



September 20, 2011

MEMORANDUM

TO: Executives and Presidents, ASHP State Affiliate Societies

FROM: Henri R. Manasse, Jr., Ph.D., Sc.D.
Executive Vice President and Chief Executive Officer

SUBJECT: Official Call for Nominations

Members of the American Society of Health-System Pharmacists are invited to suggest nominees for office.

The Committee on Nominations* is responsible for nominating candidates for the offices of President-Elect; Member, Board of Directors; and Chair, House of Delegates. The procedure for nominating candidates for elective office is described in Article 7, House of Delegates, section 7.4.3.1 of the *Bylaws*.

"The Committee shall submit to the House of Delegates one or more reports nominating two candidates for the office of President-Elect, two candidates for each Director to be elected, and two candidates for Chair of the House of Delegates. The reports of the Committee shall not be subject to amendment and shall be the exclusive source of nominations for these offices."

*Committee on Nominations:

Paul Walker, *Chair*
Diane Ginsburg, *Vice Chair*
Michael Schlesselman
Kathleen Donley
Nancy Korman
James Klauck
Jennifer Tryon

Patricia Knowles, *1st Alternate*
Melanie Dodd, *2nd Alternate*
Robert Adamson, *3rd Alternate*
Venessa Price, *4th Alternate*
Tommy Mannino, *5th Alternate*

The *ASHP Guide for Committee on Nominations and Candidates for Elective Office* is attached (**Appendix A**). Note that ASHP strongly discourages campaigning for elective offices, either on one's own behalf or on behalf of another candidate. Also attached are the Committee's general criteria for selecting nominees (see **Appendix B**, excerpt from the Report of the Committee on Nominations from June 2010).

As announced in ASHP NewsLink, and on ASHP's website (www.ashp.org), the Committee on Nominations actively encourages members and state affiliates to recommend qualified individuals for nomination to elective offices. The Committee will then meet at Society headquarters on April 19, 2012 to develop the final slate of candidates for election.

Members wishing to submit names for consideration by the Committee on Nominations can visit the ASHP Office at the Ernest N. Morial Convention Center anytime during the Midyear Clinical Meeting in New Orleans, Louisiana. Committee on Nominations Chair Paul Walker and Secretary Henri Manasse will be available from 1 to 1:30 pm on Tuesday, December 6th to answer any questions and accept nominations in person. Written nominations will be accepted by the Committee no later than **February 1, 2012** and can be submitted by e-mail to ashpcon@ashp.org, or by fax to (301) 634-5825.

cc: Board of Directors
Committee on Nominations
ASHP Past Presidents

APPENDIX A

Guide for Committee on Nominations and Candidates for Elective Office

Activities of ASHP and the Committee on Nominations

To ensure that all willing, qualified potential nominees are considered for candidacy to ASHP elective office, the Committee on Nominations is charged with assembling a roster of nominees, recommended by our members and affiliated societies. A member or group submitting such a recommendation should provide a brief summary of the recommended individual's experience and accomplishments and should state why the Society would be well served by his or her election. Recommendations can come from ASHP state affiliate societies, councils, committees, or any single member or group of members.

ASHP may issue a "Call for Nominations" via various channels, to encourage affiliate societies or members to submit their recommendations at appropriate times. These may include:

- letters from Society headquarters to the membership
- letters to affiliated state chapters
- notices in Society publications including monthly newsletters, email news services, and Midyear Clinical Meeting daily newspapers

In addition to reviewing suggestions received from members and affiliated societies, the Committee on Nominations will review the membership rolls for potential candidates, particularly rosters of councils, committees, and other ASHP leadership bodies. Nominees will be contacted by the Committee and given an opportunity to formally accept or decline nomination.

Typical qualifications of a successful candidate include, but are not limited to:

- demonstrated leadership qualities and exemplary practice
- interest in the affairs of the Society
- experience as chair of ASHP council(s) or committee(s)
- experience as an officer of a state affiliate society

Obligations of Nominees

Following approval by the ASHP House of Delegates of the official slate of candidates for elective offices, the Society widely publicizes to voting members through all of its communication media (print and electronic) the names, background and qualification of all nominees. The *Election Bulletin* which contains information about each candidate is maintained on the ASHP website throughout the election season until voting closes. Once the candidates for elective office are announced at the ASHP Summer Meeting it is expected that candidates for office will avoid activities that would be viewed as self promotional or "campaigning" for election whether in print, through electronic media such as social networking forums or blogs, or actual statements by the candidate. Further, candidates should not endorse or encourage others or third parties to promote their individual candidacy for office. Any third-party announcements announcing the upcoming election should include all candidates for a particular office and their qualifications and should not encourage the selection of a specific candidate.

Individuals who hold office or are candidates for office in the Society are expected to protect ASHP's image, not to engage in any activity which might bring discredit to the Society, and not to participate in discussions or votes if a personal conflict of interest is involved. Individuals should review the "ASHP Policy on accepting Corporate Support and avoiding Conflicts of Interest"



APPENDIX B

EXCERPT

Report of the Committee on Nominations

House of Delegates, June 14, 2011

Selection of nominees for Society office involves a series of challenging decisions on the part of the Committee. Ultimately, those decisions are intended to permit the membership to select leaders with the professional, intellectual and personal qualities of leadership that will sustain the dynamism and pioneering spirit that have characterized both ASHP and health-system pharmacy practice.

First, the Committee must determine that a prospective nominee for office is an active member as required in the Charter. This is generally the easiest and most straightforward part of the Committee's work. The Committee must ascertain that each prospective nominee can perform the duties required of the office or offices to which he or she has been nominated. All nominees must be able to perform the duties of a Director, set forth in section 5.4 of the Bylaws. Presidential nominees must also be able to perform the duties of that office, set forth in article 4 of the Bylaws, and nominees for Chair of the House of Delegates must also be able to perform the special duties set forth in article 7 of the Bylaws.

The more difficult part of the Committee's work is to assess those intangible qualities of leadership, vision, engagement, and professional awareness that characterize the standout candidates – those truly able to provide leadership for ASHP and the profession. The Committee assesses the attributes of prospective candidates for office in areas such as:

- career path and nature of professional experience;
- nature and extent of involvement and leadership in ASHP and its state affiliate societies;
- contributions to advancement of the profession at the local, state, and national levels;
- professional involvement, vision, and perspective; and
- communication and motivational skills.

In the case of the nominees for the office of Chair of the House of Delegates, the Committee must also assess the ability of the nominees to represent the interests of the House of Delegates on the Board of Directors and to be an effective facilitator of the policy process.

There are no right or wrong answers to these criteria. Certain qualities may be weighed differently at various points in the evolution of the profession.

The Committee's year-long process of receiving nominations and screening candidates is designed to solicit extensive membership input and, ultimately, to permit the Committee to candidly and confidentially assess which candidates best fit the Society's needs.

