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<b>Policy Name:</b>	ASPS/PSF Nominating Committee Nominations and Appointment Policy
<b>Background / Purpose:</b>	This policy briefly describes the Nominating Committee's responsibility but primarily describes how appointments to external organizations such as ABPS or ACS are made.
<b>Program Area or Business Line</b>	Governance
<b>Policy Sponsor (Staff Officer):</b>	Michael Costelloe, Executive Vice President
<b>Approving Body:</b>	ASPS/PSF Board of Directors
<b>Authorized Signatories:</b>	Gregory Greco, DO, ASPS President and Howard Levinson, MD, PSF President
<b>Effective Date of Policy:</b>	July 11, 2018 revised October 2023
<b>Next Review Date:</b>	October 2026

# ASPS/PSF Nominating Committee Nominations and Appointment Policy

The process of nominating and electing officers and members of the Board is vital to every organization because the abilities and talents of the leaders largely determine the success of the organization. The American Society of Plastic Surgeons ("ASPS" or "Society") and The Plastic Surgery Foundation ("PSF" or "Foundation") support an open and transparent process that will identify the best candidates through a Nominating Committee process.

## Nominating Committee Members

Nominating Committee members must be of the highest integrity and must maintain confidentiality throughout the process. Candidates for election to the Nominating Committee must meet specific criteria to be placed on the ballot to be elected by members, Trustees, ASPS/PSF Presidential Line other than the Immediate Past Presidents, and the three (3) Subcouncils of the ASPS Council of Representatives:

- Active Society member in good standing for a minimum of five (5) years.
- Active in ASPS/PSF Committees, Councils, Task Forces and/or Work Groups for a minimum of three (3) years.
- Cannot have been disciplined or currently under investigation by any state or provincial medical licensing authority, any plastic surgery organization, any other healthcare organization, or any healthcare delivery facility.
- Cannot have served on the Nominating Committee for the past two (2) terms; and if the candidate has served on the Nominating Committee twice before, must have an interval of at least ten (10) years between the third and each subsequent term.. (Gap requirement does not apply to the carryover member.)

Additionally, Nominating Committee candidates must complete certain documentations prior to being placed on the ballot to be elected by members and the ASPS or PSF Boards of Director, including the attestation that stipulates certain behaviors while serving on the Nominating Committee. Furthermore, Nominating Committee candidates must agree to sign the supplemental Conflict of Interest Disclosure Statement once elected, which requires the disclosure of relationships or activities that may appear to taint the Nominating Committee process.

### **Elected Positions**

The Nominating Committee Standard Operating Procedures, as adopted by the ASPS and PSF Boards of Directors from time to time, details the procedures to be followed for positions elected by Society members. It explains that the Nominating Committee conducts its work in two phases.

During Phase 1, the Nominating Committee is responsible for providing nominee recommendations to the ASPS and PSF Boards of Directors on the disposition of current Board Vice Presidents and whether they should be elevated to the ASPS President-Elect or PSF President-Elect positions, retained in their current position, or laterally assigned to another Board Vice President position. The ASPS and PSF Boards of Directors may accept, reject, or modify the Nominating Committee's recommendations. The slate as approved by the ASPS and PSF Boards of Directors for the Phase 1 positions will be the slate presented to members.

During Phase 2, the Nominating Committee shall function as a search firm by vetting talent for open positions to be elected by Society members. To facilitate this activity, updated position descriptions shall be provided to the Nominating Committee that outline what each elected position involves and shall include

- a description of the position's responsibilities,
- the area the position has purview over (*i.e.*, its portfolio),
- specific criteria a successful candidate must meet, and
- specific experience a successful candidate must have.

To encourage as broad a candidate pool as possible, a call for nominations to a broad constituency will be disseminated that shall include each Society member eligible to serve.

The Nominating Committee shall interview in person or by electronic means the semifinalists for each elected position. Consideration shall be given to those members who have served on ASPS or PSF committees, especially those who have served on committees related to the position's portfolio.

All Nominating Committee deliberations shall be conducted in a confidential manner without bias or prejudice.

### **External Appointments**

Periodically, ASPS or The PSF are asked to nominate or select representatives to outside organizations, such as the American Board of Plastic Surgery ("ABPS"), American College of Surgeons ("ACS"), Council of Medical Specialty Societies ("CMSS"), and other health-related organizations that intersect with the plastic surgery specialty. The selection of nominees for certain outside appointments shall be under the purview of the ASPS/PSF Boards of Directors for Society and Foundation nominations:

- ABPS Comprehensive Advisory Council Representative
- ABPS Cosmetic Surgery Advisory Council Representative

- ABPS Craniomaxillofacial Surgery Advisory Council Rep
- ABPS Hand Surgery Advisory Council Representative
- ACS Board of Governors
- ACS Board of Regents
- ACS National Accreditation Program for Breast Centers

Under certain circumstances, the appointment may be position-based and does not need approval by the ASPS or PSF Board of Directors.

When sufficient lead time permits, the Nominating Committee provides recommendations to the ASPS/PSF Boards of Directors for Society and Foundation nominations to outside organizations, including those listed below.

- ACS Advisory Council
- ACS Commission on Cancer
- ACS Committee on Trauma
- ACS Health Policy and Advocacy Work Group Representative
- ACS Young Plastic Surgeons Section
- Alliance of Wound Care Stakeholders
- National Resident Match Program Board of Directors
- Society for the Advancement of Women's Health Research

#### **Criteria for Any Elected or Appointed Position**

Unless otherwise provided for in the ASPS or PSF Bylaws, members interested in holding an elected or appointed position with ASPS or PSF must meet the following criteria:

- The member must be in good standing (*i.e.*, has paid all dues, fees and assessment obligations, is not on probation or under suspension related to accredited surgical facilities requirements, and is not on probation or under suspension per the Society's Bylaws or disciplinary procedure rules).
- The member must disclose at the time of the application any current or pending disciplinary action against him/her.
- Candidates must understand and agree to comply with the Conflict of Interest policy, including the requirement to dissociate in the rare circumstance of dual or competing interests that may appear to cause bias.
- Board of Directors candidates must agree to sign the confidentiality agreement upon election to the office.

#### **Notification**

All candidates for elected or appointed office shall be informed in writing of the status of their election or appointment once the decision has been made. Candidates for elected office shall be informed as to whether they will be placed on the ballot. Candidates under consideration for external appointments shall be informed whether they made the final cut. Those making the final cut shall be informed of the external organization's decision-making process and timeline.

#### **Reporting Requirements for External Appointments**

ASPS members appointed to an external organization shall be reminded that they represent ASPS or The PSF, as the case may be, and are responsible for attending the organization's meetings related to the appointment and sharing the ASPS or The PSF perspective. They shall be informed of the requirement to

report relevant information back to ASPS and The PSF so that their report can be included with the ASPS/PSF Board of Directors agenda materials. The staff liaison to the ASPS/PSF Board of Directors shall inform the external organization representative of the due dates for their reports to the Board.

The member should be informed whether the external appointment is eligible for first dollar reimbursement per the ASPS Member Travel policy and, if appropriate, how to contact their predecessor in the position for further feedback on the position.

Finally, the appointment term beginning and end dates shall be provided if known, as well as contact information for the staff liaison to the external organization.