

From the ABA Policy Manual:

Board Nominations & Elections

Nominating Committee Composition

1. Per the 2023 ABA bylaws, the Nominating Committee (NC) consists of 7 members: the three immediate past-Presidents of the Association, the President, and three members selected by the Membership Advisory Committee. Nominating Committee members are not eligible to be placed on the slate of candidates for Board members or Officers.
2. MAC appointees will serve a three-year term. For any open positions the MAC appoints a physician or a non-physician with the goal of maintaining balanced representation on the committee so that there is always either three physicians and four non-physicians, or four physicians and three non-physicians on the committee. In the event that an individual doesn't complete the full three-year term, the MAC shall appoint an individual for a shorter or longer term to ensure that terms remain staggered, and representation is balanced.

Nomination Process

1. Prior to opening the call for nominees, the committee should discuss, define, and agree upon the vetting approach to evaluate potential nominees for open board positions.
2. The Central Office calls for and collects nominations, then confirms that nominees meet length-of-membership requirements.
3. The Central Office emails nominees and invites them to confirm their interest, and to submit a CV, personal statement, and responses to structured questions.
4. The Central Office compiles information and forwards to the Nominating Committee
5. At the initial committee meeting, the Nominating Committee will discuss:
 - A. Conflicts of Interest (COI). Members must disclose the following:
 - If they work at same center as a nominee
 - If they supervise or report to a nominee
 - If they have trained the nominee
 - If they are a direct relative or spouse of a nominee
 - Other potential COIs that members wish to share for committee consideration

The NC will discuss management of any conflict, including allowing participation in discussion, or recusal from discussion and/or voting. Decisions on conflict management will be recorded.

- B. The long list of nominees is culled based on fixed requirements:
 - history of service work for ABA
 - satisfactory record of professionalism

6. On a follow-up call, the NC:
 - A. Repeats the COI process as outlined above.
 - B. Reviews and critiques the short list of nominees according to qualifications such as:
 - quality of service work for ABA
 - leadership in other professional organizations
 - publication and grant history
 - advocacy efforts
 - community work, including education, prevention and disaster planning
 - involvement in peer support efforts
 - qualifications based on position descriptions
 - ability to work well with others
 - C. Prepares a slate that ensures the Board is representative of the diverse professions, locations, and demographics of the ABA membership.

Voting by the Nominating Committee should be anonymous and conducted in an on-line poll. All call participants see summary results of the poll. No one, including the administrator of the poll, can see the individual responses.

7. Board approval
 - A. The NC Chair presents the slate to the board with a description and rationale for each nominee selected.
 - B. The board reviews the slate as a whole but votes to approve each nominee individually.
 - C. If the board doesn't approve a position, the slate will be sent back to the NC to recommend an alternative for that position. The Nominating Committee may then also recommend alternative nominees for the other open positions. The Nominating Committee reports back to the board subsequently on the recommended alternatives. All discussion will be held in strictest confidence by the Board and Nominating Committee until the entire slate is finalized and approved by the Board.
8. Once the Board has reviewed and approved this slate, it will be sent to the membership for an electronic vote according to the bylaws on elections.