

### I. Intent

The intent of the guidelines is to encourage fair and open campaigning by ACP 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.

### II. Protocol

The ACP Executive Committee shall serve as the election oversight body to ensure that Board elections meet the highest standards of integrity and ethical conduct and will investigate any alleged election infractions.

- A. Campaigning is discouraged until after the final slate is reported to the Board of Directors and published to the membership. There shall be no disclosure of any kind as to how or what method of selection a candidate came to be an approved for the final ballot.
- B. Members are encouraged to withhold commitments of their final support or votes until after all candidates are known. Members circulating petitions may not use the petition process for campaign/electioneering purposes beyond asking for signatures on petitions. All members of the Board, Section Officers, and the ACP staff are encouraged to promote the general voting process.
- C. Candidates are encouraged to state their own positions on issues and their own plans for the College directly and positively, and should not make negative personal comments or attacks against their opponents or College and ACP Education Foundation (ACPEF) leadership.
- D. Members of the ACP Board of Directors, members of the ACPEF Board of Directors, Section Officers, Sections, and Past Presidents may not campaign for or against a candidate or potential candidate. They may not: participate in, support, or comment regarding candidates in any public forum; provide comment as part of the dissemination of any written materials; or request signatures for a petition for a potential candidate. Campaigning on the part of these individuals could be perceived as an abuse of the privilege of holding or having held such office and as giving a candidate an unfair advantage. However, these individuals may offer advice privately, if asked, to a candidate or potential candidate and may privately advise other ACP members as to their preferences of candidates if asked. Candidates may not name or quote support statements from members of the ACP Board of Directors, ACPEF Board of Directors, or Past Presidents.
- E. ACP members are encouraged to support candidates in a collegial and civil manner. All communication content with other members should be accurate. Negative campaigning is not permitted.
- F. ACP Staff or any employee of the College may not have any active campaigning involvement with individual candidates that could be misconstrued as an endorsement or interpreted as public persuasion on behalf of the Central Office to the Membership.

### III. Guidelines

- A. **Money/resources:** Candidates/supporters must use their own resources for election

activities. Fund raising is not permitted. Candidates/supporters may not organize campaign committees and candidates may not enter into agreements to campaign together. Use of ACP Central Office personnel or resources is prohibited. Section funds may be used to support the expenses of candidates invited to the Section meeting for election purposes.

- B. **Letters and Newsletters:** Election “letters” include letters, postcards, emails and faxes, asking for a member’s election support. Follow-up mailings of a C.V., fact sheet, and bio are permitted. Handouts may be made available at meetings attended by the candidate.
- Each candidate/supporter generates their own “letters” with their own personal resources; no ACP Central Office resources may be used.
  - No letters may be sent before the final slate of candidates has been announced.
  - Third-party endorsements (such as corporate sponsors or other professional organizations) are not allowed.
  - Candidates are encouraged to send a copy of these guidelines to members they ask for support.
  - Duplicated material may accompany each letter as a single attachment, but not multiple copies of attachments intended for further distribution.
  - Section newsletters may announce as news items of up to 150 words per candidate for the candidacy for a national office, with pictures. Editorial endorsement of candidates is prohibited, as are letters to the Editor in support of or opposition to candidates. Newsletters may print statements or other materials by or about a candidate only if they give equal opportunity to opposing candidates. Newsletters cannot be distributed beyond the usual newsletter distribution.
  - ACP or Section organizational stationery cannot be used. Candidates/supporters who hold appointed or elected ACP or Section positions may refer to their titles in the body of the letter, but if they choose to sign the letter, they may not do so over their ACP organizational title. Likewise, emails should not be “signed” using an ACP organizational title.
- C. **E-mail and Social Media:** E-mail used for campaign purposes must comply with the intent of the guidelines with regard to content and must start with the words “**ACP Campaigning**” in the subject line. Email addresses will not be provided by ACP Central Office. There are no limits on the number of campaign messages sent by e-mail. Please note that sending too many emails may cause members to register a complaint with the Central Office and/or block your email address(es) and report them as spam. Candidates may create their own social media accounts i.e., list serves, blogs, twitter, Facebook accounts, to facilitate communication with and among their supporters. Upon notification of the election results from the President candidates may not share the results until the College makes the official announcement.
- D. **Presentations:** Candidates may attend mutual presentations with their opponent(s). All candidates must attend in order to present. Presentations made via proxy statements or modes other than physical attendance are prohibited. If all candidates have been given equal opportunity to attend and one cannot attend, the other candidate(s) may present. “Presentations” are those made to an audience with a significant number of ACP members. Running for office should not inhibit or prohibit candidates from conducting their usual professional business; every effort should be made to define “usual professional business” in the narrowest sense. Candidates invited to attend Section meetings to campaign may do so only if their opponent is also invited to the same meeting. Candidates invited to make

scientific presentations at Section meetings may not discuss election issues unless their opponents have been given an equal opportunity to do so.

- E. **Website:** ACP will include information on all candidates (the photos, biographies, and Letters of Intent) on the College website. The election schedule will also be available on the website.
- F. **ACP members in other organizations:** All ACP members are expected to abide by the ACP election guidelines in ACP elections, including in their capacity as officers and members of other organizations. ACP requests that other organizations adhere to the intent of the campaign guidelines and provide fair and equitable coverage of opposing candidates.
- G. **Compliance:** Each candidate receives a copy of these guidelines and a statement to sign, certifying that he/she has read the guidelines; promises to abide by them; will immediately report any deviations of which he/she becomes aware of to the Executive Committee; and will notify and try to correct any supporter upon learning of an actual or potential deviation. The Executive Committee investigates any potential violation of which it becomes aware, and reports violations to the Board of Directors.
- H. **Election Challenges:** An election may be challenged by an eligible voting member.. A challenge must be filed in writing and must specify the nature of the complaint. Challenges will be investigated by the Executive Committee. If the election is challenged while in process it will continue unless a decision is reached by the Board of Directors to stop the election and declare it void. If the election is challenged after it is completed, the challenge must be registered within 48 hours after the results have been announced to the membership. If the BOD finds that there are sufficient grounds to hold a new election it will set a date for the election and announce it to the membership. The decision of the BOD is final. For further detail please refer to The American Institute of Parliamentarians Standard Code of Parliamentary Procedure, pp 170-172.
- I. I have read these guidelines; will abide by them and will report any deviations to the Executive Committee of the ACP. I will also notify and correct any supporter upon learning of an actual or potential deviation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Return this form to the ACP Central Office