination process.

### **Lack of Qualified Candidate(s) for Open Board Position(s)**

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In the event there is a lack of qualified applicants for an open position or there is only one applicant qualified to be a candidate, the following may be considered by the Leadership Selection Committee and Board:

- One candidate shall be sufficient to submit on the slate.
- Request a current Board member to serve on the Board for one (1) additional year
- Seek the Board's assistance in identifying additional candidates

### **NAMSS Slate Announcement and Campaign Timeline**

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Once the slate has been approved by the Board of Directors and the candidates have been notified, the slate of nominees will be distributed to the membership for information only. Candidates are then permitted to campaign via acceptable processes outlined in the NAMSS Campaign Policy.

### **NAMSS Ballot and Election Process**

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NAMSS members shall be notified thirty (30) days prior to the balloting process via electronic means. The ballot shall be available to active NAMSS members via a secured

electronic process and members must submit their vote within the established deadline. The Executive Director will verify election results with the Leadership Selection Committee Chair. The number of votes received by each candidate will be kept confidential.

**Election Results Communication Process**

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The Leadership Selection Committee Chair or designee shall notify the Executive Committee, Board and Leadership Selection Committee of the election results. The Chair or designee shall notify all candidates of his or her election status within five (5) business days upon confirmation of the election results via telephone. Additionally, written notification of the election results shall be sent to all candidates.

NAMSS members shall be notified of the election results within five (5) business days following candidate and Board notification of the election results via NAMSS website and electronic communications. Applicants and candidates may be considered for NAMSS committees or other volunteer opportunities by the President-Elect.

Candidates will be allowed to apply for an open Board position for two consecutive years without being elected, after which they will be required to wait three years before re-applying.

**Additional Documents:**

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For additional information on term limits and position descriptions, please refer to the following:

- Secretary-Treasurer Job Description
- Director at Large Job Description
- Interview with Candidate Form
- Interview with Reference Form
- Reference Evaluation Form
- Candidate Scoring Scale

Originating Work Group and/or Committee	Leadership Selection Committee	
Bylaws And Other References		
NAMSS Bylaws	Article 7, Sections 1-4 and Article 8, Sections 1-3	
Pertinent documents	Leadership Selection Committee Description; Nominee Application Packet; Candidate Scoring Grid; Reference Evaluation Form; Candidate Interview Questionnaire; Reference Interview Questionnaire	
Communication Methodology	E-Newsletter and special E-blast communications to the NAMSS membership, posting on the NAMSS Web Site	

Amended Date	Board Approval Date
12-13-07	12/3/2008
	10-28-09
1/18/2013	1/18/2013

3/16/2015	3/16/2015
1/25/2018	1/25/2018
11/12/2019	12/16/2019

**POLICY STATEMENT:**

NAMSS is committed to building an effective organization with qualified candidates in each volunteer position. The Board of Directors is responsible for developing systems to support the identification of qualified candidates. A specific process will be followed in the selection of volunteers.

**PURPOSE:**

To ensure that volunteers have the characteristics, qualifications, and skill sets to carry out their specific responsibilities and to match the needs and requirements of NAMSS with the skills, knowledge and interests of prospective volunteers.

**PROCEDURE:**

**Volunteer Recruitment**

Recruitment of volunteers is initiated on an as-needed basis. Methods may include, but are not limited to, the following:

1. NAMSS e-blasts to all members announcing volunteer opportunities.
2. Posting volunteer vacancies on the website.
3. Announcing opportunities at NAMSS conferences and other meetings.
4. Identification of current, qualified candidates through the volunteer evaluation process and committee chair's input as applicable.

**Interested Candidates**

Those interested in becoming a candidate for a volunteer opportunity should review the volunteer job description for the position in which they are interested and review the application process for that position. This information will be posted on the website or may be obtained by contacting the Executive Office. The Executive Office is responsible for ensuring that the application process for each position is clearly delineated. The candidate is responsible for completing the application including obtaining a letter of support from their employer within the designated timeframe (if applicable) and returning it to the Executive Office.

**Selection Process**

Volunteer positions are filled as follows, based on recommendations from the Executive Office:

1. NAMSS Board Member and Officer positions are elected by the NAMSS membership as prescribed by the policy on Nomination and Election of NAMSS Officers and Board Members. The slate of candidates for these positions is determined by the NAMSS Leadership Selection Committee, after consultation with the Executive Committee, approved by the NAMSS Board, and presented to the membership for a vote.
2. Certification Commission Member and Officer positions are elected according to the policies of the Certification Commission.

3. The appointment of committee chairs and vice chairs will be made by the President-Elect with the advice of current committee chairs and the consent of the Board of Directors. It is preferred that each committee chair have served on the committee prior to appointment as Chair.
4. Committee member positions are recommended by the appointed committee chair, in consultation with the NAMSS President-Elect.
5. Other volunteer assignments are appointed by the NAMSS President in consultation with the NAMSS Executive Committee.
6. External Liaison candidates are reviewed by the **Executive** Committee with specific consideration given to prior experience, interest in serving, and with preference given to those whom may already have an existing relationship with an external organization. The NAMSS Board of Directors will select liaisons based on recommendations made by the **Executive Committee**.

Originating Workgroup or Committee	Volunteer Development Committee March 2007
Bylaws And Other References	
NAMSS Bylaws	Article 10 Committees
Pertinent documents or policy/procedure	Committee Job Descriptions Committee Evaluation Forms Recruitment Brochure/Plan Application External Impact Action Plan Strategic Alliance Grid Employer Recommendation (2) Peer References Signed Conflict of Interest Form Volunteer tracking grid
Communication Methodology	E-blast, website, annual membership meeting, telephone as applicable

Amended Date	Bylaws Committee Review Date	Board Approval Date
2/06/08	7/25/07	01-17-07
		11/19/08