



## **Guidelines on ASHP Election Communications**

### **Preface**

As a society of professionals, ASHP elections should be conducted in a fair and ethical manner. It is the responsibility of ASHP governance to provide all candidates running for office with an opportunity to communicate with members on an equal basis. Nominees whose names appear on ballots are expected to refrain from active self-promotion or campaigning. The purpose of this document is to provide guidelines governing the election process to ensure the fairness and integrity of the election.

### **Purpose and Scope**

The purpose of the ASHP Election Communications Guidelines is to assure that:

- All candidates are treated fairly and equitably
- All parties understand and abide by appropriate election activities and required actions
- ASHP members have sufficient access to information to make informed choices in elections
- ASHP elections are conducted in a manner befitting a professional society
- ASHP provides clear guidance to members in order to facilitate awareness and active participation in ASHP elections.

These guidelines apply to all ASHP elections including those for ASHP Officers, Board of Directors, and Sections and describe appropriate activities for:

- Candidates (i.e., members whose names appear on the final election ballot)
- Individuals, organizations, or other entities acting on behalf of nominees and candidates

### **Committee on Nominations**

To ensure that all willing and qualified potential nominees are considered for candidacy to ASHP elective office, the Committee on Nominations is charged with assembling a roster of nominees who are recommended by ASHP members and affiliated state societies. ASHP will issue a “Call for Nominations” via various channels, to encourage affiliated state societies, and individual or groups of ASHP members to submit their recommendations at appropriate times. These may include but are not limited to:

- Communications from ASHP to the membership
- Communications to affiliated state societies
- Notices in ASHP publications including newsletters, email news services, social media, Midyear Clinical Meeting publications, and other ASHP communication vehicles

In addition to reviewing suggestions received from ASHP members and affiliated state societies, the Committee on Nominations will also review various membership volunteer rosters for potential candidates, particularly rosters of policy councils, Pharmacy Practice Sections, committees, and other ASHP leadership bodies. Nominees will be contacted by the Committee on Nominations and will be provided with additional information about holding elective office, and will be 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
- Active interest in the affairs of ASHP
- Experience as chair or member of ASHP councils, committees, or Sections
- Experience as an officer or director of an affiliated state society
- Other relevant experience

## **Conflicts of Interest and Professional Conduct**

Individuals who are candidates for ASHP office are expected to protect ASHP's brand and image, not to engage in any activity which might bring discredit to ASHP, and not to participate in discussions or votes if a personal conflict of interest is involved. These individuals are advised to review the "[ASHP Policy on accepting Corporate Support and avoiding Conflicts of Interest](#)" and the "[ASHP Policies on Conflict of Interest, Disclosure, and External Business/Professional Activities for Board of Directors](#)". Prior to finalizing the slate of candidates all candidates must complete a conflict of interest disclosure. Any potential conflicts of interest that are identified will be discussed and resolved prior to publication of the final slate of candidates. In addition, candidates will sign a [Code of Professional Conduct](#) agreeing to comply with these election guidelines.

## **ASHP Dissemination of the Official Slate of Candidates**

Once the slate of candidates has been finalized it will be disseminated to ASHP members via the following communication channels:

- Published on the ASHP website and disseminated in various ASHP communications vehicles. These vehicles may include but are not limited to ASHP social media (e.g. Facebook, Twitter, LinkedIn, Connect) as well as press releases, NewsLinks and at ASHP meetings.
- Distributed to ASHP state affiliates
- Distributed to all Delegates and presented at the ASHP House of Delegates
- Distributed to members of ASHP Sections

## **Opportunities for Members to Learn About the Candidates**

ASHP provides a number of opportunities for members to learn about the candidates and their views on the profession and ASHP.

- The slate of candidates is announced at the ASHP House of Delegates
- A meet the candidates session is held during the ASHP Summer Meetings each year for ASHP Board and Office positions where attendees can ask questions of all of the candidates and learn more about their vision for ASHP and the profession.
- A recording of the meet the candidates session is recorded and hosted on the ASHP website. Members are informed of the recording via various ASHP communications channels.
- Social media channels managed by ASHP may also be used to allow ASHP members not attending the Summer Meetings to pose questions to the candidates. ASHP monitors its social media channels to ensure fairness and appropriateness of these communications.
- ASHP may host an election community on ASHP Connect where members can ask questions of the candidates on line to learn more about their views.
- An election bulletin is developed and disseminated to all active (voting) members along with instructions for casting a valid ballot. The bulletin contains at minimum the following information for each candidate:
  - Candidate's name, photo, and site of practice
    - Candidate's brief biography summarizing their career
  - Candidate's statement of philosophy

## **Dissemination of the Slate of Candidates by Other Parties**

ASHP encourages its members and other parties to assist in raising awareness of the slate of candidates for ASHP Elections through its communication vehicles such as social media, emails, meetings, and publications. ASHP state affiliates, employers, and others can help to raise awareness of the candidates and encourage ASHP members to exercise their right to vote in the election. When disseminating the slate, other entities should communicate the slate of candidates in its entirety. While it is acceptable to note that a candidate is also a member of an organization or shares an affiliation with various entities, specific endorsement of any individual candidate is prohibited. Under no circumstances should candidates or others acting on their behalf engage in efforts to discredit another candidate. Efforts to campaign for an individual candidate or to attempt to influence votes to alter the outcome of the election are not acceptable. Staff and those serving in elected positions at ASHP may not endorse or recommend specific candidates under any circumstances.

The definition of endorsement of a prospective candidate includes but is not limited to:

- Mailings, emails, or phone calls soliciting supporting or voting for a specific candidate
- Web and social networking sites promoting supporting or voting for a specific candidate
- Soliciting support of or votes for a specific candidate at local, state and national meetings

## **Election Communication Violations**

Members are encouraged to report any suspected violations of these guidelines to the ASHP Chief Executive Officer.

- Any alleged infractions that are reported will be referred to the ASHP Executive Committee of the ASHP Board of Directors for review and discussion.
  - The Board Executive Committee will seek to apply the guidelines with a goal of ensuring the election is conducted in a fair and equitable manner.
  - The Board Executive Committee shall have broad latitude in these matters and actions which may include but are not limited to:
    - Notifying the individual, group, or organization that violated the election guidelines of ASHP's awareness of the infraction and subsequent actions, if any
    - Requesting removal of content or endorsements
    - Reporting significant infractions to the electorate
    - Informing all candidates of infractions that have been reported
    - Preparing a letter enumerating the relevant individual, group, or organization's infractions and providing copies to nominations or awards committees for current and future consideration.

## **Additional Information**

Any questions regarding the ASHP Guidelines on Election Communications or the interpretation of these guidelines should be directed to the ASHP Executive Office.