



# American Academy of Periodontology Election FAQs Candidates

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## Which positions are voted on in the AAP election?

- The Academy holds an annual election for both National and District level positions, including:
  - National: AAP Secretary/Treasurer & Vice President; American Board of Periodontology (ABP) Director(s)
  - District: AAP Board of Trustees; AAP Officer Nominating Committee; and the Nominating Committee for the ABP
- Note: District positions on the ballot may vary year to year, due to positions having staggered terms. It is not uncommon for a District to have no vacancies to vote on in a year. National level positions will have vacancies every year.

## When does the AAP campaign period run?

- The AAP Election campaign period runs from January 1 until June 30.

## How is the AAP campaign managed?

- The Election Oversight Committee (EOC) is the regulatory body which ensures all candidates remain within the Academy's election guidelines. The EOC consists of Senior District Trustees. Any Trustees currently running for re-election are ineligible to serve on the EOC.
- Administrative support for both the campaign period as well as the election comes from the AAP Central Office
  - Governance Director: Eileen Loranger – [eileen@perio.org](mailto:eileen@perio.org); (312) 573-3253
  - Governance Manager: Jodi Sassana – [jodi@perio.org](mailto:jodi@perio.org); (312) 573-3265

## As a candidate, what can I expect throughout the campaign period?

- The AAP Central Office will hold a conference call with all candidates to review general guidelines and expectations throughout the campaign and election cycle.
- All candidates are permitted to send up to three electronic communications to their constituents throughout the campaign period (one each in the months of April, May and June).
- The deadline to submit your three campaign communications is the 15<sup>th</sup> of the prior month. (March 15 – April drafts are due, etc.)
- You will receive a communication from the Academy Governance Department approximately one month before each statement's respective due date with a template and instructions for completing your statements.
- The statements are encouraged, yet optional and have a max count of 250 words.
- The statements will be circulated electronically through a [perio.org](http://perio.org) email address to all relevant Active and Life Active members who have not opted out of receiving these messages.
- These messages are reviewed and vetted by the EOC to ensure they adhere to the Academy's rules and regulations.
- Any additional mass communications, sent by or campaigning on behalf of the candidate, violate Academy policy.

- A mass communication is defined as a communication that is sent simultaneously or nearly simultaneously to five or more members of the Academy.
- If members are not interested in receiving any campaign related communications, they have the option to opt out on the website or click 'unsubscribe' at the bottom of any campaign related messages.

**What if I receive a mass communication endorsing any candidates (including myself) not sent by a candidate?**

- In the event you receive a mass communication outside of the permitted campaign messages, please notify the AAP Executive Director, who will share the incident with the EOC for review.
- The only mass communications that are permitted throughout the campaign period are the three messages from the candidates themselves that have been approved by the EOC. These messages will be routed from a perio.org email domain.

**Are there any other restrictions to campaigning?**

- Fundraising by candidates is not permitted. Nor are candidates allowed to use telemarketers or any other paid advertising.
- A candidate invited to speak at any educational programs is permitted to note they are a candidate for an Academy position, but shall refrain from any other campaigning.
- Candidates invited to speak at a regional or state society meeting may mention their candidacy, discuss issues confronting the Academy and its members, and set forth the candidate's position on those issues.
- Family members, other AAP members, third parties, and state and regional societies are not permitted to send mass communications on behalf of any candidates.
- Candidates are not permitted to post or comment on the AAP Open Forum during the campaign period of January 1 – June 30.

**Where can I find additional information on the other candidates?**

- In addition to the three communications, candidates will each be featured in a Bio booklet that is sent with all member ballots.
- The Bio book includes each candidate's education, professional history and candidate statement.
- Each candidate will receive a candidate information form with instructions from the Academy Governance Department approximately one month before it is due. The form collects candidate's educational and professional background, as well as an additional candidate statement.
- Candidate CVs will be made available on the website as available.
- AAP Officer candidates will also have features published both in-print and online in the first quarter issue of *Periospectives*.

**When is the AAP election held?**

- The AAP Election takes place from June 1 – June 30.

**How can I vote?**

- The independent election vendor, Survey Ballot Systems, manages the administration of the election process, including the distribution, collection and tallying of the votes.
- All Active and Life Active members will receive a ballot no later than May 31 in the mail. Along with a physical paper ballot, the package will also include a candidate bio booklet including additional information on candidates' educational and professional backgrounds and qualifications.
- Members have the option of casting their vote either online or by returning the paper ballot to Survey Ballot Systems by June 30.
- To vote online, members simply use the unique electronic passcode included on their mailed paper ballot along with their member ID number to cast their votes.

## **When will the election results be announced?**

- Candidates will be notified of the election results by the Academy President in early July, once results are finalized by the third-party vendor, Survey Ballot Systems.
- Only the Academy President and Executive Director will be notified of the results and the final counts will not be shared with any candidates per Academy policy.
- Election results will be reported to general membership no later than July 15 via an email communication from the Academy, as well as posted on the website and published in the third quarter issue of *Periospectives*.

## **I've had a conflict arise and need to step down from the election? What do I do?**

- In the event you are no longer able to commit the necessary time for the position you have sought, please submit your request to withdraw from the election in writing to Governance Director. The Central Office will then route to the EOC to appoint your replacement as applicable.

## **Important Contacts**

- AAP Executive Director: Erin O'Donnell Dotzler – [erin@perio.org](mailto:erin@perio.org); (312) 573-3247
- Governance Director: Eileen Loranger – [eileen@perio.org](mailto:eileen@perio.org); (312) 573-3253
- Governance Manager: Jodi Sassana – [jodi@perio.org](mailto:jodi@perio.org); (312) 573-3265

## **Important Dates to Consider throughout the Election and Campaigning Process**

### **AAP Officer, ABP Director, and District Level Positions**

- **July 31**
  - ***ABP Director Positions Only*** - Deadline to submit candidate application form to AAP central office
- **August 31**
  - Deadline to submit candidate application form to AAP central office
  - Deadline to submit petition with 100 signatures of Active / Life Active members (optional, but necessary if not selected to run by Officer Nominating Committee)
- **December 15**
  - Deadline to submit request for nomination by petition in writing to AAP Executive Director (if not chosen by Officer Nominating Committee)
  - ***District Level Positions Only*** - Deadline to submit petition with 25 signatures of Active / Life Active members from home district, to the Executive Director of the Academy (if not chosen by Officer Nominating Committee)
- **January 1**
  - Campaign period runs from January 1 – June 30
- **Second Friday in January**
  - Deadline to return candidate paperwork to AAP Central Office, including:
    - Ballot Acceptance Letter, Election Campaign Policy; Election Declaration Form; Duties of Academy Leaders Agreement; Disclosure of Dual Commitment Statement; Conflict of Interest Statement
    - *Note: Failure to submit above mentioned paperwork will make candidate ineligible to run*
  - ***AAP Officer Positions Only*** - Deadline to submit a letter to the membership of no more than 1,250 words describing candidate's qualifications and the reasons that voters should vote for that candidate, in addition to candidate's CV. Pending approval by the Election Oversight Committee (EOC), the letter will be published in the 1<sup>st</sup> quarter issue of *Periospectives* as well as the Academy's website.

- **February 1**
  - Academy will publish names of all candidates on website
- **March 15**
  - Deadline to submit 250-word statement to membership for April communication, pending EOC approval (*optional*)
- **April 15**
  - Deadline to submit 250-word statement to membership for May communication, pending EOC approval (*optional*)
  - Deadline to submit Candidate Information Form for Ballot Book – additional statement is optional
- **May 15**
  - Deadline to submit 250-word statement to membership for June communication, pending EOC approval (*optional*)
- **May 31**
  - Voting members of Academy will receive their ballot for election
- **June 1**
  - Election runs June 1 – June 30
- **July 15**
  - Academy will announce results of election to membership; only results will be shared, not the vote count