

NOMINATIONS AND ELECTIONS

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NOMINATION/ELECTION INTRODUCTION AND OVERSIGHT

The intent of the nomination/election policies is to encourage fair and open campaigning by AAP members on a level playing field; foster opportunities for candidates to educate their colleagues about the issues and about their experiences and views; and maintain dignified and courteous conduct appropriate to the image of the profession. Candidates are expected to state their own positions on issues and their own plans for the Academy directly and positively.

ELECTION OVERSIGHT

An Election Oversight Committee (EOC) will be made up of the senior trustees from all districts except for individuals who are candidates. The chair will be elected by the committee.

No trustee running for elected office will serve on the EOC. An alternate trustee from a district will be selected to serve on the EOC in the years that the senior district trustee is a candidate for a position in the Academy. If the district has no candidate eligible, another district trustee to represent that district will be appointed by the President.

Once election content is received from a candidate, the EOC will have seven business days to pass or refuse the information.

BYLAWS

Election and nominating procedures are referenced in Chapter II, Section 7 and Chapter VI, Section 7 of the *Bylaws*.

ELECTION OVERSIGHT COMMITTEE

1. No later than 10 business days after the Annual Meeting, the President shall appoint an Election Oversight Committee ("EOC") to supervise the upcoming election in accordance with the bylaws of the Academy and with this Policy. The EOC shall designate one of the members of the EOC to serve as chair.
2. Except as otherwise provided in this subparagraph, the EOC shall consist of the senior trustee from each district. Trustees running for Academy elected office shall not be eligible to serve on the EOC. In the years that the senior district trustee is a candidate for a position in the Academy the President shall appoint another trustee from that district who is not running for office. If the district has no eligible EOC member candidate, the President shall appoint a trustee from another district to represent that district. Members of the EOC shall be eligible for reappointment each year.
3. Any vacancy in the EOC shall be filled by appointment by the President.

POLICY ON ACADEMY ELECTIONS

I. INTRODUCTION

A. GENERAL

1. There shall each year be an election for:
 - Secretary/Treasurer of the Academy;
 - Open positions as district trustees and for the Nominating Committees for the officers of the Academy and the American Board of Periodontology; and
 - Directors of the American Board of Periodontology (ABP).

The election shall take place in accordance with this Policy.

2. The purpose of this Policy is to encourage fair and open campaigning in a manner that enables voters to make an informed choice among candidates while maintaining the spirit of honesty, courtesy, and professionalism that the Academy seeks to foster. All candidates shall affirmatively agree to follow these rules and agree to encourage all supporters to abide by these rules.
3. Any questions about this Policy should be addressed in writing to the Executive Director of the Academy, who may consult with the Chair of the Election Oversight Committee and/or legal counsel or the Parliamentarian as needed to determine an appropriate response. The Executive Director shall provide a written response to any questions about this Policy.

II. NOMINATION OF CANDIDATES: SECRETARY/TREASURER

A. NOMINATIONS BY THE AAP OFFICER NOMINATING COMMITTEE

1. The AAP Officer Nominating Committee ("ONC") shall consist of the eight (8) district delegates elected by the members of their respective districts in each Academy election. ONC members shall be elected to serve one (1) three (3)-year term and may not serve consecutive terms. The terms of the ONC members shall be staggered so that at least two of the members' terms expire each year. The ONC chair shall be elected each year by the members of the ONC.
2. It is preferred, but not required, that ONC members be past officers and/or trustees of the Academy. No member of the ONC may run for or serve in an officer position, a position on the BOT, a Director of the American Board of Periodontology, or Director of the AAP Foundation while serving on the

ONC, except for Trustees who are completing their terms. No member of the ONC may serve simultaneously on the EOC.

3. Any vacancy in the ONC shall be filled by appointment by the President, subject to Board of Trustees, or if time sensitive, Executive Committee approval, until such time as the district vacancy is filled in the next Academy election.
4. The Academy shall post an announcement on its website advising members of the upcoming election and inviting any members who wish to run for the office of Secretary/Treasurer to follow the procedures for nomination set forth in this Policy.
5. No later than August 31, any eligible member of the Academy who wishes to be a candidate for the position of Secretary/Treasurer shall submit the following to the Executive Director:
 - Name
 - Office sought
 - Curriculum Vitae
 - Short statement of that member's qualifications for office.
 - A document, provided by the Executive Director, committing (a) to serve if elected, (b) to adhere to, and to uphold, the Constitution and bylaws, and all policies of the Academy, and (c) to conduct his or her campaign in accordance with this Policy and with any procedures and rules established by the EOC.
 - If desired, a petition signed and dated by at least one hundred (100) Active and Life Active members of the Academy. All signatures and dates on the petition must have been obtained within the last 12 months. A petition is not required to be considered by the nominating committee but is required should a candidate desire Nomination by Petition as outlined in "Nomination by Petition" in paragraph II(B).

If a candidate does not meet the August 31 deadline, the candidate shall not be eligible to participate in the election.

6. After the Executive Director has confirmed the eligibility of a candidate to hold the desired office, the Executive Director shall promptly transmit all materials except the petition to the ONC. The ONC is not to be made aware if a candidate has submitted a petition.
7. The ONC shall meet from time to time, either telephonically, virtually, or in person, to consider the qualifications and the fitness for office of any eligible member of the Academy who has timely requested to run for the office of Secretary/Treasurer. The ONC shall interview each such member

and shall ask such questions and request such information as it deems necessary and proper for its evaluation of each member seeking nomination.

8. No later than October 31 or ten (10) business days following the last day of the Academy's Annual Meeting, whichever is later, the ONC shall submit to the Executive Director a list of candidates nominated for the office of Secretary/Treasurer of the Academy in accordance with Chapter VII, Section 4(B) of the bylaws. The list of candidates nominated by the ONC shall not exceed two (2) candidates for each office and may be limited to one candidate for each office.
9. The name of each member who is included on the list of nominated candidates shall be placed on the ballot -- together with the designation, "Nominated by the AAP Officer Nominating Committee."

B. NOMINATION BY PETITION

1. Any candidate who submitted all required candidate information and a petition signed and dated within the last twelve (12) months by at least one hundred (100) Active and Life Active members of the Academy by the August 31 deadline, and who is not nominated by the ONC, may, no later than December 15, submit, in writing to the Executive Director, a request for nomination by petition.
2. The Executive Director shall verify the authenticity and validity of the signatures and dates on the petition as of the above August 31 deadline. If ineligible members have signed a candidate's petition causing him or her to fall below required one hundred (100) signatures, the candidate will be notified by the Executive Director. The candidate will be provided one (1) opportunity and ten (10) business days to submit enough, new signatures, signed by eligible members, to substitute for those found to be ineligible. The decision of the Executive Director shall, if adverse to the member submitting the petition, be subject to review by the EOC. An adverse decision of the EOC is reviewable by the BOT, or the Executive Committee if time sensitive. The decision of the BOT shall be final.
3. The name of any member who has satisfied the requirements of this paragraph II(B) shall be placed on the ballot -- together with the designation, "Nominated by Petition."

III. NOMINATION OF CANDIDATES: DISTRICT POSITIONS

A. NOMINATIONS BY THE DISTRICT NOMINATING COMMITTEE

1. A District Nominating Committee ("DNC") will convene when there is an election to be contested the following year in a district. The DNC will be comprised of a minimum of five (5) voting members of the district who shall serve a one (1) year term. The DNC shall designate one of the members of the DNC to serve as its Chair.
2. No member of the DNC may run for or hold an officer position or a position on the BOT while serving on the DNC.
3. The DNC will select two (2) or more candidates and an alternate for each district vacancy that occurs on the Board of Trustees, Officer Nominating Committee, and American Board of Periodontology Nominating Committee.
4. The chair of the DNC shall:
 - Conduct the DNC meeting to select candidates for open positions
 - Review the position descriptions and qualifications with DNC members
 - Solicit and disseminate to the committee any biographical or other supporting data for nominees, if such data are desired by the committee
 - Communicate position qualification and election guidelines to the nominees and request written confirmation of the nominees' willingness to run for office and intention to serve if elected. The election guidelines will be provided to the DNC so that they may be given to candidates.
5. The chair of the DNC shall communicate the names of nominees and forward acceptance letters to the Executive Director or his/her designee via a written report no later than ten (10) business days following the Annual Meeting.

If a list of nominees is not received by that date, the Senior District Trustee will be required to reconvene and Chair a meeting of the DNC in order to develop a slate of candidates. In this situation, the Senior District Trustee will be responsible to provide the names and supporting materials of proposed candidates to the Executive Director or his/her designee no later than November 15.

6. The name of each member who is included on the list of nominated candidates shall be placed on the ballot -- together with the designation, "Nominated by the District Nominating Committee."

B. NOMINATION BY PETITION

1. Any candidate not nominated by the DNC who wishes to run for a district position may have their name included on the ballot by submitting a petition, signed, and dated within the last twelve (12) months by at least twenty-five (25) Active and Life Active members from that district to the Executive Director no later than December 15.
2. The Executive Director shall verify the authenticity and validity of the signatures and dates on the petition as of the above December 15 deadline. If ineligible members have signed a candidate's petition causing him or her to fall below required twenty-five (25) signatures, the candidate will be notified by the Executive Director. The candidate will be provided one (1) opportunity and ten (10) business days to submit enough new signatures, signed and dated by eligible members, to substitute for those found to be ineligible. The decision of the Executive Director shall, if adverse to the member submitting the petition, be subject to review by the EOC. An adverse decision of the EOC is reviewable by the BOT, or the Executive Committee if time sensitive. The decision of the BOT shall be final.
3. The name of any member who has satisfied the requirements of this paragraph II(B) shall be placed on the ballot -- together with the designation, "Nominated by Petition."

IV. NOMINATION OF CANDIDATES: DIRECTOR OF THE AMERICAN BOARD OF PERIODONTOLOGY

A. NOMINATIONS BY THE ABP NOMINATING COMMITTEE

1. An ABP Nominating Committee ("ABPNC") shall be comprised of the eight (8) district delegates who shall be ABP Diplomates, elected by the members of their respective districts during Academy election. ABPNC members shall serve staggered three (3)-year terms. The ABPNC chair shall be elected each year by the members of the ABPNC.
2. It is preferred, but not required, that ABPNC members be past ABP directors or examiners. No member of the ABPNC may run for or hold an officer position, a position on the BOT, be a Director of the American Academy of Periodontology Foundation (AAPF) or be a Director of the ABP while serving on the ABPNC. No member of the ABPNC may serve simultaneously on the BOT or AAPF.
3. Any vacancy in the ABPNC shall be filled by appointment by the President, subject to BOT, or if time sensitive, Executive Committee approval, until such time as the district vacancy is filled in the next Academy election

4. The Academy shall post an announcement on its website in the second quarter of each calendar year advising members of the upcoming election and inviting any members who wish to run for Director of the ABP to follow the procedures for nomination set forth in this Policy.
5. No later than July 31, any eligible member of the Academy who wishes to be a candidate for the position of Director of the ABP shall submit the following to the Executive Director:
 - Name
 - Office sought
 - Curriculum Vitae
 - Short statement of that member's qualifications for office.
 - Nomination form with accompanying questionnaire
 - A document, provided by the Executive Director, committing (a) to serve if elected, (b) to adhere to, and to uphold, the Constitution, bylaws, all policies of the Academy, and policies of the American Board of Periodontology and (c) to conduct his or her campaign in accordance with this Policy and with any procedures and rules established by the EOC.
 - If desired, a petition signed and dated within the last twelve (12) months by at least one hundred (100) Active and Life Active members of the Academy may be submitted. A petition is not required to be considered by the nominating committee but is required should a candidate desire Nomination by Petition as outlined in paragraph II(B).

If a candidate does not meet the July 31 deadline, the candidate shall not be eligible to participate in the election.

6. After the Executive Director has confirmed the eligibility of a candidate to hold the desired office, the Executive Director shall promptly transmit all materials except the petition to the ABPNC. The ABPNC is not to be made aware if a candidate has submitted a petition.
7. The ABPNC shall meet at the annual meeting, to consider the qualifications and the fitness for directorship of any eligible Diplomate of the ABP who has timely requested to run for Director of the ABP. The ABPNC shall interview each such member and shall ask such questions and request such information as it deems necessary and proper for its evaluation of each member seeking nomination.
8. No later than October 31 or ten business (10) days following the last day of the Academy's Annual Meeting, whichever is later, the ABPNC shall submit to the Executive Director a list of candidates nominated for Director of the

American Board of Periodontology in accordance with Chapter VII, Section 4(B) of the bylaws. The list of candidates nominated by the ABPNC shall not exceed two (2) candidates for each open director position and may be limited to one candidate for each director vacancy. In addition, the ABPNC may submit names of candidates who would be designated as "alternates" and would not appear on the ballot. The candidates shall not be designated for a particular vacancy and shall be listed on the ballot in one group. The candidates with the highest vote totals shall be elected.

9. The name of each member who is included on the list of nominated candidates shall be placed on the ballot -- together with the designation, "Nominated by the ABP Nominating Committee."

B. NOMINATION BY PETITION

1. Any candidate who submitted all required candidate information and a petition signed and dated within the last twelve (12) months by at least one hundred (100) Active and Life Active members of the Academy by July 31, and who is not nominated by the ABPNC, may, no later than December 15, submit, in writing to the Executive Director, a request for nomination by petition.
2. The Executive Director shall verify the authenticity and validity of the dated signatures on the petition as of the above July 31 deadline. If ineligible members have signed a candidate's petition causing him or her to fall below required one hundred (100) signatures, the candidate will be notified by the Executive Director. The candidate will be provided one (1) opportunity and ten (10) business days to submit enough new signatures, signed and dated by eligible members, to substitute for those found to be ineligible. The decision of the Executive Director shall, if adverse to the member submitting the petition, be subject to review by the EOC. An adverse decision of the EOC is reviewable by the BOT, or the Executive Committee if time sensitive. The decision of the BOT shall be final.
3. The name of any member who has satisfied the requirements of this paragraph II(B) shall be placed on the ballot -- together with the designation, "Nominated by Petition."

V. THE ELECTION

A. SCHEDULE FOR THE ELECTION

1. No later than the second Friday of January, candidates nominated for election or candidates who have activated petitions shall complete and submit to the AAP Central Office the following paperwork:

- a. Ballot Acceptance Letter
- b. Election Campaign Policy
- c. Election Declaration Form
- d. Duties of Academy Leaders Agreement
- e. Disclosure of Dual Commitment Statement
- f. Conflict of Interest Statement

Candidates who do not meet the second Friday of January deadline shall not be eligible to participate in the election.

2. No later than February 1, the Academy will post on its website, and disseminate by such other media as the BOT may determine, the names of all candidates for Secretary/Treasurer who have been nominated by the AAP ONC or by petition; the names of all candidates for district offices who have been nominated by the DNC or by petition; and the names of all candidates for Director of the ABP who have been nominated by the ABPNC or who have chosen to run by petition. At any time during the campaign, candidates may also provide a CV for posting on the website. The announcement will note that campaigning will occur from January 1 through June 30.
3. No candidate or any other member of the Academy may actively campaign prior to January 1 or after June 30. Active campaigning is any effort by or on behalf of a candidate to inform members of the Academy, or any substantial subset of members, that an individual is running for office. Example of active campaigning include but are not limited to a website, social media posts, or the distribution of letters or other materials announcing a candidacy. One-on-one phone calls to obtain signatures for a potential nomination by petition does not constitute active campaigning.
4. All active campaigning after January 1 must comply with the other provisions of this policy, including the provisions in Section VI, Conduct of the Campaign. Specifically, active campaigning between January 1 and June 30 is limited to three pre-approved mass communications, Secretary/Treasurer statements in *Perispectives*, and virtual candidate forums sponsored by the Academy, as defined and described in Section VI.
5. No later than June 1, each voting member of the Academy will be sent a ballot with the name of each candidate and a designation of the method of nomination of such candidate. The voting period will extend from June 1 through June 30.

B. COUNTING OF BALLOTS AND ANNOUNCEMENT OF RESULTS

1. The Executive Director will arrange for an independent election vendor to

assist with the conduct of the election, including the tally of the results of the ballots cast during the June voting period.

2. No later than July 15, the independent election vendor will report the results of the June balloting to the candidates, the President, and the Executive Director only. Such reports shall include vote totals. Following distribution by the independent election vendor, the President and the Executive Director shall share the election reports with the Board of Trustees. The President, Executive Director, and Board of Trustees shall hold these results in strict confidence.
3. The candidate with the highest number of total votes for each office shall be elected to that office. A majority is not required.
4. The President will announce the winner of each election as soon as is practicable after receiving the results from the vendor. The number of votes cast for each candidate shall not be announced. No announcement will be made until the President receives confirmation from the EOC that there are no unresolved election matters before the EOC.
5. The winner of each election shall be promptly posted on the Academy website. The number of votes cast for each candidate shall not be announced.

VI. CONDUCT OF THE CAMPAIGN

A. PROTOCOL FOR CANDIDATES

1. Any statement by a candidate about a staff member, another candidate, a member of the BOT, any Academy policy, or other matter relating to the election shall be made in good faith and shall not be demonstrably false or misleading.
2. All communications by a candidate will be professional in tone and substance. They should be limited to discussing the candidate's qualifications, the issues confronting the Academy and its members, and/or reasons that voters should vote for the candidate. Mass communications of endorsement of candidates by individuals or organizations are not permitted and cannot be referenced in any communications with members. Mass communications must be authored by the candidate alone. Candidates who are aware or become aware of the distribution of a mass communication on behalf of any candidate's campaign shall immediately notify the EOC of the mass communication.
3. No later than the second Friday of January, each candidate for

Secretary/Treasurer may submit to the EOC a statement to the membership of not more than 1,250 words describing the candidate's qualifications and the reasons that voters should vote for that candidate. If approved by the EOC, the statement will be included in the 1st quarter *Periospectives* and may be included with information about the candidate in the elections section of the AAP website. The statements shall be published in *Periospectives* in alphabetical order by candidate's last name.

4. Subject to subparagraphs 5 and 6, each candidate may have information in the elections section of the AAP website that promotes his or her candidacy and to send no more than three mass communications to Academy members -- one each in April, May, and June. All candidate mass communications shall be distributed on the same date each month, as designated by the EOC. No mass communication shall exceed 250 words in length. The April communication shall be due to the EOC no later than March 15; the May communication shall be due to the EOC no later than April 15; and the June communication shall be due to the EOC no later than May 15. These mass communications shall be the only mass communications permitted during the election campaign period.
5. For the purposes of this Policy, the term "mass communication" means a written (including electronic) communication that is similar in content and that is sent simultaneously or within a very brief time-period to more than one member of the Academy. **Candidate information during Academy elections shall be provided only through the three approved mass communications outlined above, the Secretary/Treasurer candidate statements in *Periospectives*, and through any virtual Candidate Forum sponsored through the Academy.** One-on-one communication between Academy voting members and candidates is permissible, but candidates may not circumvent the mass communications rule by sending identical or similar messages to small groups of members within a short span of time. The EOC shall look to the intent of the candidate, the timing of messages and the content of messages when evaluating adherence to this rule.
6. No statement or communication may be placed on the AAP website, and no mass communication may be sent to Academy members, unless the statement or communication has been approved by the EOC. During this approval process the EOC may work with the candidate to point out any potential violations in the campaign materials. The EOC may give the candidate an opportunity to explain their point of view and also allow for corrections prior to the materials being transmitted to the voting membership. Any proposed statement or communication not disapproved or modified by the EOC within seven business (7) days of its submission deadline shall be deemed approved. Once approved, a statement or mass

communication may not be altered except to correct typographical errors.

If a communication is not approved, the candidate shall be allowed to submit for approval a modified communication within five business (5) days of the date he or she received notice that the preceding communication was not approved.

7. Each mass communication by a candidate will include the option for the recipient to be removed from that candidate's list of recipients.
8. The EOC may oversee a virtual candidate forum event for Secretary/Treasurer and ABP Director elections during the campaign period. All candidates may participate in the event. The EOC, with oversight from the BOT, shall be responsible for the format, timing, and questions presented at the event. If the EOC chooses not to oversee a virtual candidate forum event in a given year, it may in the alternative at its discretion develop and publish policies and procedures that allow candidates to record candidate statements for distribution to Academy members. The EOC shall have full authority to determine the policies and procedures that apply to such recorded statements.
9. District Trustee e-mails may not be used to support or oppose specific candidates.
10. Fundraising by candidates is not permitted. Candidates may not organize campaign committees or enter into agreements to campaign together. Candidates may not use telemarketers or other paid advisers.
11. A candidate who is invited to speak at any educational program shall refrain from campaigning except to note that he or she is a candidate for an Academy office. Candidates who are invited to speak at a regional or state society business meeting or forum shall notify the Chair of the Election Oversight Committee of the invitation to speak at least seven (7) business days prior to the meeting or forum, and may mention their candidacy, discuss issues confronting the Academy and its members, and set forth the candidate's position on those issues.
12. Candidates, during the campaign period of January 1 through June 30, may not post on the AAP Open Forum, nor comment on posts on the AAP Open Forum. This provision does not restrict candidates from responding via private message to a particular AAP Open Forum post.
13. No activity prohibited by this Part VI(A) may be undertaken by family members of the candidates, by any AAP members or by other third parties on behalf of the candidates.

B. PROTOCOL FOR OTHER MEMBERS OF THE ACADEMY

1. Current officers, Trustees, members of the ONC, and ABPNC may not campaign for or against specific candidates. They may sign a petition but may not solicit petition signatures for candidates. However, they may offer advice privately to candidates. If asked, they may advise individual Academy members of their opinions regarding specific candidates.
2. Members of the EOC may not campaign for or against any specific candidate, may not express any opinion on any candidate, and if not in connection with his/her duties in connection with his or her service on the EOC, may not advise any candidate.
3. Other members of the Academy may support or oppose specific candidates but may not send any mass communication relating to the election. Candidates may not solicit nor may state or regional societies send any mass communication supporting or opposing any candidate.

VII. ENFORCEMENT

A. PROCEDURE FOR SUBMITTING A COMPLAINT

1. Any Academy member may complain of an alleged violation of this Policy regarding campaign activities by or materials for a candidate or other Academy member to the Executive Director. Any complaint of an alleged violation must be submitted to the Executive Director in writing and include the name of the individual submitting the complaint. Reasonable effort will be made to keep the name of the individual submitting the complaint confidential, provided confidentiality does not interfere with a proper adjudication of the complaint. Any complaint of an alleged violation must be submitted by June 30.
2. Upon receipt of a complaint, the Executive Director shall promptly transmit the complaint to the EOC and notify all of the candidates for the particular office involving the complaint.

B. PROCEDURE FOR ADJUDICATION OF A COMPLAINT

3. Within 10 business days after receiving a complaint, the Executive Director shall schedule a conference call or virtual meeting of the EOC and shall invite the alleged violator to participate in the call for purposes of explaining his or her position to the EOC. The Executive Director shall provide the alleged violator with a copy of the allegations in the complaint prior to the call. The Executive Director shall also invite all candidates for the particular office involving a

complaint to submit written comments to the EOC prior to the call. The EOC may invite any candidate to participate in the call for purposes of further explanation regarding the alleged violation and impact thereof.

4. After the EOC has received an explanation from the alleged violator and any other invited attendees, the alleged violator and invited attendees will be excused from the call. The EOC will then make its decision.
5. In evaluating the complaint, the EOC shall take into consideration the type of violation, the scope of the action, the violator's knowledge, and intent, and whether the violator has been subject to previous election complaints.
6. The EOC shall first determine whether a violation occurred and if so, whether such violation is egregious. A violation is egregious if it (a) has occurred in contravention of a previous directive not to engage in the violative conduct or similar conduct, or (b) was willful, wanton, and/or deliberate. The decision of the EOC as to the occurrence of a violation and whether a violation is egregious shall be final and non-reviewable.
7. If the EOC determines that a violation has occurred and such violation is *not* egregious (as defined by this Policy), the EOC shall determine the appropriate remedy for such violation.
 - A. The EOC Chair and the Executive Director shall send a joint written communication of the EOC's decision to the individual who submitted the complaint and the member who is the subject of the complaint within three (3) business days of the EOC's decision. In addition to communicating the EOC's decision, the written communication shall also direct the violator not to engage in such violation or similar violation again.
 - B. The member who is the subject of the complaint may appeal the EOC's determination as to an appropriate remedy to the Board of Trustees by notifying the Executive Director of his or her appeal within 10 business days of receipt of written communication of the EOC's decision or by June 30, whichever is earlier.

Within 10 business days of receiving notification of an appeal,

the BOT shall hold a conference call or virtual meeting to determine an appropriate remedy. The member who is the subject of the complaint and the individual who submitted the complaint shall be invited to participate in the meeting for purposes of explaining their positions to the BOT. After the explanations have been given, they will be excused from the meeting. An individual who submits a complaint and wishes to remain anonymous may provide an explanation of his or her position to a staff member to present to the BOT on his or her behalf instead of attending the meeting. The BOT will then make its decision.

8. If the EOC determines that a violation has occurred and that such violation is egregious (as defined by this Policy), the EOC shall refer the matter to the BOT for determination of an appropriate remedy. In addition, within 10 business days of the EOC's decision, the EOC Chair and the Executive Director shall jointly send a written communication to the respective nominating committee for the candidate notifying the committee of the EOC's decision.
 - A. Within 10 business days of the EOC's decision, the BOT shall hold a conference call or virtual meeting to determine an appropriate remedy. The member who is the subject of the complaint and the individual who submitted the complaint shall be invited to participate in the meeting for purposes of explaining their positions to the BOT. After the explanations have been given, they will be excused from the meeting. An individual who submits a complaint and wishes to remain anonymous may provide an explanation of his or her position to a staff member to present to the BOT on his or her behalf instead of attending the meeting. The BOT will then make its decision.
 - B. In addition to the remedies listed below, the BOT may also consider whether to censure, suspend, or expel the member in accordance with Chapter XII of the Bylaws. In such situations, the normal procedures for member discipline shall apply.
9. In lieu of finding a violation, the EOC may, in its discretion, direct the violator not to engage again in the action at issue or to take such steps as the EOC deems necessary to cure any deception that may have occurred.
10. All complaints of alleged violations must be finally adjudicated prior to the announcement of the election results.

C. REMEDIES FOR POLICY VIOLATIONS

1. Remedies for violations of this Policy include but are not limited to the following:
 - a. An email to Academy membership that includes the name of the member who violated the Policy, the nature of the violation, and the name of the candidate on whose behalf the violation was committed, if different than the violator.
 - b. Statement on the Academy website or in *Perispectives* that includes the name of the member who violated the Policy, the nature of the violation, and the name of the candidate on whose behalf the violation was committed, if different than the violator.
 - c. Ethics training
 - d. Warning letter
 - e. Restriction on number or content of mass communications
2. In no event may the EOC, BOT, or any other body within the Academy levy a fine against a member based on a finding of a violation of this Policy.
3. In no event may the BOT, the EOC, or any other body within the Academy overturn the results of an election based on a finding of a violation of this Policy.

CANDIDATE OBLIGATIONS: ALL CANDIDATES

1. Candidates must submit in writing a statement declaring their willingness to serve if elected.
2. Candidates must complete and sign a form provided by the Academy that provides a statement of qualifications for the position for which they have been nominated.
3. Candidates must certify in writing that the information provided is accurate.
4. Candidates determined to have provided inaccurate information are subject to removal from the ballot by action of the Executive Committee.
5. Candidates must be accessible by electronic communication (e-mail).

CANDIDATE QUALIFICATIONS: SECRETARY/TREASURER AND DISTRICT POSITIONS

1. Must be an Active or Life Active member of the Academy.

2. Candidates for Secretary/Treasurer are encouraged to be Board-certified.
3. Candidates for Secretary/Treasurer must be able to commit the required time (approximately 80-100 days each year for office of the President).
4. Candidates for Secretary/Treasurer or district trustees cannot simultaneously serve on the Nominating Committee for the American Board of Periodontology, the American Board of Periodontology, or the American Academy of Periodontology Foundation.
5. Candidates must complete the Disclosure Statement Regarding Dual Commitment and Duties of Academy Leaders forms.
6. Candidates will be informed of the Conflict-of-Interest Policy. Candidates for office who are currently serving as a Trustee must abide by all Academy policies, including policies governing speaking engagements.
7. Trustee candidates must be willing to put aside personal philosophies and biases when functioning as a trustee of the Board.

CANDIDATE QUALIFICATIONS: DIRECTOR OF THE AMERICAN BOARD OF PERIODONTOLOGY

1. Must be an Active or Life Active member of the Academy.
2. Must be a Diplomate of the American Board of Periodontology.
3. Must be able to commit the required time (20 to 30 days each year).
4. Must be actively involved in a periodontal practice and/or teaching clinical periodontics.
5. Must have effective communications skills to satisfy the requirements for oral examination techniques and dialogue.
6. Must be willing to put aside personal philosophies and biases and to acknowledge multiple acceptable methods of therapy when evaluating candidates.
7. Must have an interest in test construction, evaluation methodology for case review and oral examination techniques.
8. May not be a member of or candidate for a position on the Academy Board of Trustees.

BALLOTS AND ELECTIONS

FORMAT

1. Election is by closed ballot.
2. Biographical information submitted by each candidate is provided with the ballot.
3. Ballots indicate if a candidate is an incumbent.
4. Ballots for the position of Director of the American Board of Periodontology should not imply that candidates are running for a designated vacancy.

SCHEDULE

1. Ballots will be distributed no later than June 1 to all members eligible to vote for a position.
2. Ballots must be postmarked and returned to the indicated address no later than July 1.

PROCESSING OF BALLOTS

1. Ballots are returned to and counted by an independent agency.
2. The candidate receiving the highest number of votes for the positions of officers, district trustees, and committee membership shall be declared elected.
3. Candidates for Director of the American Board of Periodontology are elected on the basis of plurality; i.e., candidates receiving the highest number of votes are elected to the vacant position(s).
4. Returned ballots and a list of ballots issued will be maintained in confidence by the independent agency and destroyed 30 days after the ballot return deadline.
5. A majority vote of the Board of Trustees is required for the examination of the returned ballots or the list of ballots issued.

TIES

In the event of a tie, the Board of Trustees casts the deciding ballots.

ANNOUNCEMENT OF RESULTS

1. Election results are reported by the independent agency to the President, Executive Director and all candidates by the election vendor (an independent agency).
2. Following notification to the candidates, results are reported to the Board of Trustees and staff.
3. The membership is informed of results through *Periospectives* and the AAP website and at the General Assembly meeting that is held at the AAP Annual Meeting.
4. Only results, not vote counts, are reported to membership.

INSTALLATION

Newly elected and re-elected officers and district trustees are installed at the General Assembly meeting that is held at the AAP Annual Meeting.

ELECTION IRREGULARITIES

The General Assembly shall have final authority concerning any question relating to the election procedure or irregularity.

VACANCIES

1. Chapter VII, Section 5 of the *Bylaws* describes the process for vacancies in officer positions.
2. If any elected position from a particular district becomes vacant prior to the expiration of a term, the President in office at the time the Trustees receive notice of the vacancy shall, in consultation with trustees (if any) from the relevant district, appoint an Active or Life Active member from that district to serve until a successor can be elected as set forth below.
3. The appointment shall be subject to approval by the Board of Trustees. At the next regularly scheduled Academy election, the member so appointed - and any other otherwise qualified member from the district - may, in accordance with standard Academy election procedures, seek election to fill the remainder of the vacated term, if any. Any service to fill a vacancy shall not be considered in the calculation of term limits under the *Bylaws*.

RECALL OF DISTRICT TRUSTEES AND ELECTED OFFICERS

(See also *Bylaws*, Chapter VII, Section 6)

Any elected officer or district trustee may be removed from office, with or without cause, by the affirmative vote of two-thirds of the members entitled to elect such officer or district trustee who is present and voting at an Annual Meeting of the Academy. No elected officer or district trustee may be removed until at least sixty (60) days written notice of the proposed removal is given to all members entitled to elect such office or district trustee.