



# Candidate Campaign Activities and Rules

January 2019

*Candidate Campaign Activities and Rules* outlines the activities by which candidates can campaign for a position as an American Academy of Family Physicians (AAFP) national officer or a director on the AAFP Board of Directors (BOD), as well as the rules nominating chapters and candidates must follow. Although this information may be of more interest to chapters that have nominated a candidate, the AAFP believes that all chapters should have a clear understanding of the campaign activities and rules.

In particular, the 2006 Congress of Delegates (COD) adopted a resolution that the AAFP should do the following:

- Eliminate campaign gifts placed on delegates' and alternates' tables during the COD meeting
- Continue to publish the official AAFP candidates' website and to sponsor the "Meet the Candidates" session
- Encourage all chapters to be fiscally responsible in their campaign spending

## Overview of Congress of Delegates

The AAFP is a democratically structured organization. The Congress of Delegates is the AAFP's highest policy-making body. Its composition is similar to that of the U.S. Senate, with two delegates (and two alternates) representing each AAFP chapter, regardless of its size. Two delegates and two alternates also represent each of the following member constituencies: new physicians, family medicine residents, and medical students. In addition to these representatives, six delegates and six alternates represent the other AAFP member constituency groups that are represented at the National Conference of Constituency Leaders (NCCL). The COD elects the AAFP's national officers and directors.

## National Officers and Directors

The following are elected each year at the COD:

- Vice Speaker (position description can be found in **Attachment 1**)
- Speaker (position description can be found in **Attachment 2**)
- President-elect (position description can be found in **Attachment 3**)
- Three directors to the AAFP Board of Directors (position description can be found in **Attachment 4**)

In addition, the new physician candidate for the BOD is nominated at NCCL and approved by the COD. The resident and student candidates for the BOD are nominated at the National Conference of Family Medicine Residents and Medical Students and approved by the COD.

Other position descriptions for the Board are:

- President (position description can be found in **Attachment 5**)
- Board Chair (position description can be found in **Attachment 6**)

## Candidate Nominations/Announcements

In November of each year, AAFP staff notifies chapters about the process for nominating a candidate to run for a position as a national officer or director. The AAFP's Chapter Relations staff also posts a reminder message on the chapter executive listserv. Standing rule #18 of the [Standing Rules of the](#)

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[Congress of Delegates](#) (also found in **Attachment 7**) provides detailed information about nomination procedures. Information about the nominating process is also available on the [AAFP website](#).

**Nomination prior to the COD meeting:** Nominations from AAFP chapters for the offices of president-elect, speaker, and vice speaker, and for vacancies on the BOD must include an official letter of nomination and a candidate photo. The letter should include a statement from the chapter announcing that “[member name] is a candidate for AAFP [office] in [year].” Prior to the COD meeting, these items must be submitted electronically by the nominating chapter to the AAFP’s executive vice president (EVP)/chief executive officer (CEO).

When an official nomination is received, the candidate will be announced on the AAFP’s website in the “Inside the Academy” section of *AAFP News* as they are nominated. After the candidates’ website go live, all of the candidates’ pictures will appear as a “slate” in *AAFP News* online with the story announcing that the official AAFP websites are available for viewing.

**Nomination during the COD meeting:** A call for nominations of candidates for the offices of president-elect, speaker, and vice speaker, when applicable, and for vacancies on the BOD is made during the morning of the first session of the COD. Candidates will be asked to stand and be recognized. The floor is open for nominations at that time, as well as at the close of the session on the day prior to the election. Pictures of the announced candidates only will be projected on the screen during the second and third session. Candidates will NOT be asked to stand and be recognized.

Before a candidate is nominated from the floor during a COD session, he or she must present a written letter of nomination from his or her chapter to the speaker (or the speaker's designee) at the requested time. At the time of nomination, candidates nominated from the floor will have the opportunity to distribute the same information to the COD as the previously announced candidates: official letter of nomination from the candidate’s chapter; personal statement; biographical information; curriculum vitae (CV); and photo.

The 2016 COD adopted the following rules with respect to the “Candidates’ Campaign Material” for candidates seeking a position as an AAFP national officer or director:

RESOLVED, That beginning in 2017, the American Academy of Family Physicians print a one-page (front and back only) announcement of candidates running for elected office to be placed at all delegates’ and alternate delegates’ seats prior to the start of the Congress of Delegates on Monday morning only, and be it further

RESOLVED, That the only printed campaign material permitted in the Congress of Delegates be the American Academy of Family Physicians (AAFP) one-page announcement (front and back only) of candidates running for elected office, limited to the following information taken from the AAFP’s Candidates Website: color photograph, office sought, sponsoring chapter, and link to AAFP’s Candidates Website, and be it further

RESOLVED, That also beginning in 2017, the American Academy of Family Physicians (AAFP) project the name, office sought, and sponsoring chapter of all announced candidates for elected office for the following year during the Wednesday morning Congress of Delegates with submission deadlines and projection timing to be determined by the AAFP Speaker and Vice Speaker.

### Candidates’ Website

The official AAFP candidates’ website features the following for each candidate nominated prior to the COD meeting:

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- Photo of the candidate
- Personal statement
- Biographical information
- CV
- Five photos of the candidate's choice

The candidates' website is available on the COD webpage ([www.aafp.org/congress](http://www.aafp.org/congress)) from the last Friday in April or the first Friday in May until after the COD meeting.

A link to each candidate's own website (or the website of the nominating chapter) is posted on the official AAFP candidates' website. However, the official website will not link to any candidate's personal account on Facebook, Twitter, LinkedIn, or any other social media channel. A candidate may choose to link to personal social media accounts from his or her own website and/or the nominating chapter's website.

### **AAFP Policy on Using Social Media for Campaigning**

The AAFP embraces the use of social media channels for member/organizational communications. The official AAFP accounts on these channels—including, but not limited to, Facebook, Twitter, YouTube, LinkedIn, and Google Plus—are not for personal use by members. The AAFP's commenting policy states that "[the AAFP] will not permit messages selling products, recruiting, political campaigning or endorsements, or promoting commercial or other ventures, or those perceived as spam."

The restriction on campaigning includes campaigning by AAFP members for leadership positions at NCCL, the National Congress of Family Medicine Residents (NCFMR), the National Congress of Student Members (NCSM), and the COD. Any comment on an official AAFP social media account that violates the AAFP's policy will be removed.

However, candidates may use an official event hashtag in any messages from their personal Twitter account, including campaign messages. For example, the COD event hashtag is #aafpcod, and it is available to candidates, delegates, alternates, and chapter executives beginning in June. A message is posted on the COD webpage ([www.aafp.org/congress](http://www.aafp.org/congress)) when members can begin following events (including candidate campaigning) for the current year's Congress of Delegates.

Please note: This policy only applies to the official AAFP accounts on social media channels. The use of personal social media accounts is at each member's discretion.

### **Campaigning at the AAFP Leadership Conference for Current and Aspiring Leaders**

The AAFP Leadership Conference has two tracks: the Annual Chapter Leader Forum (ACLF) (formerly the Annual Leadership Forum) and the National Conference of Constituency Leaders (NCCL) (formerly the National Conference of Special Constituencies). Traditionally, this conference has been the unofficial start of the campaign season, with candidates running for a position as a national officer or director campaigning in an informal manner through one-on-one networking and peer-to-peer contact. This conference is not an appropriate venue for overt campaigning because not all candidates attend. Chapters would incur additional costs if it were necessary to send candidates and others to the conference.

The following rules apply to campaigning at the AAFP Leadership Conference:

- No campaign signs or posters in the hotel lobby, elevators, meeting rooms, etc.
- No printed handouts, campaign literature, or announcement cards
- No gifts or giveaways allowed

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- No campaign announcements from the microphone during reference committee meetings, business sessions, or educational sessions
- No hospitality suites or staged campaign events
- Chapters are encouraged to be fiscally responsible in their campaign spending to limit costs.

While campaign buttons promoting candidates for a position as a national officer or director are not specifically prohibited at the AAFP Leadership Conference, they are considered inappropriate in this venue. During NCCL, campaign buttons are used to identify candidates running for other elected positions (e.g., co-conveners representing different member constituencies); therefore, other types of campaign buttons could be confusing to the AAFP Leadership Conference participants.

### Contact Information for Delegates and Alternates

Candidates and chapters determine whether to communicate with delegates and alternates in the course of a campaign and, if so, in what manner (e.g., direct mailings, email messages, phone calls). The chapter is completely responsible for the number and expense of such communications. In the interest of fiscal responsibility, chapters that have nominated a candidate may wish to contact each other and informally agree on guidelines for campaign communications (e.g., number of mailings).

In February of each year, AAFP staff sends the chapters instructions for obtaining a list of the names, addresses, phone numbers, and email addresses of delegates and alternates. This list is provided at no charge. Chapter executives can access and download contact information for delegates, alternates, chapter presidents, and others through the chapter executive website. Once users have logged on to the chapter executive website, click on "Access General Download Report" under the "Reports" tab. Next, users click on "General Report Downloads." The lists are located under "Chapter Contacts."

Chapters may also request contact information for delegates and alternates by emailing the AAFP at [chaptersupport@aafp.org](mailto:chaptersupport@aafp.org).

### During the Congress of Delegates Meeting

The following information is presented in the order in which the campaign activities take place during the COD meeting.

#### "Meet the Candidates" Session

Since 2001, a two-hour "Meet the Candidates" session has been held on the Sunday prior to the opening session of the COD. It is held specifically to give delegates an opportunity to meet the candidates and to give candidates an opportunity to campaign. The AAFP's Meetings and Conventions Division reserves multiple rooms that are used for this session.

No food items or beverages are served during the "Meet the Candidates" session, although water is available. The AAFP provides a table for each candidate to display copies of his or her candidate statement and CV. No other candidate information may be displayed. Each candidate is responsible for making copies of his or her candidate statement and CV in the preferred format and color to display during the session.

In 2009, the COD adopted a resolution stating that the "Meet the Candidates" session is open to delegates, alternates, and chapter presidents only. Members of the Tellers Committee serve as "floor coordinators." Tellers Committee members monitor the "Meet the Candidates" session and prevent any individual from monopolizing the candidates' time.

Traditionally, candidates have been encouraged/allowed to have one member of the delegation at the table during Meet the Candidates Sunday afternoon. That person monitors the flow; hands out approved material about candidate; assists the candidate with energy reserve (e.g. offering water at opportune

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times) and provides a degree of emotional support for the candidate. However, it is not encouraged to have the entire delegation present at all times.

For some campaigns, the chapter delegation may assign 20 to 30 minute-shifts for each delegation member being that person, switching so others could visit candidates.

### Caucuses

Caucuses scheduled at the COD meeting by chapters, regional groups, and constituencies are not for the purpose of campaigning or engaging candidates for AAFP offices. In 2012, the COD amended its policy to allow candidates attending a caucus to address their constituents and discuss issues during the caucus meeting, but they must refrain from campaigning or soliciting votes. The AAFP informs the leaders of known and scheduled caucuses and member constituency groups (MIGs) of this policy.

### Candidates' Hospitality Event

The 2009 COD adopted the following rules with respect to the "Candidates' Hospitality Event" for candidates seeking a position as an AAFP national officer or director:

- 1) Hold the "Meet the Candidates" session with delegates, alternates, and chapter presidents
- 2) Combine the "Delegate and Alternate Welcome Reception" with the "Candidates' Hospitality Event," open to all attendees, held with chapters grouped by candidate type and placement made by drawing numbers from a hat
- 3) Commit [the] AAFP to a minimum contribution of \$10,000 to the joint reception, with each chapter with a candidate contributing \$2,500, to include funding for food and beverage, exhibit tables, pipe and drape, and signage for the room, but exclusive of individual exhibit space decorations, electrical connections, easels, chapter giveaways (which are at the expense of each chapter), or other such fees that are imposed by the hotel or its vendors at the chapters' request
- 4) AAFP staff will be responsible for selection of food and beverage based on the budget available.
- 5) Chapters will submit order forms to AAFP staff, who will work with the hotel; all cost information will be provided to chapters in advance of ordering.

The "Candidates' Hospitality Event" is held on the evening of the first session of the COD. The AAFP's Meetings and Conventions Division reserves the ballroom for this event and selects food and beverage based on the budget available.

Chapters that have nominated a candidate are not permitted to hold individual receptions separate from the official hospitality event. The resolution adopted by the 2009 COD mandates one event in one room in lieu of individual receptions; this helps to limit campaign costs. In addition, the [Standing Rules of the Congress of Delegates](#) state that no functions will be conducted during sessions of the COD, meetings of its reference committees, or candidate events/activities, with the exception of hospitality suites that have not nominated a candidate.

### Candidates' Forums

Detailed information about candidates' forums can be found in standing rule #18 of the [Standing Rules of the Congress of Delegates](#).

Candidates' forums feature speeches by the candidates, followed by a question-and-answer forum. The forums are held during the second and third sessions of the COD. The speaker and vice speaker determine which candidates participate in which forum; traditionally, the first forum (during the second session of the COD) has been the "Director Candidates' Forum" and has been moderated by the AAFP

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president-elect. The new physician, resident, and student candidates for the AAFP Board of Directors also give speeches during the “Director Candidates’ Forum.”

The second forum (during the third session of the COD) is the “Officer Candidates’ Forum,” which is moderated by the AAFP president. Candidates running for speaker, vice speaker, and president-elect participate in this forum. If a candidate for speaker is running unopposed (which is often the case), he or she may give a speech but is not required to do so. If a candidate for vice speaker is running unopposed, he or she may give a speech but is not required to do so. However, if there is more than one candidate for vice speaker, all of the candidates must give a speech and participate in the question-and-answer forum. During the question-and-answer forum, all candidates receive 90 seconds to answer a question.

### Reference Committee Hearings

Reference committee hearings held during the Congress of Delegates are scheduled to consider business items referred to them and to obtain information and testimony on specific issues in order to provide recommendations to the COD. Reference committee hearings are not intended for the purpose of campaigning. Candidates attending a reference committee hearing may address the specific issues under discussion during the reference committee, but they shall refrain from campaigning or soliciting votes.

### Balloting

Balloting for AAFP national officers and directors takes place during the hour preceding the opening of the fourth session of the COD. The exact time is not known until the conclusion of the third session of the COD, during which the speaker determines the starting time for the next COD session. When the COD schedule is Monday–Wednesday, general balloting occurs on Wednesday morning. When the COD schedule is Tuesday–Thursday, general balloting occurs on Thursday morning.

Only properly credentialed delegates can vote. The members of the Tellers Committee and the Credentials Committee assist with the balloting process by certifying the delegates and distributing the ballots. The Tellers Committee is composed of alternates. An alternate from each chapter that nominated a candidate serves on the Tellers Committee. Two to three members of the Tellers Committee from non-candidate chapters also assist with the balloting process.

The AAFP uses smart card-enabled electronic voting (eVoting). Once a delegate has been certified as a voter, a member of the Tellers Committee issues the delegate an AAFP Ballot Authorization Card (BACard) and told to approach the kiosk area to cast their ballot. This BACard will contain a barcode equal to a ‘unique’ login NAME only. Five supervised secure voting kiosks are set up in the voting area; each is equipped with an eVoting laptop and ‘grocery’ scanner.

Before the voting session starts, Election Trust will issue to each Teller a **Teller Authorization Card (TAC)** that will contain a barcode equal to a ‘universal’ login PIN only. As each voter is invited to approach an open voting kiosk, the Teller will position that laptop’s cursor in the PIN field on the log-in screen and pass the TACard under the attached scanner (*this will ‘populate’ the PIN field correctly*). The Teller will then move the login screen cursor to the NAME field and invite the voter into the booth with instructions to pass the BACard (*which the voter should have in hand*) under the scanner – this will complete the login procedure and automatically pull the ballot up on the laptop screen for voting.

Upon exiting the voting area, the Teller invites the delegate to deposit his or her BACard in a secured “ballot box” (monitored by the Tellers Committee). Deposited ballot authorization cards are shuffled together to prevent any association between an individual delegate and his or her electronic votes.

The Tellers Committee monitors the staff of the company that provides eVoting services for AAFP elections. As soon as the polls close, the chair of the Tellers Committee designates some members of the committee to monitor the computer as the votes are tabulated. The AAFP’s deputy EVP/chief operating officer (COO), Todd Dicus, JD, CAE, also assists with the tabulation process. Once balloting is concluded, the

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chair of the Tellers Committee hands the results to the speaker. If necessary, the speaker will call for a runoff election.

### Runoff Elections

Paper ballots are prepared by COD staff to be used for runoff elections. As soon as the speaker calls for a runoff election, COD business is interrupted, and paper ballots are handed out to voting delegates by members of the Tellers Committee. Once all paper ballots have been marked and collected, members of the Tellers Committee count the paper ballots and prepare a tally in a private designated area. The chair of the Tellers Committee designates members of the committee to count the ballots.

If any contests are unresolved after the initial tally, additional paper ballots are distributed for a second vote. This process is continued until all offices have been filled. "If there is a runoff election, candidates for that office will be asked to go to the back of the room with their family and campaign team ahead of the announcement. The announcement of the candidates in the runoff shall be made by the Speaker/Vice Speaker, with time allowed for candidates to be prepared."

### Announcement of Election Results

No election results are announced until all contests have been decided. The speaker decides when to announce the election results to the COD. Usually, the results are announced after the morning break during the fourth session of the COD, once all reference committee reports have been concluded and all COD business has been concluded. Results are typically announced in the following order:

- Student member of the BOD
- Resident member of the BOD
- New physician member of the BOD
- Three directors to the BOD
- Vice speaker
- Speaker
- President-elect

The newly elected directors and officers are escorted to the dais, and each one presents brief remarks.

### Installation of National Officers and Directors

The AAFP president installs the new directors to the BOD, speaker, and vice speaker during the fourth session of the COD, immediately before the installation of the new president-elect. The newly elected directors attend their first BOD meeting on the Friday morning after the COD meeting, during AAFP Family Medicine Experience (FMX).

## Frequently Asked Questions (FAQs)

### Campaigning

Q: During the AAFP Leadership Conference for Current and Aspiring Leaders, is overt campaigning (e.g., distributing announcement cards, wearing a campaign button) for a position as a national officer or director permitted?

A: No. The AAFP Leadership Conference is not an appropriate venue for overt campaigning for a position as a national officer or director. However, because this conference traditionally has been the unofficial start of the campaign season, candidates in attendance may campaign in an informal manner through one-on-one networking and peer-to-peer contact.

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The following rules apply to campaigning at the AAFP Leadership Conference:

- No campaign signs or posters in the hotel lobby, elevators, meeting rooms, etc.
- No printed handouts, campaign literature, or announcement cards
- No gifts or giveaways allowed
- No campaign announcements from the microphone during reference committee meetings, business sessions, or educational sessions
- No hospitality suites or staged campaign events
- Chapters are encouraged to be fiscally responsible in their campaign spending to limit costs.

While campaign buttons promoting candidates for a position as a national officer or director are not specifically prohibited at the AAFP Leadership Conference, they are considered inappropriate in this venue. During the National Conference of Constituency Leaders (NCCL)—which is one of the tracks of the AAFP Leadership Conference—campaign buttons are used to identify candidates running for other elected positions (e.g., co-conveners representing different member constituencies); therefore, other types of campaign buttons could be confusing to the AAFP Leadership Conference participants.

Q: Does anyone enforce campaign rules during the Congress of Delegates (COD) meeting?

A: Yes. The Tellers Committee enforces campaign rules during the COD meeting. If necessary, the Tellers Committee informs the speaker of violations. The speaker determines what action, if any, should be taken.

Q: Can candidates campaign or solicit votes at the caucuses scheduled at the COD meeting by chapters, regional groups, and constituencies?

A: No. Such caucuses are not for the purpose of campaigning or engaging candidates for AAFP offices. Although candidates attending a caucus may address their constituents and discuss issues during the caucus meeting, they must refrain from campaigning or soliciting votes.

Q: Can a chapter that has nominated a candidate hold an individual reception separate from the official “Candidates’ Hospitality Event” held on the evening of the first session of the COD?

A: No. The 2009 COD adopted a resolution that mandates one event in one room in lieu of individual receptions; this helps to limit campaign costs. In addition, the [Standing Rules of the Congress of Delegates](#) state that no functions will be conducted during sessions of the COD, meetings of its reference committees, or candidate events/activities, with the exception of hospitality suites that are hosted by non-candidate chapters.

Q: Can a candidate use the official AAFP social media accounts to campaign for a position as a national officer or director?

A: No. The official AAFP accounts on social media channels—including, but not limited to, Facebook, Twitter, YouTube, LinkedIn, and Google Plus—are not for personal use by members. The AAFP’s commenting policy states that “[the AAFP] will not permit messages selling products, recruiting, political campaigning or endorsements, or promoting commercial or other ventures, or those perceived as spam.” Any comment on an official AAFP social media account that violates this policy will be removed.

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Q: Can a candidate use his or her personal social media accounts to campaign and/or solicit votes?

A: Yes. The AAFP's restriction on campaigning only applies to the official AAFP accounts on social media channels. The use of personal social media accounts is at each member's discretion. For example, candidates may use an official event hashtag in any messages from their personal Twitter account, including campaign messages. The COD event hashtag is #aafpcod, and it is available to candidates, delegates, alternates, and chapter executives beginning in June.

A candidate may choose to link to personal social media accounts from his or her own website and/or the nominating chapter's website. However, the official AAFP candidates' website will not link to any candidate's personal social media accounts; it only includes a link to each candidate's website (or the website of the nominating chapter).

### Gifts and Giveaways

In 2006, the COD adopted a resolution that eliminated campaign gifts placed on delegates' and alternates' tables during the COD meeting. The following information is provided to eliminate any confusion about what constitutes a gift.

Q: What constitutes a gift?

A: Anything placed on the delegates' and alternates' tables during the COD meeting is considered a gift, with the exception of a printed announcement that a candidate is running for office or an announcement that says "Vote for [candidate] for [position]."

Items that are considered gifts and cannot be placed on the delegates' and alternates' tables include, but are not limited to, the following:

- Reprints of articles, including articles written by a candidate
- Guides, including restaurant guides
- Physician tools (e.g., clinical calculators)
- Material gifts (e.g., toys, pens)
- Food (e.g., candy)
- Raffle announcements
- Donations
- Information about hospitality events, including invitations or announcements about donations, raffle results, or giveaways

Q: Is a reprint of an article written by the candidate considered a gift?

A: Yes. However, candidate announcements may describe an article written by the candidate. Such announcements may also list the URL of an online article written by the candidate, but only if the article links back to the candidate's website or the website of the nominating chapter (for example, if the online article includes a link to the candidate's Twitter account, which in turn links back to the candidate or nominating chapter's website).

Q: Is a chapter or candidate donation to a worthy cause considered a gift?

A: Yes. A donation by a chapter or candidate is considered a gift.

Q: Can a printed announcement of such a donation be placed on the delegates' and alternates' tables?

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A: No. The donation is considered a gift, so an announcement that such a gift has been made may not be placed on the delegates' and alternates' tables. However, announcements about a chapter or candidate donation are permitted in the "Candidates' Hospitality Event" or in hospitality suites hosted by non-candidate chapters.

Q: Instead of spending dollars on giveaways during the "Candidates' Hospitality Event," can a candidate provide a set value (such as \$10) for donations to an AAFP or other entity, such as FamMedPAC or AAFP Foundation, allowing delegates and alternates to direct that donation?

A: Yes, however, the activity should be limited to the hospitality event, and no announcements about the donation(s) are permissible outside of the hospitality room. Also, entities must fit AAFP or other legal guidelines for charitable, campaign, etc. donations. The set value should not be excessive, to avoid a competitive nature.

Q: Is a body mass index (BMI) wheel or some other useful physician tool with a candidate's name on it considered a gift?

A: Yes. Any item that could be useful as a physician tool is considered a gift and is not permitted on the delegates' and alternates' tables.

Q: Can a chapter or candidate provide food for the delegates and alternates (e.g., food stations during the breaks)?

A: No. Food items (e.g., apples, ice cream, candy) distributed by a chapter or a candidate are considered gifts and are not permitted on the delegates' and alternates' tables or on the break tables. The AAFP provides break refreshments during the COD meeting.

Q: Are giveaways permitted during the "Candidates' Hospitality Event"?

A: Yes. Chapters may have giveaways during the "Candidates' Hospitality Event." However, they may not place announcements about donations, raffle results, or giveaways on the delegates' and alternates' tables or in the room in which the COD meets. Chapters are encouraged to be fiscally responsible in campaign spending.

Q: Are campaign buttons permitted during the COD meeting?

A: Yes. However, they may not be placed on the delegates' and alternates' tables. Chapters are encouraged to be fiscally responsible in campaign spending.

Q: Instead of spending dollars on giveaways in the hospitality event, is it permissible to "give back" to the AAFP by allocating a certain amount of a candidate's campaign funds to give to other AAFP entities, such as FamMedPAC, AAFP Foundation or other entity. Stickers would be given out with a specific amount (such as \$10) at the candidate's booth to delegates and alternate delegates so that they could then put it next to the entity or entities of their choice. All entities would be listed on a large placard located in the candidate's booth. This is not the delegates/alternate delegates making a donation to those entities, rather choosing where funds the candidate has already dedicated will be allocated.

A: Yes, however, the activity should conclude by the end of the hospitality event and no announcements about the donation(s) are permissible in the Congress of Delegates meeting.

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### Printed Announcements

Q: Can chapters and candidates distribute campaign literature to delegates during the COD meeting?

A: No, the 2016 COD adopted the following rules with respect to the “Candidates’ Campaign Material” for candidates seeking a position as an AAFP national officer or director:

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RESOLVED, That the only printed campaign material permitted in the Congress of Delegates be the American Academy of Family Physicians (AAFP) one-page announcement (front and back only) of candidates running for elected office, limited to the following information taken from the AAFP’s Candidates Website: color photograph, office sought, sponsoring chapter, and link to AAFP’s Candidates Website, and be it further

RESOLVED, That also beginning in 2017, the American Academy of Family Physicians (AAFP) project the name, office sought, and sponsoring chapter of all announced candidates for elected office for the following year during the Wednesday morning Congress of Delegates with submission deadlines and projection timing to be determined by the AAFP Speaker and Vice Speaker.

Only the AAFP printed one-page announcement of candidates running for elected office is permitted on the delegates’ and alternates’ tables. Campaign literature may not be posted in reference committee hearing rooms, or in the elevators, lobby, or any other area of the hotel. Campaign literature placed in these areas will be removed.

Chapters who have nominated a candidate may not distribute campaign literature to delegates’ and alternates’ hotel rooms. In addition, they may not pay to have campaign literature included in the AAFP’s “drop bag,” which is placed on the hotel room door of each registered attendee at the COD meeting. This expenditure would not be fiscally responsible and would give chapters with more financial resources an advantage.

Q: What types of printed announcement may be distributed to the COD delegates and alternates?

A: Only the AAFP printed one-page announcement of candidates running for elected office is permitted on the delegates’ and alternates’ tables.

Q: Can such announcements be distributed more than once during each session of the COD?

A: No. They may be placed only on the delegates’ and alternates’ tables before the opening session of the COD.

Q: Can such announcements be distributed during the “Meet the Candidates” session?

A: No. During the “Meet the Candidates” session, the AAFP provides a table for each candidate to display copies of his or her candidate statement and CV. No other candidate information may be displayed or distributed.

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Q: Can such announcements include the URLs of any websites other than the official AAFP candidates' website?

A: No, the AAFP printed one-page announcement of candidates running for elected office is permitted on the delegates' and alternates' tables, which includes color photograph, office sought, sponsoring chapter, and link to AAFP's Candidates Website.

Q: Can such announcements invite delegates and alternates to the "Candidates' Hospitality Event" or to a hospitality suite hosted by a non-candidate chapter?

A: No. A printed announcement placed on the delegates' and alternates' tables cannot include information about a hospitality event because such an invitation is considered a gift. However, a printed announcement about a hospitality suite can be placed on the reports table at the back of the room in which the COD meets. The event may also be announced at the microphone on the floor of the COD when the speaker calls for announcements.

Q: Can an announcement about a future candidate be placed on the delegates' and alternates' tables? For example, if Dr. Smith is running for a director position in 2017, can an announcement be placed on the delegates' and alternates' tables at the COD meeting in 2016?

A: No, only the AAFP produced one-age printed sheet will be permitted. This announcement will include office sought, and sponsoring chapter of all announced candidates for elected office for the following year during the Wednesday morning Congress of Delegates. They will also be projected on the screen Wednesday morning. Submission deadlines and projection timing to be determined by the AAFP Speaker and Vice Speaker.

Q: Can chapters distribute other printed information (e.g., announcements about other meetings or political candidates) during the COD meeting?

A: Yes. However, this information may not be placed on the delegates' and alternates' tables. Announcements about other meetings (e.g., continuing medical education [CME] events, chapter meetings) or political candidates may be placed on the reports table at the back of the room in which the COD meets.

## Position Description – Vice Speaker

### RESPONSIBILITIES

The Vice Speaker of the Academy's Congress of Delegates shall be a member of the Board of Directors and shall preside over meetings of the Congress of Delegates in the absence of the Speaker or when designated by the Speaker. In the event a vacancy occurs in the office of Speaker, the Vice Speaker shall succeed to the office for the unexpired term. Depending on the Vice Speaker's special areas of interest or expertise, he or she may serve as a member of one of the Academy's task forces or other special work groups appointed by the Board. The Vice Speaker serves as chair of the Resolution Subcommittee of the Board.

The AAFP Board constitutes the voting members of the AAFP Foundation. At least once annually at an AAFP Board meeting, the Board recesses and convenes as the voting members of the Foundation. The Vice Speaker presides during such time as a meeting of the voting members is in session.

The Speaker traditionally has sought the assistance of the Vice Speaker in planning and conducting the annual meeting of the Congress of Delegates. Among the responsibilities which the Speaker may ask the Vice Speaker to assume or assist in fulfilling are: appointing reference and special committees of the Congress; assigning reports and resolutions to the appropriate reference committees; overseeing the election of AAFP officers and directors; providing guidance to reference and other special committees in the preparation of their reports and ensuring the proper scheduling and smooth flow of business coming before the Congress. When functioning as the presiding officer of the Congress of Delegates, the Vice Speaker may vote to break any tie which does not involve candidates for election.

The Vice Speaker may assist the Speaker in transmitting the actions of the Congress of Delegates to the Board of Directors for appropriate action and follow-up. The Speaker and Vice Speaker also play an important role in bringing the perspectives of the Congress of Delegates to the Board deliberations on a variety of issues.

The Vice Speaker may be called upon from time to time to represent the Academy at constituent chapter meetings and at meetings with individuals or other organizations external to the Academy. The Vice Speaker attends the National Conference of Family Medicine Residents and Medical Students and plays an active role in providing advice on parliamentary issues and attends group deliberations. Attendance also is expected at the AAFP Leadership Conference for Current and Aspiring Leaders. The Vice Speaker also may function as parliamentary advisor at Academy meetings for students, residents or other special groups.

### QUALIFICATIONS AND TERM OF OFFICE

As the Vice Speaker assists the Speaker in presiding over the Congress of Delegates, he or she should have demonstrated knowledge of parliamentary procedure and the ability to make accurate and contemporaneous interpretations on parliamentary issues.

The Vice Speaker is elected annually by the Congress of Delegates and must be an active member of the Academy in good standing. His or her term of office shall begin at the conclusion of the annual meeting of the Congress of Delegates at which election occurs and shall expire at the conclusion

## Candidate Campaign Activities and Rules, continued

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of the next ensuing annual meeting of the Congress of Delegates. However, the Vice Speaker may be elected to succeed himself or herself in office and the Bylaws do not limit the number of consecutive terms which may be served.

### TIME REQUIRED

The Vice Speaker has considerable discretion in determining the amount of time he or she will devote to Academy business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the Academy in any given year. However, the following ranges approximate the amount of time it could be anticipated the Vice Speaker would devote to Academy affairs:

Number of days traveling away from home on Academy business 35-50

Number of days at home but devoted to AAFP activities such as reviewing materials, answering correspondence, preparing for meetings, participating in conference calls, etc. (8 hours equals 1 day) 15-30

### REMUNERATION PROVIDED

Reimbursement policies for officers, including the Vice Speaker, are established by the Commission on Finance and Insurance. Remuneration policy for the Vice Speaker provides:

- \* An honorarium of \$500 per day plus actual, reasonable expenses when traveling on Academy business.
- \* Actual coach airfare with the provision that multiple tickets may be purchased for family members within established caps.
- \* Ground transportation to and from the airport, or parking costs for personal automobile.
- \* Reimbursement for use of telephone, fax and Internet service on Academy-related business.
- \* An annual allowance of up to \$1,000 to be applied toward the cost of technology devices.

The complete, detailed reimbursement policy is available from the Academy's Executive Vice President or Chief Financial Officer.

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## Position Description – Speaker

### RESPONSIBILITIES

The Speaker of the Academy's Congress of Delegates shall be a member of the Board of Directors and shall preside over meetings of the Congress of Delegates. The Speaker shall serve as a member of the Board of Directors' Executive Committee and serves as chair of the Board's award subcommittee. Based on his or her special areas of interest or expertise, the Speaker may serve as a chair or member of one of the Academy's task forces or other special work groups appointed by the Board.

As presiding officer of the Congress of Delegates, the Speaker has a wide variety of responsibilities which often are shared with the Vice Speaker. Those responsibilities include appointing all reference and special committees of the Congress, assigning reports and resolutions to reference committees for review, overseeing the election of Academy officers and directors, providing guidance and assistance to reference committees and other special committees in the preparations of their reports to the Congress and ensuring the proper scheduling and smooth flow of business coming before the Congress. When functioning as the presiding officer of the Congress of Delegates, the Speaker may vote to break any tie which does not involve candidates for election.

The Speaker has responsibility for transmitting the actions of the Congress of Delegates to the Board of Directors for appropriate action and follow-up. The Speaker and Vice Speaker also play an important role in bringing the perspectives of the Congress of Delegates to the Board's deliberations on a variety of issues.

The Speaker may be called upon as a member of the Executive Committee to participate in conference calls as well as in-person meetings on relatively short notice.

The Speaker may be called upon from time to time to represent the Academy at constituent chapter meetings and at meetings with individuals or other organizations external to the Academy. The Speaker attends the National Conference of Family Medicine Residents and Medical Students and plays an active role in providing advice on parliamentary issues and attends group deliberations. Attendance also is expected at the AAFP Leadership Conference for Current and Aspiring Leaders. The Speaker also may function as parliamentary advisor at other Academy meetings for students, residents or other special groups.

### QUALIFICATIONS AND TERM OF OFFICE

As the Speaker presides over the Congress of Delegates, he or she should have demonstrated knowledge of parliamentary procedure and the ability to make accurate and contemporaneous interpretations on parliamentary issues.

## Candidate Campaign Activities and Rules, continued

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The Speaker is elected annually by the Congress of Delegates and must be an active member of the Academy in good standing. His or her term of office shall begin at the conclusion of the annual meeting of the Congress of Delegates at which election occurs and shall expire at the conclusion of the next ensuing annual meeting of the Congress of Delegates. However, the Speaker may be elected to succeed himself or herself in office and the Bylaws do not limit the number of consecutive terms which may be served.

### TIME REQUIRED

The Speaker has considerable discretion in determining the amount of time he or she will devote to Academy business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the Academy in any given year. However, the following ranges approximate the amount of time it could be anticipated the Speaker would devote to Academy affairs:

Number of days traveling away from home on Academy business	<u>75-100</u>
Number of days at home but devoted to AAFP activities such as reviewing materials, answering correspondence, preparing for meetings, participating in conference calls, etc. (8 hours equals 1 day)	<u>20-30</u>

### REMUNERATION PROVIDED

Reimbursement policies for officers, including the Speaker, are established by the Commission on Finance and Insurance. Remuneration policy for the Speaker provides:

- \* An honorarium of \$500 per day plus actual, reasonable expenses when traveling on Academy business.
- \* Actual coach airfare with the provision that multiple tickets may be purchased for family members within established caps.
- \* Ground transportation to and from the airport, or parking costs for personal automobile.
- \* Reimbursement for use of telephone, fax and Internet service on Academy-related business.
- \* An annual allowance of up to \$1,000 to be applied toward the cost of technology devices.

The complete, detailed reimbursement policy is available from the Academy's Executive Vice President or Chief Financial Officer.

4/18 TCD

## Position Description – President-elect

### RESPONSIBILITIES

The Academy's President-elect shall be a member of the Board of Directors and the Board's Executive Committee. He or she shall serve as Chair of the Board's Subcommittee on Strategic Planning and Development. He or she shall be a member of the Board Screening Subcommittee. Based on his or her special areas of interest or expertise, the President-elect may serve as chair of one of the Academy's task forces or other special work groups appointed by the Board. The President-elect routinely participates in AAFP cluster meetings. In the absence of the President, the President-elect shall preside at meetings of the Assembly.

The President-elect may be called upon to represent the Academy in communicating with individual members and groups external to the Academy. The President-elect's representation may occur in a number of settings including but not limited to constituent chapter meetings, before the media and in meetings with other medical and health-related organizations, as well as attendance at the AAFP Leadership Conference for Current and Aspiring Leaders, the National Conference of Family Medicine Residents and Medical Students, the Family Medicine Congressional Conference, commission clusters, the annual and interim meetings of the American Medical Association, and semi-annual meetings of the Family Medicine Working Party. The President-elect typically attends the meeting of the Commission on Finance and Insurance. The President-elect also may represent the Academy before legislative bodies and in meetings with government officials.

Because the President-elect will assume the office of President following his or her term, a significant amount of attention is devoted to interacting with grass roots members to determine their concerns and needs. This interaction can take place at several levels including through participation in Academy cluster meetings, participation in constituent chapter meetings and on a personal one-on-one basis. This interaction at the grass roots level provides the President-elect with valuable insight to assist the Board in its deliberations and to provide perspective for his or her term as President. With the increasing media requests, the President-elect will receive individual media training and will be expected to respond to media requests as determined by the Academy's media protocol.

In the event of the death or resignation of the President or if the President shall be unable or unqualified to serve, the President-elect shall succeed to the office of President for the unexpired term.

### QUALIFICATIONS AND TERM OF OFFICE

The Academy Bylaws provide that the President-elect is chosen by a majority of the Congress of Delegates. He or she must be an active member in good standing. His or her term of office shall begin at the conclusion of the annual meeting of the Congress of Delegates at which his or her election occurs and expire at the conclusion of the next annual meeting of the Congress of Delegates, upon succeeding to the office of President.

# Candidate Campaign Activities and Rules, continued

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## TIME REQUIRED

The President-elect has considerable discretion in determining the amount of time he or she will devote to Academy business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the Academy in any given year. Media attention has been growing with an average of three calls per week (generally on a clinical topic), but some are policy-related and are often time-sensitive. However, a review of records over a period of several years suggests that the following ranges approximate the amount of time it could be anticipated the President-elect would devote to Academy affairs:

Number of days traveling away from home on Academy business 150-180

Number of days at home but devoted to AAFP activities such as reviewing materials, answering correspondence, preparing for meetings, participating in conference calls, fielding media requests, etc. (8 hours equals 1 day) 15-30

(Note: Academy-related email and conference calls have increased over the past few years, so these ranges may be on the low end.)

## REMUNERATION PROVIDED

Reimbursement policies for officers, including the President-elect, are established by the Commission on Finance and Insurance. Remuneration policy for the President-elect provides:

- \* An annual honorarium of \$250,000 plus actual, reasonable expenses when traveling on Academy business.
- \* Actual airfare at up to first class with the provision that multiple tickets may be purchased for family members within established caps.
- \* Ground transportation to and from the airport, or parking costs for personal automobile.
- \* Reimbursement for use of telephone, fax and Internet service on Academy-related business.
- \* An allowance of up to \$1,000 to be applied toward the cost of technology devices.
- \* An allowance of up to \$2,000 per year toward actual documented costs for administrative support.

The complete, detailed reimbursement policy is available from the Academy's Executive Vice President or Chief Financial Officer.

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## Position Description – Director

### RESPONSIBILITIES

The Board of Directors consists of the Academy's officers, nine at-large directors elected for three-year terms, plus a resident director, a student director and a new physician director each elected for one-year terms. Between meetings of the Congress of Delegates, the Board of Directors has responsibility for the overall control and administration of the Academy and for the development of its policies. The Board of Directors appoints such commissions, committees and other work group as are necessary to assist it in fulfilling these responsibilities.

The Board of Directors has three permanent subcommittees (Screening, Strategic Planning, and Resolution and Policy Review), and an Executive Committee. The second and third year members of the Board serve on the Subcommittees on Screening and Strategic Planning. The first and second year members of the Board serve on the Subcommittee on Resolution and Policy Review. One at-large director is elected annually as an at-large member of the Executive Committee.

The at-large directors and the new physician, resident, and student directors each serve as the liaison to one of the Academy's standing commissions and are expected to attend commission meetings.

Depending upon their commission assignments and areas of interest/ expertise, individual directors may be asked to represent the Academy and Board in participating in a number of different activities. These activities include meeting with groups external to the Academy, representing the Academy's position before the media and the public and interacting with the Academy's individual members and constituent chapters. Directors will be funded to attend the National Conference of Family Medicine Residents and Medical Students in Kansas City once during their term as a director.

### QUALIFICATIONS AND TERM OF OFFICE

The Academy's Bylaws provide that the Board shall manage the organization's business and affairs "in a manner consistent with its fiduciary duties and responsibilities." Toward that end, directors should have demonstrated experience and/or a commitment to:

- Understanding the fiduciary role of a director, including the expectation to vote in good faith and supporting Board decisions that advance the best interests of the organization and not favored individuals;
- Recognition of the role of the Board of Directors in managing an organization with a budget and membership of the magnitude of the AAFP;
- Managing the financial affairs of an organization and familiarity with financial statements;
- Representing the interests of a membership with diverse backgrounds, practice settings and professional interests;
- Participation in organizational strategic planning and development of organizational goals and metrics; and

## Candidate Campaign Activities and Rules, continued

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- Speaking as appropriate on organizational issues to various audiences such as members and the media.

Additional director competencies include demonstrated leadership skills, integrity, demonstrated management skills, team orientation, the ability to understand constructive conflict, and the capacity for forward thinking.

Of the nine at-large directors elected for three-year terms, three are elected each year on a staggered basis by the Academy's Congress of Delegates. Candidates for at-large director must be active members in good standing. Their terms of office begin at the conclusion of the annual meeting of the Congress of Delegates at which their elections occur and expire at the conclusion of the third succeeding annual meeting of the Congress of Delegates.

The resident member of the Board of Directors must be a resident member of the Academy in good standing and the student member must hold student membership. Subject to ratification by the Congress of Delegates, they are selected by the National Congress of Family Medicine Residents and National Congress of Student Members. The terms of office of resident and student directors begin at the conclusion of the annual meeting at which they are elected and expire at the conclusion of the next succeeding annual meeting.

The new physician member of the Board of Directors must be an active member in good standing and must have been first eligible for active membership fewer than seven years before being elected to the Board by the Congress of Delegates. Subject to ratification by the Congress of Delegates. The candidate for this position shall be selected by the new physician constituency at the National Conference of Constituency Leaders. The term of office of the new physician director begins at the conclusion of the annual meeting at which he or she is elected and expires at the conclusion of the next succeeding annual meeting.

### TIME REQUIRED

Directors have considerable discretion in determining the amount of time they will devote to Academy business and, therefore, the time commitment in a given year will vary from person to person and according to individual directors' areas of responsibility. However, in general, the following ranges approximate the amount of time directors would devote to Academy affairs in a given year.

Number of days traveling away from home on Academy business	<u>50-60*</u>
Number of days at home but devoted to AAFP activities such as reviewing materials, answering correspondence, preparing for meetings, participating in conference calls, etc. (8 hours equals 1 day)	<u>15-30</u>

\*Note: The range for third-year directors is 60-80 days

## Candidate Campaign Activities and Rules, continued

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### REMUNERATION PROVIDED

Reimbursement policies for directors are established by the Commission on Finance and Insurance. Remuneration policy for directors provides:

- \* An honorarium of \$500 per day plus actual, reasonable expenses when traveling on Academy business.
- \* Actual coach airfare with the provision that multiple tickets may be purchased for family members within established caps.
- \* Ground transportation to and from the airport, or parking costs for personal automobile.
- \* Reimbursement for mailing charges and for use of telephone, FAX and Internet service on Academy-related business.
- \* Allowance of up to \$1,000 per year to be applied toward the cost of technology devices.

The complete, detailed reimbursement policy is available from the Academy's Executive Vice President or Chief Financial Officer.

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## Position Description – President

### RESPONSIBILITIES

The Academy's President is a member of the Board of Directors and the Executive Committee of the Board. The President is ex-officio a member of all standing commissions and committees and routinely participates in all AAFP cluster meetings. He or she serves as Chair of the Board Subcommittee on Screening. He or she shall preside at meetings of the Assembly and in the absence of the Speaker and Vice Speaker shall preside at meetings of the Congress of Delegates.

The President is the Academy's official spokesperson. As such he or she represents the Academy and speaks for the organization on numerous occasions and in many settings within parameters established by the Board of Directors. He or she represents the organization with the media through interviews, written and oral communication and personal appearances. The President often serves as the head of the Academy's delegation in meetings with other medical and health-related organizations as well as in meetings with governmental officials. The President also represents the Academy presenting testimony before legislative bodies.

To the rank and file members, the President is the symbol of the Academy and a significant amount of his or her time is devoted to written and oral communication with members, both to represent the views of the Academy's leadership and to hear the views of those the leadership represents. In this role, the President represents the Academy at various meetings involving the membership. These other meetings include but are not limited to constituent chapter meetings, the AAFP Leadership Conference for Current and Aspiring Leaders, the National Conference of Family Medicine Residents and Medical Students, Family Medicine Congressional Conference, State Legislative Conference, commission clusters, the annual and interim meetings of the American Medical Association and semi-annual meetings of the Family Medicine Working Party.

### QUALIFICATIONS AND TERM OF OFFICE

The President must be an active member in good standing and is first elected as President-elect by a majority vote of the Congress of Delegates. His or her term of office shall begin at the conclusion of the annual meeting of the Congress of Delegates following his or her term as President-elect and shall expire at the conclusion of the next ensuing annual meeting of the Congress of Delegates. Upon the expiration of the President's term of office, he or she shall succeed to the office of Board Chair for an additional one-year term.

### TIME REQUIRED

The President has discretion in determining the amount of time he or she will devote to Academy business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the Academy in any given year. However, a review of records over a period of several years suggests that the following ranges approximate the amount of time it could be anticipated the President would devote to Academy affairs:

## Candidate Campaign Activities and Rules, continued

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Number of days traveling away from home on Academy business 175-230

Number of days at home but devoted to AAFP activities such as reviewing materials, answering correspondence, preparing for meetings, participating in conference calls, fielding media requests, etc. (8 hours equals 1 day) 30-60 \*

- \* It is likely that responsibilities handled at home will entail frequent intervals of varying duration (from minutes to hours for media contacts, conference calls, and consultation with members and Academy staff) during typical business hours, often required with minimal notice. Therefore, it may be difficult to schedule regular patient hours even when not traveling.

### REMUNERATION PROVIDED

Reimbursement policies for officers, including the President, are established by the Commission on Finance and Insurance. Remuneration policy for the President provides:

- \* An annual honorarium of \$250,000 plus actual, reasonable expenses when traveling on Academy business.
- \* Actual airfare at up to first class with the provision that multiple tickets may be purchased for family members within established caps.
- \* An enhanced airfare allowance is provided for the President's spouse/partner when traveling with the President on official Academy business.
- \* Ground transportation to and from the airport, or parking costs for personal automobile.
- \* Reimbursement for use of telephone, fax and Internet service on Academy-related business.
- \* An allowance of up to \$1,000 to be applied toward the cost of technology devices.
- \* An allowance of up to \$2,000 per year toward actual documented costs for administrative support.
- \* Executive coaching services to consider career options after serving as an AAFP Officer (if desired).

The complete, detailed reimbursement policy is available from the Academy's Executive Vice President or Chief Financial Officer.

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## Position Description – Board Chair

### RESPONSIBILITIES

The Immediate Past President serves as Board Chair and presides over all meetings of the Board of Directors as well as all meetings of the Executive Committee of the Board of Directors. The Board Chair is an ex-officio member of all standing commissions and committees and routinely participates in all AAFP cluster meetings. He or she also serves as a member of the Board's Subcommittee on Screening.

The Board Chair is responsible for appointing members of special work groups which are not standing commissions and committees but which are appointed from time to time to assist the Board in its work. Such "special work groups" would include task forces, ad hoc committees and subcommittees of the Board created to address a specific issue or issues on a time-limited basis.

The Board Chair provides direction and guidance to the executive staff on implementing Board actions and on day-to-day issues which arise between meetings of the Board and the Executive Committee. In providing such direction and guidance, the person holding this position must make a number of decisions including, for example, whether an issue should be disposed of by the Chair, submitted to the Executive Committee for decision or held for the next Board agenda or, as another example, who the Academy should nominate or appoint to represent it with outside organizations or at upcoming meetings. The Board Chair also reviews official statements, such as testimony before Congress, and major AAFP correspondence to ensure consistency with AAFP policy. On a daily basis, the Board Chair handles multiple Academy emails, and on a weekly basis, the Board Chair confers with the Executive Vice President and/or Deputy Executive Vice President to review various issues requiring his or her input or decision.

This person may be called upon to represent the Board or the Academy in communicating with individual members and groups and in a variety of settings including but not limited to constituent chapter meetings, before the media and in meetings with other medical and health-related organizations, as well as attendance at the AAFP Leadership Conference for Current and Aspiring Leaders, the National Conference of Family Medicine Residents and Medical Students, the Family Medicine Congressional Conference, commission clusters, the annual and interim meetings of the American Medical Association and semi-annual meetings of the Family Medicine Working Party. The Board Chair also may represent the Academy before legislative bodies and in meetings with government officials.

### QUALIFICATIONS AND TERM OF OFFICE

The Board Chair must be an active member in good standing. The one-year term of office for Board Chair begins at the conclusion of the annual meeting of the Congress of Delegates at which his or her term as president expires and ends at the conclusion of the next annual meeting of the Congress of Delegates.

## Candidate Campaign Activities and Rules, continued

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### TIME REQUIRED

The Board Chair has some discretion in determining the amount of time he or she will devote to Academy business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the Academy in any given year. However, a review of records over a period of several years suggests that the following ranges approximate the amount of time the person holding this position would devote to Academy affairs:

Number of days traveling away from home on Academy business	<u>120-190</u>
Number of days at home but devoted to AAFP activities such as reviewing materials, answering correspondence, preparing for meetings, participating in conference calls, fielding media requests, etc. (8 hours equals 1 day)	<u>35-70</u>

### REMUNERATION PROVIDED

Reimbursement policies for officers, including the Board Chair, are established by the Commission on Finance and Insurance. Remuneration policy for this position provides:

- \* An annual honorarium of \$250,000 plus actual, reasonable expenses when traveling on Academy business.
- \* Actual airfare at up to first class with the provision that multiple tickets may be purchased for family members within established caps.
- \* Ground transportation to and from the airport, or parking costs for personal automobile.
- \* Reimbursement for use of telephone, fax and Internet service on Academy-related business.
- \* An allowance of up to \$1,000 to be applied toward the cost of technology devices.
- \* An allowance of up to \$2,000 per year toward actual documented costs for administrative support.
- \* Executive coaching services to consider career options after serving as an AAFP Officer (if desired).

The complete, detailed reimbursement policy is available from the Academy's Executive Vice President or Chief Financial Officer.

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### STANDING RULES OF THE CONGRESS OF DELEGATES

#### *As adopted by the 2018 Congress of Delegates*

The *Standing Rules of the Congress of Delegates*, as adopted by the Congress of Delegates in 1956 and amended at subsequent sessions, including amendments from the 2018 Congress of Delegates, read as follows:

(1) The sessions of the Congress of Delegates shall convene during the annual meeting, at a time and place to be determined by the speaker. At the discretion of the speaker, committees can be convened prior to the first session of the Congress of Delegates. Admission to sessions of the Congress of Delegates and reference committee hearings shall be limited to those who display a badge issued by the AAFP.

(2) The order of business shall be that outlined in the "Instructions to Members of the Congress of Delegates" section of the *Delegates' Handbook*. The speaker of the Congress of Delegates may change the order of business, without deleting any items, in order to expedite the business of the Congress.

(3) The *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (most current edition) shall govern the Congress of Delegates, except when this code is in conflict with the AAFP's Bylaws or the *Standing Rules of the Congress of Delegates*.

(4) Each officer address or report should be presented as expeditiously as possible. The addresses or reports of the following officers shall be limited to 20 minutes in duration: president, chair of the Board of Directors, and executive vice president/chief executive officer (EVP/CEO). The address of the president-elect shall be limited to 15 minutes in duration. The address of the speaker shall be limited to 10 minutes in duration. If an officer or committee has additional material to present, it is recommended that it be submitted in writing to the delegates in order to expedite the work of the Congress.

(5) Pursuant to Article VII, Section 5 of the Bylaws, resolutions to be submitted to the Congress of Delegates shall be submitted in writing to the EVP/CEO of the AAFP or the speaker of the Congress of Delegates at least 30 days prior to the annual meeting of the Congress at which they will be considered.

(6) Only constituent chapters, the National Congress of Family Medicine Residents (NCFMR), the National Congress of Student Members (NCSM), the National Conference of Constituency Leaders (NCCL), and the Board of Directors shall submit resolutions to the Congress for its consideration. Resolutions introduced by constituent chapters shall be considered to be introduced by the chapter delegates. Resolutions introduced by the NCFMR, the NCSM, and the NCCL shall be considered to be introduced by the delegates for the respective constituencies.

(7) All resolutions submitted to the Congress by constituent chapters, the NCFMR, the NCSM, the NCCL, and the Board of Directors 30 days in advance shall be included in the *Delegates' Handbook*. The speaker shall assign each resolution to the appropriate reference committee.

(8) Resolutions not submitted 30 days in advance shall be considered late. With approval by two-thirds of the delegates present and voting, late resolutions may be introduced under Agenda Item V in the first session of the Congress of Delegates. A late resolution must be submitted in the official form, and a copy of the resolution must be sent electronically to the speaker and secretary of the Congress by 9:00 p.m. on the day preceding the opening session of the Congress of Delegates. Resolutions that are not prepared properly shall not be accepted. Only resolutions received 40 days in advance shall include AAFP staff-produced background information.

## Candidate Campaign Activities and Rules, continued

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(9) Notwithstanding standing rule [SR] 6, the Bylaws allow any member of the AAFP to present a written resolution that is pertinent to the AAFP's objectives or relates to a report of any AAFP officer, commission, or committee; such resolutions must be presented during the opening session of the Congress of Delegates, at a time specified by the speaker. Such resolutions must be submitted in the official form, and a copy must be sent electronically to the speaker and secretary of the Congress by 9:00 p.m. on the day preceding the opening session of the Congress of Delegates. Resolutions that are not prepared properly shall not be accepted. When the resolution is introduced, approval of two-thirds of the delegates present and voting shall be required for further consideration. Any AAFP member who introduces a resolution at the specified time during the opening session of the Congress of Delegates shall be given the privilege of the floor.

(10) When the introduction of late or AAFP member resolutions is in order, their order of call shall be at the discretion of the presiding officer. After the resolution is recognized by the presiding officer, only the "Resolved" portion shall be presented. The presiding officer may then ask for a statement regarding the late or member resolution's pertinence (per SR 9). If the late or member resolution is not deemed pertinent, the presiding officer has the authority to disallow it, unless it is of an exigent nature. If the resolution is deemed pertinent, the presiding officer shall then inquire of the Congress of Delegates whether there are any objections. If there are no objections, the late or member resolution is accepted. If an objection is voiced, the presiding officer shall call for a vote on the motion to introduce the resolution. If two-thirds of the delegates present and voting vote in the affirmative, the late or member resolution is accepted and shall be assigned to the appropriate reference committee by the speaker.

(11) Any delegate may submit an emergency resolution up to 1 hour before each day's business session of the Congress of Delegates. The delegate introducing the emergency resolution must be able to state how it pertains to the AAFP's objectives (per SR 9). Emergency resolutions are introduced in response to unforeseen circumstances that call for immediate action. True emergencies shall be handled as the situation demands.

(12) To be accepted by the speaker, any substitute resolution offered by a delegate from the floor during debate must be in writing and in good form.

(13) Resolutions submitted to the Congress of Delegates that are determined by the speakers to be current policy or are currently being addressed shall be referred to the Rules Committee for review and recommendation for placing on a reaffirmation calendar in the Rules Committee report. Any delegate may extract any resolution from this reaffirmation calendar for referral to the appropriate COD reference committee for debate and action.

(14) The speaker shall provide each delegate with a list of the reports and resolutions contained in the *Delegates' Handbook*, indicating the reference committee to which each shall be referred.

(15) During the discussion of any motion, no delegate may speak a second time until all delegates have been given an opportunity to speak once. This will give every member of the Congress the opportunity to present his/her views.

(16) Reference committee hearings shall be staggered and shall be scheduled on days and at times that are determined at the discretion of the speaker.

(17) Any AAFP member or constituent chapter chief staff executive may exercise the privilege of speaking at a reference committee hearing. The chair also may ask nonmembers to provide necessary clarification or present essential facts about an item under discussion. Otherwise, nonmembers (other than constituent chapter chief staff executives) shall be granted the floor only with permission from the speaker, vice speaker,

## Candidate Campaign Activities and Rules, continued

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or reference committee chair. It is preferable for requests from nonmembers who wish to testify to be made in advance of the reference committee hearing.

(18) The election procedure for delegates and alternates shall be as follows:

- (a) Each constituent state, regional, or uniformed services chapter that has received a charter pursuant to Article V, Section 1 of the Bylaws shall be entitled to elect 2 delegates and 2 alternates to the Congress of Delegates. Each of the delegates and alternates shall be elected for a term of 2 years, or until their respective successors are elected. However, at a new constituent chapter's first election, the chapter may elect 1 of the delegates and 1 of the alternates for a term of 1 year, while the other delegate and alternate are elected for a term of 2 years. The delegate and alternate who serve a 1-year term shall be succeeded by a delegate and alternate elected for a term of 2 years. Each year thereafter, the chapter shall elect 1 delegate and 1 alternate for a term of 2 years.
- (b) Two medical students and 2 family medicine residents shall be elected to serve as delegates, and 2 medical students and 2 family medicine residents shall be elected to serve as alternates. The method of election shall be in accordance with guidelines approved by the Board of Directors.
- (c) Two delegates and 2 alternates shall be seated to represent the new physicians' constituency. These delegates and alternates must be active members of the AAFP and must meet other qualifications established by the Board of Directors. The new physicians' constituency shall elect 2 individuals for a term of 2 years; the individuals elected shall serve the first year of the term as alternates and the second year of the term as delegates.
- (d) The constituency groups represented at the NCCL (other than the new physicians constituency) shall elect 6 individuals for a term of 2 years; the individuals elected shall serve the first year of the term as alternates and the second year of the term as delegates. These delegates and alternates must be active members of the AAFP and must meet other qualifications established by the Board of Directors. No more than 2 delegates and 2 alternates may be elected from a single member constituency. The method of election of all member constituency delegates and alternates shall be in accordance with guidelines approved by the Board of Directors. No individual shall be prohibited from being elected to a second 2-year term as a member constituency alternate and delegate; however, no individual may serve for more than a cumulative total of 4 years.
- (e) Before being seated, each delegate representing a constituent chapter shall present the secretary of the Congress of Delegates with a letter of certification signed by the president of the chapter or the chapter executive. The letter must state that the individual is the regularly elected delegate or alternate of that chapter. No delegate who is not an AAFP member in good standing (as defined in Article III, Section 3 of the Bylaws) shall be seated.
- (f) In the event no certified delegate or alternate representing a constituent chapter is present at a meeting of the Congress of Delegates, 1 or more members of that constituent chapter in attendance may be seated as delegate(s) by a two-thirds vote of the delegates present and voting.
- (g) In states in which no constituent chapter exists, delegates representing the members of that state may be elected as follows: No fewer than 150 days before the opening of the annual meeting of the Congress of Delegates, 25 or more AAFP members in good standing from a

## Candidate Campaign Activities and Rules, continued

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state or region in which no chapter exists may file with the Board of Directors a signed petition nominating 1 or more candidates to serve as delegate(s) and alternate(s) in the Congress. No fewer than 120 days before the opening of the annual meeting of the Congress of Delegates, the Board of Directors shall prepare printed ballots for the election of such delegates. The ballots shall bear the names of the nominees, as well as a space for personal choice. The ballot shall be mailed to each AAFP member in good standing who lives in the affected state or region, along with instructions that the member should mail the ballot, duly marked, to the EVP/CEO of the AAFP no later than the date that has been specified by the Board of Directors.

1. Such date shall not be less than 60 days before the opening of the annual meeting of the Congress of Delegates. On the specified date, the EVP/CEO shall declare the polls for the election of delegates duly closed, and the ballots shall be counted to determine the results of the election. The results shall be certified to the Congress of Delegates, announced, and published.
2. In all such elections, a plurality of the votes cast shall elect the delegate(s).

(19) The nominating procedure for the offices of president-elect, speaker, and vice speaker, and for vacancies on the Board of Directors shall be as follows:

- (a) If a candidate is nominated prior to the start of the annual meeting of the Congress of Delegates for a position elected during the Congress, his/her nomination shall be submitted in writing to the EVP/CEO from the nominating chapter. Any candidate nominated from the floor during a Congress of Delegates session must be prepared to present a written letter of nomination from his/her chapter to the presiding officer of the Congress or the presiding officer's designee when called upon to do so and prior to the time at which the actual nomination is made.
- (b) Names of announced candidates for the offices of president-elect, speaker, and vice speaker, when applicable, and for vacancies on the Board of Directors shall be placed in nomination during the morning of the first session of the Congress of Delegates. Candidates will be asked to stand and be recognized. The floor shall be open for additional nominations at that time, as well as at the close of the session on the day prior to the election. Pictures of the announced candidates only will be projected on the screen during the second and third session. Candidates will NOT be asked to stand and be recognized.
- (c) Only the names of the announced candidates shall be read before the Congress; curricula vitae and seconding speeches shall not be read. Should 1 or more additional nominations from the floor occur, the additional candidate(s) shall have the opportunity at the time of nomination to distribute the same information to the Congress of Delegates as the announced candidates.
- (d) Each candidate is required to give a speech on a subject of his/her choice, except in cases in which a candidate is running unopposed for election or reelection. Speeches by candidates for offices other than president-elect shall not exceed 5 minutes. Speeches by candidates for president-elect shall not exceed 7 minutes.
- (e) The new physician, resident, and student candidates for Board of Directors are nominated by their respective conferences and are introduced to the Congress of Delegates. Each new physician, resident, and student candidate is required to give a speech on a subject of his/her choice, which shall not exceed 3 minutes.

## Candidate Campaign Activities and Rules, continued

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- (f) With the exception of the new physician, resident, and student candidates, each candidate shall participate in a question-and-answer forum at a time and place to be determined by the speaker of the Congress of Delegates, except in cases in which a candidate is running unopposed for election or reelection. Candidates shall give their speeches during the candidates' forums. The order of these speeches shall be determined by lot. Any candidate who is nominated after the candidates' forums shall not address the Congress of Delegates.
  - (g) The candidates' forums shall be a part of the official proceedings of the Congress of Delegates. The chair of each of the forums shall be designated by the speaker from among the president-elect, the president, and the chair of the Board of Directors. The schedule for the forums shall be printed in the *Delegates' Handbook*. Speeches by candidates shall be given at the opening of the forum, to be followed by a question-and-answer session of appropriate length, with each candidate receiving at least two questions to answer first, which shall be determined by the speaker and announced in advance of the forum. Delegates and alternates shall present questions in writing to the presiding officer, to be presented to the candidates.
  - (h) Candidates shall adhere to the *Candidate Campaign Activities and Rules*.
- (20) Voting and the election of officers shall proceed as follows:
- (a) There shall be 1 vote per delegate.
  - (b) A ballot shall not be counted if:
    - 1. the ballot contains more than 1 vote for the same candidate; or
    - 2. the ballot contains more votes than the number of vacant offices to be filled; or
    - 3. the ballot contains fewer votes than the number of vacant offices to be filled.
  - (c) A candidate shall be declared elected when he/she receives a majority vote (i.e., greater than half of the votes) of the voting members present and voting during the Congress of Delegates meeting.
  - (d) If there is only 1 candidate for any office, the speaker shall declare that candidate elected.
  - (e) If there are 3 or more candidates for 1 office, and no candidate receives a majority vote on the first ballot, a second ballot shall be taken between the 2 candidates receiving the greatest number of votes on the first ballot.
  - (f) If the candidate elected is an accredited delegate, his/her seat in the Congress shall be declared vacant upon adjournment of the Congress of Delegates meeting at which he/she is elected.
- (21) Voting and the election of directors shall proceed as follows:
- (a) There shall be 1 vote per delegate.
  - (b) A ballot shall not be counted if:
    - 1. the ballot contains more than 1 vote for the same candidate; or
    - 2. the ballot contains more votes than the number of vacant offices to be filled; or
    - 3. the ballot contains fewer votes than the number of vacant offices to be filled.
  - (c) After every ballot, the candidates shall be ranked in descending order according to the number of votes received. If an unexpired term must be filled, the 3 candidates who receive a majority vote and have the greatest number of votes shall be elected to full 3-year terms, and the candidate who receives a majority vote with the 4th greatest number of votes shall be elected to the unexpired term.
    - 1. On the first ballot, candidates who receive a majority vote and are 1 of the 3 candidates receiving the greatest number of votes shall be elected to a 3-year term. When 3 candidates are elected to a 3-year term, balloting ceases.

## Candidate Campaign Activities and Rules, continued

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2. On subsequent ballots, if there are 3 vacant positions (i.e., no candidate on the previous ballot receives a majority vote), the names of the highest ranking candidates, not to exceed 5, shall be placed on the ballot. If there is a tie for the 5<sup>th</sup> position, the names of all of the candidates tied for the 5<sup>th</sup> position shall be placed on the ballot. Candidates who receive a majority vote and are 1 of the 3 candidates receiving the greatest number of votes shall be elected.
3. On subsequent ballots, if there are 2 vacant positions (i.e., only 1 candidate on the previous ballot receives a majority vote), the names of the 4 highest ranking candidates shall be placed on the ballot. If there is a tie for the 4<sup>th</sup> position, the names of all of the candidates tied for the 4<sup>th</sup> position shall be placed on the ballot. Candidates who receive a majority vote and are 1 of the 2 candidates receiving the greatest number of votes shall be elected.
4. On subsequent ballots, if there is 1 vacant position (i.e., only 2 candidates on the previous ballot receive a majority vote), the names of the 2 highest ranking candidates shall be placed on the ballot. If there is a tie for the 2<sup>nd</sup> position, the names of all of the candidates tied for the 2<sup>nd</sup> position shall be placed on the ballot. The candidate who receives a majority vote and who is the 1 candidate receiving the greatest number of votes shall be elected.

(22) The methods of electing the resident, student, and new physician candidates shall be in accordance with guidelines approved by the Board of Directors. The names of these 3 candidates and their credentials shall be forwarded to the Congress of Delegates. If the Congress of Delegates does not approve 1 or more of these candidates, the Board shall designate some other individual(s) to fill the unfilled position(s). Such individual(s) shall be named at the first meeting of the Board of Directors following adjournment of the Congress of Delegates.

Annually, the NCFMR shall elect 1 candidate for resident director on the Board of Directors. The NCSM shall elect 1 candidate for student director on the Board of Directors.

Annually, during the NCCL, the new physicians' constituency shall elect 1 candidate for the new physician director on the Board of Directors.

(23) Elected officers and directors shall take office at the conclusion of the annual meeting of the Congress of Delegates at which they are elected. The terms of the president-elect, speaker, and vice speaker, and the new physician, resident, and student directors shall expire at the conclusion of the next annual meeting of the Congress of Delegates, or when their respective successors are elected. The terms of all other directors shall expire at the conclusion of the 3<sup>rd</sup> meeting of the Congress of Delegates following their election, or when their respective successors are elected.

(24) The Congress of Delegates shall be adjourned by the speaker at the close of business.

(25) No functions shall be conducted during sessions of the Congress of Delegates, reference committee hearings, or candidate events/activities, with the exception of hospitality suites hosted by chapters that have not nominated a candidate.

(26) Since all commissions and committees are standing committees of the Board of Directors, it is the policy of the Congress that any report from commissions and committees shall be submitted to the Board of Directors before being presented to the Congress of Delegates. Ad hoc committees of the Congress may report directly to the Congress.

## Candidate Campaign Activities and Rules, continued

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(27) The speaker shall appoint a delegate from a standing commission or committee as a liaison member to each reference committee. If no members of a particular standing commission or committee are delegates, the speaker may appoint a liaison member who is not a delegate. The liaison member shall serve in an advisory capacity only.

(28) The speaker shall appoint a tellers committee from the roster of alternates to the Congress of Delegates and name 1 of the alternates to chair this committee. One alternate from each state running a candidate shall serve on the Tellers Committee with an additional 2-3 alternates from non-candidates states also serving as members and 1 as chair.

(29) Alternates shall be given the privilege of the floor of the Congress of Delegates to discuss matters pending on the floor. Upon being recognized by the presiding officer, the alternate shall identify himself or herself by name and shall state what constituent chapter he/she represents. The presiding officer of the Congress of Delegates shall have the authority to grant the privilege of the floor to individuals in addition to regularly elected delegates and alternates.

(30) At the invitation of the speaker, and at a time determined by him/her, an individual representing an invited group/organization may be given the privilege of the floor of the Congress of Delegates for purposes of bringing greetings to the Congress or reporting on the group's/organization's activities.

(31) Reference committee reports are given in the form of a recommendation. When the reference committee recommends a substitute resolution, that resolution shall become the main motion. A first order amendment may be introduced and seconded in order to return to the language of an original resolution.

(32) All AAFP meetings and activities must be conducted in compliance with all antitrust laws, which prohibit competitors from agreeing on prices, dividing markets, facilitating boycotts, or otherwise taking steps that hamper free and fair competition. While the AAFP's mission and activities are entirely consistent with the antitrust laws, if any participant or attendee has a compliance concern about any particular topic or discussion at the Congress, it should be promptly raised with AAFP staff.