

ASPS/PSF Nominating Committee Standard Operating Procedures
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ASPS/PSF Nominating Committee

Standard Operating Procedures

Committee Charge

The Nominating Committee is responsible for soliciting, interviewing, and vetting candidates to be considered for election by the membership to the ASPS/PSF Boards of Directors and applicable standing committees. The Nominating Committee also makes recommendations for external appointments to other organizations as directed by the Executive Committee and Board of Directors. Service on the Nominating Committee requires each member to participate in the candidate interviews.

The Nominating Committee ensures candidates for all elected positions review the ASPS Conflict of Interest Policy and complete the COI Disclosure Statement prior to being placed on the ballot. The Committee reviews the principles of the COI policy during the interview process and may seek guidance from the COI Committee in understanding potential conflicts.

Diversity Goals

ASPS and The PSF value racial, ethnic, gender, sexual orientation, gender identity, disability and age diversity, as well as diversity in perspective, thought and personality.

Both in the selection of members to the Nominating Committee, and in the selection of candidates for leadership positions by the Nominating Committee, we will strive to select individuals who reflect the diversity of the general membership. Diversity, including diversity of race, ethnicity, gender, sexual orientation, gender identity, disability, practice type, geography and experience level, is actively sought encouraged.

In the selection of candidates, the Nominating Committee shall also be sensitive to institutional diversity and their relationship in terms of succession to the Presidency.

Committee Composition

1. The Nominating Committee shall consist of 12 Active Members of the Society and one Public PSF Board member as described in the ASPS/PSF Bylaws. Ten shall have voting rights, while the remainder shall not.
 - a. ASPS members shall elect five Regional Representatives to the Nominating Committee who shall have voting rights.
 - b. The ASPS and PSF Boards of Directors shall each elect two members to the Nominating Committee who shall have voting rights.
 - c. The carryover member will alternate each year between the prior year's ASPS and PSF co-chairs and shall have voting rights. If the designated carryover member is not able to serve during their term, the other co-chair shall be asked to serve as carryover member. However, this deviation shall not alter the original sequence. The PSF Board may appoint a PSF Public member to the Nominating Committee. The PSF Public Board member does not have voting rights.
 - d. The Immediate Past ASPS President and the Immediate Past PSF President shall co-chair the Nominating Committee, without the right to vote.

2. Except for the Immediate Past Presidents who serve as Co-Chairs of the Nominating Committee and the PSF Public member, sitting members of the ASPS/PSF Board of Directors, Trustees, Judicial Council members, and Ethics Committee members are ineligible to serve on the Nominating Committee.

Term of Office

1. No member of the Nominating Committee may serve consecutive terms except the carryover member.
2. All members shall serve until the conclusion of the Annual Business Meeting following their election or appointment.
3. Notwithstanding the carryover member, a committee member is not eligible to be appointed or re-elected to the Committee until two years have elapsed after conclusion of the member's first term or ten years have elapsed after the conclusion of the member's second term. (*e.g.*, A member elected by a Board or the Membership to the 2020 Nominating Committee is not eligible to be elected again until the 2023 Term if that was his/her first term on the Nominating Committee, or the 2031 Term if 2020 was his/her second term on the Nominating Committee).
4. A committee member may not serve more than three terms as a voting member of the Nominating Committee. This restriction does not apply to the carryover member.

Nominating Committee Election Procedures

The process for electing the upcoming term Nominating Committee shall begin at least 60 days prior to the Annual Business Meeting so that the full Nominating Committee (Regional Representatives and Board Representatives) are selected by the conclusion of the Annual Business Meeting.

Nominee Qualifications

To be placed on the ballot for either election or board appointment, eligible candidates must meet the following criteria:

- 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, cannot have served on the Nominating Committee for the past ten (10) terms.
- Cannot have served on the Nominating Committee as a voting member for more than three (3) terms.
- Sitting members of the ASPS/PSF Board of Directors, except for the Immediate Past Presidents who serve as co-Chairs of the Nominating Committee and the PSF Public member, Trustees, Judicial Council members, and Ethics Committee members are ineligible to serve on the Nominating Committee.
- Must sign the Nominating Committee Attestation (Appendix A) prior to being placed on the ballot whether elected by members or the ASPS or PSF Board of Directors.
- Must submit the Summary of Qualifications form (Appendix B) prior to being placed on the ballot to be elected by members. (This requirement is not applicable to representatives nominated by the ASPS or PSF Board of Directors.)

Regional Representative Election

1. The Regional Representative Election process, beginning with the call for applications and concluding with the election results, shall be timed such that the Regional Representative election shall conclude a minimum of 4 weeks before the ASPS/PSF Board of Directors meeting during Plastic Surgery The Meeting. Whenever feasible, the Regional Representative Election should coincide with the Slate Election.
 - a. This will allow sufficient time for the Board to nominate the remaining members of the Nominating Committee in advance of the Board meeting and elect the Board Representatives at the PSTM Board meeting (or via online survey in advance of the meeting).
 - b. The Regional Representative election mentioned in point 1 references the “original” Regional Representative election as opposed to the “runoff” regional election (see point 8 below).
2. Governance shall put out a call for applications to Active members inviting them to apply to serve on the Nominating Committee as a Regional Representative. Only self-nominations shall be accepted.
 - a. The call for applications shall include the dates of the Phase 1 face-to-face meeting (usually in conjunction with the December Executive Committee meeting) and the Phase 2 face-to-face meeting (usually in conjunction with the Spring Board Meeting that is typically held in March.)
 - b. As applicants must attest that they will attend all the committee meetings, this serves to ensure all elected Regional Representatives’ availability at these important meetings.
3. Active members shall have 21 calendar days to apply.
4. Active and Life Active members shall be notified via email that the Regional Representative election has opened and that they have 30 days to vote.
 - a. Members may vote for up to one candidate from each of the five regions
 - b. Members are not required to vote for a candidate from every region
5. The election shall conclude 30 calendar days after members are notified that the Regional Representative vote has opened.
 - a. The top vote getter from each region shall be that region’s Regional Representative
 - b. The second highest vote getter shall be the first Alternate
 - c. The third highest vote getter shall be the second Alternate
6. A runoff election shall take place for that region if the election results in a tie such that it is unclear who came in first place.
 - a. Active and Life Active members shall be notified as quickly as possible after the online ballot listing the names of members tied for first place is ready.
 - b. The runoff election shall conclude 7 calendar days after the notice of the runoff election was distributed to eligible voters.
 - i. The top vote getter from the runoff election shall be that region’s Regional Representative.
 - ii. The second highest vote getter from the runoff election shall be the first Alternate
 - iii. If the runoff election had only two candidates, the next highest vote getter from the original election shall be the third Alternate.
 - iv. If the runoff election had more than two candidates, the third highest vote getter from the runoff election shall be the third Alternate

7. The results of the vote shall be communicated to each applicant within 10 business days following the conclusion of the election for all Regions.

Board Election

1. The Board Election process, beginning after election of the Regional Representatives with the call for nominations and concluding with the election results, shall be timed such that the Board election shall conclude before or at the ASPS/PSF Board of Directors meeting during Plastic Surgery The Meeting.
2. Governance shall administer an online survey to collect confidential nominations to the Nominating Committee following the original Regional Representative election results.
 - a. The deadline for submitting nominations shall be 5 business days after Board members have been notified that the online survey has opened.
 - b. Board members shall be provided with
 - i. A roster of members who have been vetted to the extent possible according to ASPS records and who appear to meet the eligibility requirements.
 1. Active Society member in good standing for a minimum of five (5) years.
 2. Active in ASPS/PSF Committees, Councils, Task Forces and/or Work Groups for a minimum of three (3) years.
 3. 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, cannot have served on the Nominating Committee for the past ten (10) terms.
 4. Cannot have served on the Nominating Committee as a voting member for more than three (3) terms.
 5. Except for the Immediate Past Presidents who serve as co-Chairs of the Nominating Committee and the PSF Public member, sitting members of the ASPS/PSF Board of Directors, Trustees, Judicial Council members, and Ethics Committee members are ineligible to serve on the Nominating Committee.
 - ii. The dates of the Phase 1 face-to-face meeting (usually in conjunction with the December Executive Committee meeting) and the Phase 2 face-to-face meeting (usually in conjunction with the Spring Board Meeting that is typically held in March.)
 - c. Each ASPS Board member may nominate up to one candidate for the ASPS Representative positions.
 - d. Each PSF Board member may nominate
 - i. up to one candidate for the PSF Representative positions and
 - ii. up to one candidate for the PSF Public member position.
 - e. In making their nominations to the Nominating Committee for the various positions,
 - i. Diversity of race, ethnicity, gender, sexual orientation, gender identity, disability, practice type, geography and experience level is actively encouraged, and Board members shall strive to ensure diverse representation of Society members.
 - ii. Board members may not nominate any of the Regional Representatives or any member from the same institution as the 5 Regional Representatives.
 - iii. Board members may nominate Regional Alternates as long as there remains at least one Alternate per Region and election of the Alternate does not result in

two people from the same practice or institution being elected to the Nominating Committee.

- f. The 2 senior Trustees serve as voting members of the ASPS/PSF Boards of Directors but may not nominate anyone to the Nominating Committee.
 - g. The ASPS and PSF Presidents, who will co-chair the Nominating Committee for the upcoming term, may not nominate anyone to the Nominating Committee, nor may they vote for the Nominating Committee during the Board Election.
 - h. The anticipated carryover member may not nominate anyone to the Nominating Committee during the Board Election.
3. Once the nominating deadline has passed, staff shall vet the nominations to ensure established requirements have been met and prepare the ballot.
 - a. Nominees who have not yet completed the attestation will be asked to do so. That correspondence shall include the dates of the Phase 1 face-to-face meeting (usually in conjunction with the December Executive Committee meeting) and the Phase 2 face-to-face meeting (usually in conjunction with the Spring Board Meeting that is typically held in March.)
 - b. As nominees must attest that they will attend all the committee meetings, this serves to ensure all elected Board Representatives' availability at these important meetings.
 4. Nominees who meet the established requirements shall either be placed on an online ballot for election by the ASPS and PSF Boards of Directors to conclude during the ASPS/PSF Board of Directors meeting scheduled during Plastic Surgery The Meeting or shall be voted on during the PSTM Board Meeting.
 - a. If an online ballot, the deadline for voting shall be 5 business days following the notice that the online ballot has been published, but not later than the date of the ASPS/PSF Board meeting during Plastic Surgery The Meeting.
 - b. The ASPS Board of Directors shall elect 2 ASPS Representatives.
 - c. The PSF Board of Directors shall elect 2 PSF Representatives and shall appoint the PSF Public member, if one is to be appointed that year.
 - d. The carryover member is not elected. Rather the Bylaws stipulate that, in alternate years, the ASPS and PSF Board shall designate one of the Nominating Committee co-chairs from the preceding year.
 5. In the event of a tie in any position, the runoff vote shall take place via a closed vote during the ASPS/PSF Board of Directors meeting scheduled during Plastic Surgery The Meeting.

Vacancies

1. If a member elected by the membership is unable to complete the term of committee membership, or cannot attend the face-to-face meeting of the committee, the regional representative receiving the next highest number of votes in the region shall serve as the region's alternate, in rank order, so long as that would not cause a geographic or institutional conflict. In this instance, the next alternate will be asked to serve. Alternates are not otherwise involved with the Nominating Committee.
2. The member receiving the next highest number of votes in each category shall be named the alternate in the event that a member duly elected by the ASPS or PSF Board of Directors is unable to serve.
3. Once a committee member formally accepts nomination to the committee the member cannot resign to be considered for any elected position in the current year.

Publicizing Nominating Committee Members

Annually, once the election of the Nominating Committee members has concluded, a roster of the Nominating Committee members, to include their names, the names of their practice or institution, their locations (i.e., city and state/province) and their images shall be published on the ASPS website and in *Plastic Surgery News*. Whenever practicable, the, Nominating Committee roster in *Plastic Surgery News* shall be published alongside the slate of elected leaders.

A caveat shall accompany the Nominating Committee roster advising prospective candidates who may be interested in applying for a position under the Nominating Committee's purview that the Candidate Conduct Policy strictly prohibits candidates from contacting any member of the Nominating Committee throughout the nominating process and that questions or concerns about the process should be directed to Nominating Committee Co-Chairs or the Nominating Committee Staff Liaison.

Scope of Responsibility

The Nominating Committee is responsible for identifying, vetting, and interviewing candidates for the following areas and positions:

1. Open positions on the Board of Directors, which include:
 - a. One ASPS President-elect annually
 - b. One PSF President-elect annually
 - c. One or more ASPS Board Vice President position annually
 - d. One or more PSF Board Vice President position annually
 - e. One Member-at-Large position annually
 - f. One International Representative to the Board of Directors biennially (every other year)
2. Election to the following Committees:
 - a. Ethics Committee
 - b. Judicial Council
 - c. ASPS Trustees
 - d. Conflict of Interest Committee (Member-at-Large positions only)
3. Appointment to the Audit Committee (2 at large positions)

The Nominating Committee is also responsible for submitting subspecialty society representative appointment recommendations to the ASPS/PSF Board of Directors for approval.

Nominating Committee Authority

The Nominating Committee shall fill only Board Vice President positions with expiring terms. Although the ASPS and PSF Presidents, Presidents-Elect and Immediate Past Presidents may provide input to the Nominating Committee on the performance of sitting Board Vice Presidents, which may include a recommendation not to re-nominate the appointment of the Board Vice President based on performance issues that have not been resolved through coaching, the Nominating Committee is not bound by the recommendation.

During Phase 1, the Nominating Committee must decide whether a sitting Board Vice President who seeks re-election should be re-nominated or not to his or her current office. If the Nominating Committee decides not to re-nominate such sitting Board Vice President, he or she will be notified and the position will be listed as open for applications from the Membership during Phase 2. The individual who is not being re-nominated may apply for any open position during Phase 2, except for the position

for which he or she was not re-nominated. The Nominating Committee shall not make lateral moves of Board Vice Presidents on its own initiative.

Nominating Committee Workflow

The Nominating Committee will conduct its business by conference call, video conference or at face-to-face meetings. The Committee is required to complete its work in time to meet the established election deadlines outlined in the ASPS/PSF Bylaws.

The Nominating Committee shall conduct its work in two phases.

In the first phase (Phase 1) the Nominating Committee shall interview current Board Vice Presidents who have applied for the ASPS President-Elect or PSF President-Elect positions and decide if any should be nominated (or slated) as the ASPS President-Elect or PSF President-Elect for the upcoming leadership term.

During Phase 1, the Nominating Committee may also interview current Board Vice Presidents with expiring terms who have applied to be retained in their current positions to decide whether they should be nominated (or slated) in that position for the upcoming leadership term.

Once the decisions about the retention and advancement of current Board Vice Presidents have been made, the Nominating Committee will know which officer positions it will need to fill and will then proceed to the second phase (Phase 2).

During Phase 2, the Nominating Committee will publicize and accept applications for the open officer positions, as well as any other elected or appointed position under its purview.

Interviews with the President-elect and Board Vice President candidates will take place during a face-to-face meeting or video conference. Remaining interviews may be by phone, video conference or via face-to-face meetings. However, interviews with candidates for the Ethics Committee, Judicial Council, Trustees and Conflict of Interest Committee may take place prior to those for the open Board positions if it produces efficiencies in the Nominating Committee's workflow.

Typical Nominating Committee Activity Timeline

The following represents the timeline for typical Nominating Committee activity and is dependent on the timing of the Annual Business Meeting, the Winter Executive Committee Meeting, and the Spring Board Meeting. The timeline will be adjusted as needed to ensure the Nominating Committee can be provided with the critical elements needed to evaluate applicants in a timely fashion – ideally at least two weeks prior to any interview session.

October / November

- Phase 1 Elected Leader Application launched
- The Nominating Committee Staff Liaison shall administer the 360° evaluation tool to the sitting Board Vice Presidents eligible for retention or elevation (i.e. those not entering the second year of their two-year inaugural term). Administration of the 360° tool shall occur in October or November so that open seats may be determined by the end of December.

Mid-to-Late November

- Deadline for sitting Board Vice Presidents with expiring terms to submit their application for the ASPS or PSF President-elect position or to be retained in their current position.
- Deadline for receipt of the Letters of Recommendation for the Phase 1 applicants.

December

Nominating Committee conducts face-to-face or video conference with President-elect and Board Vice President retention candidates. The face-to-face meeting is usually in conjunction with the December Executive Committee meeting.

December 31

Nominating Committee has determined which EC members are to be nominated to the position of President-elect or to be retained in their current position.

Early January

- Open positions publicized
- Phase 2 Elected Leader Application launched. The goal is to keep the application open for 3-4 weeks.

Late January to early February

- Deadline for submitting applications for open positions (Phase 2)
- Deadline for receipt of the Letters of Recommendation for the Phase 2 applicants.

February

Ideally, the administration of the 360° tool shall be completed for all open positions three weeks prior to the March Nominating Committee meeting.

March

Nominating Committee conducts face-to-face or videoconference interviews with Officer candidates, and Board candidates if time permits. Face-to-face meetings generally occur during the Spring Board Meeting.

April/May

- The 360° tool shall be administered to Board Vice Presidents in the first year of their two-year term.
- Nominating Committee conducts videoconference interview sessions with remaining Ethics Committee, Judicial Council, Trustees candidates, as well as COI Committee Member-at-Large and Audit Committee candidates, if applicable.

May / June

Slate of Elected Leaders for upcoming term finalized

June / July

Members vote on Slate of Elected Leaders

Nominating Committee Detailed Procedures

Nominating Committee Conduct Standards and Conflict of Interest

The committee co-chairs shall emphasize the absolute importance of the confidential nature of all discussions, materials, and votes of the committee throughout the process and strive to ensure that all discussions, votes, and actions of the committee are conducted in a manner to assure the absence of bias or prejudice.

Prior to being placed on the ballot to be elected by members or the ASPS/PSF Board of Directors, Nominating Committee members must have signed the attestation where they agreed that they

- have not been nominated in expectation, now or in the future, of support for a specific candidate;
- will, barring any unforeseen family or medical emergency, make themselves available to attend every scheduled Nominating Committee conference call or face-to-face meeting during their tenure on the committee;
- understand the committee responsibilities;
- shall carry out their responsibilities in good faith with reasonable care, honesty and due diligence and shall be informed and actively participate in committee discussions;
- shall act in the best interests of the Society – for the benefit of the entire membership rather than any constituency;
- shall avoid being influenced by others in the decision-making process;
- shall disclose the name of any individual who solicits their support and the nature of the solicitation to the Nominating Committee co-chairs;
- shall conduct themselves at all committee meetings and conference calls in a professional, courteous, respectful and businesslike manner;
- shall maintain the confidentiality of all confidential and non-public information disclosed to them resulting from their service on the Nominating Committee; and
- agree to sign the Nominating Committee Supplemental Conflict of Interest Disclosure Statement.

Members of the committee are obligated to disclose any biases or personal relationship with candidates under consideration (favorable or unfavorable). They must recuse themselves from any interview or deliberations with the candidate. The language for the Nominating Committee and Candidate Supplemental Conflict of Interest forms are provided as Appendices C and D.

Once the deadline for applying for a position slated by the Nominating Committee has passed, staff shall provide Nominating Committee members a roster containing the names of applicants to one or more slated positions. Nominating Committee members shall complete and submit the Supplemental Conflict of Interest Disclosure Statement to the Nominating Committee Staff Liaison within the timeframe specified, which shall be no less than five (5) business days.

Call for Candidates / Slate of Candidates

The Nominating Committee will formally solicit input from a cross-section of the ASPS membership. The membership at large will be solicited through notices in publications, via email, or the website, allowing sufficient time for interested members to apply for positions evaluated by the Nominating Committee.

International Representative to the Board of Directors Nominations

Beginning in 2018, the International Committee will ask the Global Partners to submit nominations for the International Representative position, which is a two-year term, to the Nominating Committee. The Nominating Committee will vet candidates, conduct phone, video conference or face-to-face interviews, and select a nominee for this position on the Slate of Candidates.

Subspecialty Board Representative Nominations

On an annual basis, the Nominating Committee will contact the individual representative and the parent organization of each subspecialty representative holding a seat on the Boards of Directors. They will be asked to reaffirm the continuation of the current board member eligible for an additional term or submit the name of the new representative by the date specified.

Eligibility for Elected Office

Individuals interested in an elected position slated by the Nominating Committee must complete and submit the online candidate application. Applicants may apply for up to three (3) positions and must rank their preference.

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 criteria outlined below.

- 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 prior or pending disciplinary action, including investigation, by any state or provincial medical licensing authority, any plastic surgery organization, any other healthcare organization, or any healthcare delivery facility.
- Candidates must understand and agree to comply with the Conflict of Interest policy.
- Candidates for the position of ASPS or PSF President-elect must understand and agree
 - they may not hold a direct financial relationship with commercial entities, as defined in the Conflict of Interest Policy, during their term of President-elect, President, or Past President and
 - they may not hold the position of President in another plastic surgery organization during their term as President of ASPS or PSF.
- Board of Directors candidates must agree to sign the confidentiality agreement upon election to the office.

Special Considerations for President-Elect Applicants

Applicants to the ASPS or PSF President-Elect position shall be limited to those who will have completed two (2) or more years of service as ASPS/PSF Board Vice Presidents immediately prior to their term as President-Elect. If the Nominating Committee finds that there are no suitable candidates that meet these criteria in any given year, it may consider (and may solicit) applications from individuals who have demonstrated exemplary service to the organization as Committee Chairs.

Special Consideration for Selection of the Audit Committee Members-at-Large

In years when one or both Members-at Large have served only one year, the Nominating Committee shall consult the Audit Committee staff liaison and Board Vice President of Finance for their opinions on whether the eligible Member-at Large should be reappointed for a second one-year term.

In years when one or both Members-at Large have reached the maximum number of terms or the Nominating Committee chooses not to reappoint the Member-at Large for a second term, the Nominating Committee shall put out a call for the open seat(s) to membership, preferably with the Leader Application. The Nominating Committee shall also consult the Audit Committee staff liaison for recommendations who may be asked to self-nominate.

Letters of Recommendation

Applicants are required to submit a minimum of two letters of recommendation, but no more than three letters of recommendation shall be provided to the Nominating Committee. The deadline for receipt of the letters of recommendation shall be the application deadline.

Nominating Committee members will not be provided with any written endorsements from the ASPS Trustees, Executive Committee or fellow Nominating Committee members. (At their Mar. 3, 2017 meeting, the ASPS Trustees voted to recuse themselves from providing letters of recommendation for any candidate under consideration by the Nominating Committee.)

Officer Evaluations

Candidates for consideration for an Officer position shall be evaluated by Society members and staff with whom they have worked in an ASPS/PSF volunteer leadership capacity to include

- Executive Leadership Team
- Fellow committee members, including those who may have served under them
- Committee chairs under whom they have served
- Executive Committee members
- Staff Liaisons

This will be a 360° evaluation tool that incorporates self-assessment and peer-assessment and affords the opportunity to rate themselves and each other on various attributes, combined with open-ended questions.

The administration of the 360° tool shall occur at two different occasions – once for sitting officers who wish to retain their current position or move to one of the president-elect positions on the Executive Committee during Phase 1 and again for applicants to vacant officer positions during Phase 2.

- Members of the prior term Executive Leadership Team, committee members, committee chairs, Executive Committee members and Staff Liaisons shall be asked to evaluate the Phase 1 officer candidates.
- Members of the current term Executive Leadership Team, committee members, committee chairs, Executive Committee members and Staff Liaisons shall be asked to evaluate the Phase 2 officer candidates.
- Current Nominating Committee members are to be excluded from the pool of evaluators.

Nominating Committee members are to provide feedback on the 360° evaluation results to the Nominating Committee co-chairs prior to the candidate interview so that the Nominating Committee co-chairs may assemble a summary to discuss with the candidates upon completion of the interview process.

The Nominating Committee Staff Liaison shall strive to send officer candidates their 360° evaluation results a minimum of two weeks prior to their interview session.

Candidate Review

The Nominating Committee will determine a schedule to conduct phone, video conference or face-to-face interviews. Appendices E, F, and G are provided as examples of interview schedules.

All candidate interviews will include a segment on the candidate's understanding of the COI Policy, and provide an opportunity to address potential conflicts.

The Nominating Committee shall consider the critical elements outlined below in their decision-making process.

- Attendance on Executive Committee, Board of Directors, or committee calls and in person meetings
 - Attendance at Advocacy Summits and legislative fly-ins shall be considered for candidates for the Board Vice President of Health Policy and Advocacy position
- Evaluation results (for officer positions only)
- Any remediation required during their time as a Society member
- History of service to ASPS / PSF relevant to the position
 - Any significant or relevant history during their time as a Society member
 - Activity within ASPS / PSF
 - Assessment of contribution/leadership, in addition to attendance, and any noteworthy contributions to ASPS / PSF (task force participant/chair, etc.)
 - Demonstration of ongoing leadership development training such as Leadership Tomorrow, Pathways to Leadership, Essentials of Leadership, ACS/ASPS Brandeis program, etc.
- History of relevant service outside ASPS / PSF
 - Does the Ethics Committee or Judicial Council candidate have relevant experience elsewhere?
 - Does the Trustee candidate have sufficient experience as a former officer of ASPS or another major plastic surgery-related organization?
 - Does the Board Member-at-Large candidate have relevant experience working in large leadership organizations?
- Letters of recommendation (two are required, the third is optional)
- Foundation and PlastyPAC (if U.S. citizen) donation history
- Quality of narrative (from the application)
- Curriculum Vitae (provided as an attachment to the application)
- Interview
- Diversity of race, ethnicity, gender, sexual orientation, gender identity, disability, practice type, geography and experience level is actively encouraged, and Nominating Committee members shall strive to ensure diverse representation of Society members
- Evaluation of the applicant's social media / website presence
- Whether the applicant has applied previously and, if so, for what position

Candidate Scorecards have been developed to aid Nominating Committee members with their decision-making by organizing the important elements to be considered when deciding the future leadership of

the Society and Foundation. The goal is to make the process more consistent so that all candidates are judged on a broad range of merits demonstrating their suitability for leadership, without overly weighting the decision based on the interview alone, keeping in mind that each Nominating Committee may adjust the weights attributed to the critical elements.

There are three versions – one for President-Elect candidates, one for the Board Vice President candidates, and a third for candidates for all other positions. The three scorecard templates are attached as Appendices H, I, and J.

Social Media and Website Presence Review

Nominating Committee members shall review each applicant's social media / website presence for compliance with the Society's Code of Ethics related to public/private communications and advertising and shall report any perceived violations to the Society's Ethics Committee. Sections of the Society's Code of Ethics (accessible at www.plasticsurgery.org/Ethics) that pertain to public and private communications, including social media and websites, as of September 2020 are highlighted below.

- Section 1, Article XI provides that members shall strive to use accurate and respectful language and images in their public and private communications with or concerning patients and colleagues made in a professional capacity or environment.
- Section 2, Article I(F) provides that each member may be subject to disciplinary action, including expulsion, if the member uses, participates in or promotes the use of any form of public communication (as defined in Glossary to the Code) or private communication (as defined in the Glossary to the Code) containing a false, fraudulent, deceptive, or misleading statement or claim.
- Section 2, Article II Advertising
- Section 2, Article VII. Glossary

Candidate Deliberation

Staff will prepare all materials for committee meetings and will strive to provide complete information on all candidates so that all candidates receive equal review.

Decisions of the committee are determined by a simple majority of those voting committee members in attendance at any meeting, whether by conference call, video conference or at face-to-face meetings if a quorum (a majority of committee members) is present. Tie votes must be settled by the committee.

Final decisions of the committee, including the process by which they arrived at their collective decision, are not subject to review or appeal.

Sturgis Rules of Parliamentary Procedure will govern all meetings of the committee.

Notifications

Candidates for elected office shall be informed as to whether they will be placed on the ballot.

- The co-chairs shall call all individuals under consideration for an Executive Committee position and all successful applicants for Board positions. Generally, the ASPS co-chair informs ASPS officer applicants and the PSF co-chair informs PSF officer applicants.
- All individuals under consideration shall be notified of their results by email once the co-chair calls are completed. Successful candidates shall be asked to confirm their acceptance of the position.

- Other unsuccessful candidates will be provided the option to receive a phone call from the co-chair.
- The co-chairs will provide feedback to the candidate on the deliberations of the committee, while maintaining the confidentiality of the committee
 - They shall use the composite scorecard results to constructively advise unsuccessful candidates as to how to improve their future applications.
 - The co-chairs must assure they do not leave unsuccessful candidates with the assumption they will be chosen or given special consideration the following year, as the current year's committee has no formal authority over the subsequent year's committee.

Report to the Board

After determining the slate, the Nominating Committee shall submit a report to the Board of Directors advising the Board of the Slate of Candidates and any other pertinent information. The Slate of Candidates does NOT require the approval of the Board of Directors and is presented for information only.

Role of the Conflict of Interest Committee

The Conflict of Interest Committee shall serve in an advisory and consultative role to the Nominating Committee on conflict of interest matters; providing interpretation and guidance on issues affecting conflicts of interest, including Nominating Committee Supplemental Conflicts of Interest Disclosure Statements; and shall recommend appropriate resolution of conflicts of interest.

Role of the Ethics Committee

Staff shall provide the Ethics Committee a roster containing the names of applicants to one or more slated positions. The Ethics Committee shall screen the applicants for reportable disciplinary actions taken against any applicant to a slated position and report their findings to the Nominating Committee.

The procedural rules governing investigations, hearings and appeals carried out by the Ethics Committee, the Judicial Council and the Trustees of the American Society of Plastic Surgeons describes reportable disciplinary actions.

Amendments to these Procedures

Amendments to these Nominating Committee Standard Operating Procedures may be proposed by the Nominating Committee, the Governance Committee, the Executive Committee, the ASPS/PSF Board of Directors or any Active or Life Active member. All amendments, other than those proposed by the Governance Committee, shall be submitted to the Governance Committee for review and recommendation. The Governance Committee shall send a copy of all recommended amendment(s) to the Executive Committee or ASPS/PSF Board of Directors who shall approve, amend, or disapprove the proposed amendments. Those amendments approved by the Executive Committee or ASPS/PSF Board of Directors shall be implemented.

EFFECTIVE DATE OF THIS POLICY: Adopted July 11, 2018; latest revision October 14, 2020

POLICY SPONSOR: Keith Hume, Senior Vice President Programs and Policy

APPROVING BODY: ASPS / PSF Executive Committee

AUTHORIZED SIGNATORIES: Lynn L. C. Jeffers, MD, MBA ASPS President and C. Scott Hultman, MD, MBA, PSF President

NEXT REVIEW DATE: October 2023

Appendix A - ASPS / PSF Nominating Committee Attestation

Applicants to the ASPS / PSF Nominating Committee are required to sign this attestation before their name is placed on the ballot for election to the Nominating Committee.

I agree that the information below is accurate and disclose this data openly without reservation.

- I have been an Active member in good standing for a minimum of five (5) years.
- I have been active in ASPS/PSF Committees, Councils, Task Forces and/or Work Groups for a minimum of three (3) years.
- I understand that, if elected, participation is mandatory for all NC conference calls and meetings. Therefore, I will, barring any unforeseen family or medical emergency, make myself available to attend every scheduled NC conference call or face-to-face meeting during my tenure on the committee.
- I have been provided with a copy of the NC job description, understand the committee responsibilities, have not served on the NC as a voting member for more than two terms, and am qualified to serve on the committee.
- If elected, I shall carry out my responsibilities in good faith with reasonable care, honesty and due diligence and shall be informed and actively participate in committee discussions.
- If elected, I shall act in the best interests of the Society – for the benefit of the entire membership rather than any constituency.
- If elected, I shall avoid being influenced by others in the decision-making process; and, if approached, I shall disclose the name of the individual who solicited me and the nature of the solicitation to the NC co-chairs.
- If elected, I shall conduct myself at all committee meetings and conference calls in a professional, courteous, respectful and businesslike manner.
- If elected, I shall maintain the confidentiality of all confidential and non-public information disclosed to me resulting from my service on the NC.
- I have completed and submitted my ASPS Volunteer Leader Conflict of Interest (COI) disclosure statement within the last thirty (30) days prior to signing this attestation.
- If elected, I agree to sign the Nominating Committee Supplemental Conflict of Interest Disclosure Statement.
- I have not been disciplined and am not currently under investigation by any state or provincial medical licensing authority, any plastic surgery organization, any other healthcare organization, or any healthcare delivery facility.

Signature: _____ Date _____

Print Name: _____ ASPS ID: _____

**Appendix B – ASPS Nominating Committee Candidate
Summary of Qualifications Form for Regional Representative Candidates
Board-approved 7/11/2018**

The Summary of Qualifications shall be used to aid Society members during the Nominating Committee election process.

All eligible Nominating Committee candidates shall be placed on the Ballot according to geographic region to be voted on via an online voting mechanism by all Active and Life Active members of the Society, regardless of region.

Eligible candidates must meet the following criteria:

- 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 NC for the past two (2) terms; and if the candidate has served on the NC twice before, cannot have served on the NC for the past ten (10) terms.
- Cannot have served on the NC as a voting member for more than two (2) terms.
- Must sign the NC attestation prior to being placed on the ballot.
- Must submit the Summary of Qualifications form prior to being placed on the ballot.

Name: _____ **ABPS Certification (year):** _____

City and State or Province: _____

Practice Type: _____

Professional Titles or Affiliations: _____

Positions held at ASPS / PSF: _____

Other Leadership Positions: _____

National Society Memberships: _____

Training: _____

Appendix C Nominating Committee Supplemental Conflict of Interest Statement

Print Name: _____

ASPS ID: _____

Please list all your institutional / practice affiliations.

With regard to my voluntary service as a voting member of the ASPS / PSF Nominating Committee, I have the following potential conflict(s) of interest to report:

Yes

No

I have a pre-existing, business, professional or social relationship with one or more candidates applying for positions that will be voted upon by the Nominating Committee.*

I personally recruited one or more candidates applying for positions that will be voted on by the Nominating Committee.

Prior or subsequent to being nominated to serve as a voting member of the Nominating Committee, I was approached by a candidate or someone on behalf of a candidate advocating my support for such candidate. (Applies only to the ASPS or PSF Representatives nominated by Board members, as Regional Representatives are not nominated to the Nominating Committee.)

It was stated or implied to me in any conversation or communication that my nomination to the Nominating Committee was being made on the assumption that I would support a designated candidate. (Applies only to the ASPS or PSF Representatives nominated by Board members, as Regional Representatives are not nominated to the Nominating Committee.)

**Please note that relationships resulting from committee service either with ASPS or other member organizations are not normally considered a conflict.*

Please elaborate on any potential conflict with any additional details you believe to be relevant to your ability to serve as a fair and impartial member of the Nominating Committee. In particular, if you checked Yes in any of the boxes above, please identify the candidate(s) or other person(s) below.

With respect to any of the candidates with whom you noted a relationship, please indicate how you would rate your potential for bias either for or against the applicant.

I hereby confirm that the disclosures made above are complete and correct to the best of my information and belief. I agree to comply with any request by the Chairs to refrain from participating in any discussion of the Nominating Committee or recuse myself from voting for any candidate with whom my pre-existing relationship or prior communications may raise a question about my impartiality. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or incomplete or that I have not complied with the ASPS / PSF Conflict of Interest Policy, I will notify the Nominating Committee Chairs immediately.

Signature: _____ Date _____

Appendix D Candidate Supplemental Conflict of Interest Disclosure Statement

Print Name: _____ ASPS ID: _____

Please list all your institutional / practice affiliations.

With regard to my candidacy for an ASPS / PSF position that is governed by the ASPS / PSF Nominating Committee process, I have the following potential conflict(s) of interest to report:

- | <u>Yes</u> | <u>No</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | I have a pre-existing, business, professional or social relationship with one or more members of the Nominating Committee. * |
| <input type="checkbox"/> | <input type="checkbox"/> | I was personally recruited to apply for an ASPS / PSF position by one of the members of the Nominating Committee. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have advocated for the nomination of individuals to the Nominating Committee who I believe support my candidacy. |
| <input type="checkbox"/> | <input type="checkbox"/> | I conferred with anyone who submitted a nomination of individual(s) to serve on the Nominating Committee about the likelihood of such nominees to support my candidacy if seated on the Nominating Committee. |

**Please note that relationships resulting from committee service either with ASPS or other member organizations are not normally considered a conflict.*

Please elaborate on any potential conflict to which you responded "Yes" above, including the other person(s) or members of the Nominating Committee.

I hereby confirm that the disclosures made above are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or incomplete or that I have not complied with the ASPS / PSF Conflict of Interest Policy, I will notify the Nominating Committee Co-Chairs immediately.

Signature

Name & Designation

Date

Appendix E Potential Interview and Deliberation Schedule for Phase 1 Interviews

Phase 1 interviews typically take place in conjunction with the December Executive Committee meeting. The following schedule is provided as a possible schedule depending on the number of applicants for the position that the committee decides to interview and the number of vacancies in any given year.

With this schedule, candidates for the president-elect positions have 30 minutes to interview and candidates interviewing to retain their current BVP position have 20 minutes to interview.

Begin Time	End Time	# Minutes	Activity
8:00 AM	8:15 AM	15	Call to Order / Disclosure of Relationships / Review Agenda and Interview Procedures
8:15 AM	8:45 AM	30	ASPS President-Elect Interview Candidate 1
8:45 AM	8:50 AM	5	ASPS President-Elect Interview Candidate 1 Deliberation
8:50 AM	9:20 AM	30	ASPS President-Elect Interview Candidate 2
9:20 AM	9:25 AM	5	ASPS President-Elect Interview Candidate 2 Deliberation
9:25 AM	9:35 AM	10	Deliberate on Group of ASPS President-Elect Candidates
9:35 AM	9:40 AM	5	Conduct Online Vote for the ASPS President-Elect Position
<i>9:40 AM</i>	<i>9:50 AM</i>	<i>10</i>	<i>Break</i>
9:50 AM	10:20 AM	30	PSF President-Elect Interview Candidate 1
10:20 AM	10:25 AM	5	PSF President-Elect Interview Candidate 1 Deliberation
10:25 AM	10:55 AM	30	PSF President-Elect Interview Candidate 2
10:55 AM	11:00 AM	5	PSF President-Elect Interview Candidate 2 Deliberation
11:00 AM	11:10 AM	10	Deliberate on Group of PSF President-Elect Candidates
11:10 AM	11:15 AM	5	Conduct Online Vote for the ASPS President-Elect Position
<i>11:15 AM</i>	<i>11:25 AM</i>	<i>10</i>	<i>Break</i>
11:25 AM	11:45 AM	20	BVP Retention Interview - Current BVP 1
11:45 AM	11:50 AM	5	BVP Retention Interview - Current BVP 1 Deliberation
11:50 AM	12:10 PM	20	BVP Retention Interview - Current BVP 2
12:10 PM	12:15 PM	5	BVP Retention Interview - Current BVP 2 Deliberation
12:15 PM	12:35 PM	20	BVP Retention Interview - Current BVP 3
12:35 PM	12:40 PM	5	BVP Retention Interview - Current BVP 3 Deliberation
<i>12:40 PM</i>	<i>12:50 PM</i>	<i>10</i>	<i>Break</i>
12:50 PM	1:10 PM	20	BVP Retention Interview - Current BVP 4
1:10 PM	1:15 PM	5	BVP Retention Interview - Current BVP 4 Deliberation
1:15 PM	1:35 PM	20	BVP Retention Interview - Current BVP 5
1:35 PM	1:40 PM	5	BVP Retention Interview - Current BVP 5 Deliberation
1:40 PM	1:50 PM	10	Deliberate on Group of BVP Retention Candidates
1:50 PM	1:55 PM	5	Conduct Online Vote for the BVP Retention Candidates
1:55 PM	2:00 PM	5	Wrap Up / Adjournment

Appendix F Potential Interview and Deliberation Schedule for Phase 2 Board Interviews

Phase 2 Board interviews typically take place in conjunction with the Spring Board Meeting (generally in March). The following schedule is provided as a possible schedule depending on the number of applicants for the position that the committee decides to interview and the number of vacancies in any given year.

With this schedule, candidates for the open BVP positions have 20 minutes to interview and candidates for the Board Member-at-Large or International Rep positions have 15 minutes to interview.

Begin Time	End Time	# Minutes	Activity
8:00 AM	8:15 AM	15	Call to Order / Relationship Disclosure / Review Procedures
8:15 AM	8:35 AM	20	BVP Open Position #1 Candidate 1 Interview
8:35 AM	8:40 AM	5	BVP Open Position #1 Candidate 1 Deliberation
8:40 AM	9:00 AM	20	BVP Open Position #1 Candidate 2 Interview
9:00 AM	9:05 AM	5	BVP Open Position #1 Candidate 2 Deliberation
9:05 AM	9:25 AM	20	BVP Open Position #1 Candidate 3 Interview
9:25 AM	9:30 AM	5	BVP Open Position #1 Candidate 3 Deliberation
9:30 AM	9:50 AM	20	BVP Open Position #1 Candidate 4 Interview
9:50 AM	9:55 AM	5	BVP Open Position #1 Candidate 4 Deliberation
9:55 AM	10:15 AM	20	BVP Open Position #1 Candidate 5 Interview
10:15 AM	10:20 AM	5	BVP Open Position #1 Candidate 5 Deliberation
10:20 AM	10:40 AM	20	Deliberate on Group of BVP Open Position #1 Candidates
10:40 AM	10:45 AM	5	Conduct Online Vote for BVP Open Position #1 Position
10:45 AM	11:15 AM	30	<i>Lunch Break</i>
11:15 AM	11:35 AM	20	BVP Open Position #2 Candidate 1 Interview
11:35 AM	11:40 AM	5	BVP Open Position #2 Candidate 1 Deliberation
11:40 AM	12:00 PM	20	BVP Open Position #2 Candidate 2 Interview
12:00 PM	12:05 PM	5	BVP Open Position #2 Candidate 2 Deliberation
12:05 PM	12:25 PM	20	BVP Open Position #2 Candidate 3 Interview
12:25 PM	12:30 PM	5	BVP Open Position #2 Candidate 3 Deliberation
12:30 PM	12:50 PM	20	BVP Open Position #2 Candidate 4 Interview
12:50 PM	12:55 PM	5	BVP Open Position #2 Candidate 4 Deliberation
12:55 PM	1:15 PM	20	BVP Open Position #2 Candidate 5 Interview
1:15 PM	1:20 PM	5	BVP Open Position #2 Candidate 5 Deliberation
1:20 PM	1:40 PM	20	Deliberate on Group of BVP Open Position #2 Candidates
1:40 PM	1:45 PM	5	Conduct Online Vote for BVP Open Position #2 Position
1:45 PM	2:00 PM	15	<i>Break</i>
2:00 PM	2:15 PM	15	Board Member-at-Large Candidate 1 Interview
2:15 PM	2:20 PM	5	Board Member-at-Large Candidate 1 Deliberation
2:20 PM	2:35 PM	15	Board Member-at-Large Candidate 2 Interview
2:35 PM	2:40 PM	5	Board Member-at-Large Candidate 2 Deliberation
2:40 PM	2:55 PM	15	Board Member-at-Large Candidate 3 Interview
2:55 PM	3:00 PM	5	Board Member-at-Large Candidate 3 Deliberation
3:00 PM	3:20 PM	20	Deliberate on Group of Board Member-at-Large Candidates
3:20 PM	3:25 PM	5	Conduct Online Vote for Board Member-at-Large Position
3:25 PM	3:40 PM	15	<i>Break</i>
3:40 PM	3:55 PM	15	International Representative to the Board Candidate 1 Interview
3:55 PM	4:00 PM	5	International Representative to the Board Candidate 1 Deliberation
4:00 PM	4:15 PM	15	International Representative to the Board Candidate 2 Interview

Begin Time	End Time	# Minutes	Activity
4:15 PM	4:20 PM	5	International Representative to the Board Candidate 2 Deliberation
4:20 PM	4:35 PM	15	International Representative to the Board Candidate 3 Interview
4:35 PM	4:40 PM	5	International Representative to the Board Candidate 3 Deliberation
4:40 PM	5:00 PM	20	Deliberate on Group of International Representative to the Board Candidates
5:00 PM	5:05 PM	5	Conduct Online Vote for International Representative to the Board Position
5:05 PM	5:10 PM	5	Wrap Up / Adjournment

Appendix G Potential Interview and Deliberation Schedules for Phase 2 Non-Board Interviews

Phase 2 non-Board interviews typically take place via video conference. The following schedule is provided as a possible schedule depending on the number of applicants for the position that the committee decides to interview and the number of vacancies in any given year.

With these schedules, candidates for the Trustee positions have 15 minutes to interview and candidates for the Ethics Committee, Judicial Council, Conflict of Interest, and Audit Committee positions have 10 minutes to interview.

Trustee Positions (2 vacancies per year)

Begin Time (Central)	End Time	# Minutes	Activity
7:00 PM	7:10 PM	10	Call to Order / Relationship Disclosure / Review Procedures
7:10 PM	7:25 PM	15	Trustees Candidate 1 Interview
7:25 PM	7:30 PM	5	Trustees Candidate 1 Deliberation
7:30 PM	7:45 PM	15	Trustees Candidate 2 Interview
7:45 PM	7:50 PM	5	Trustees Candidate 2 Deliberation
7:50 PM	8:05 PM	15	Trustees Candidate 3 Interview
8:05 PM	8:10 PM	5	Trustees Candidate 3 Deliberation
8:10 PM	8:25 PM	15	Trustees Candidate 4 Interview
8:25 PM	8:30 PM	5	Trustees Candidate 4 Deliberation
8:30 PM	8:40 PM	10	Deliberate on Group of Trustees Candidates
8:40 PM	8:45 PM	5	Conduct Online Vote for Trustees Position
8:45 PM	8:50 PM	5	Wrap up / Adjournment

Judicial Council Positions (1-2 vacancies per year)

Begin Time (Central)	End Time	# Minutes	Activity
7:00 PM	7:10 PM	10	Call to Order / Relationship Disclosure / Review Procedures
7:10 PM	7:20 PM	10	Judicial Council Candidate 1 Interview
7:20 PM	7:25 PM	5	Judicial Council Candidate 1 Deliberation
7:25 PM	7:35 PM	10	Judicial Council Candidate 2 Interview
7:35 PM	7:40 PM	5	Judicial Council Candidate 2 Deliberation
7:40 PM	7:50 PM	10	Judicial Council Candidate 3 Interview
7:50 PM	7:55 PM	5	Judicial Council Candidate 3 Deliberation
7:55 PM	8:05 PM	10	Judicial Council Candidate 4 Interview
8:05 PM	8:10 PM	5	Judicial Council Candidate 4 Deliberation
8:10 PM	8:20 PM	10	Deliberate on Group of Judicial Council Candidates
8:20 PM	8:25 PM	5	Conduct Online Vote for Judicial Council Position
8:25 PM	8:30 PM	5	Wrap up / Adjournment

Ethics Committee Positions (2-3 vacancies per year)

Begin Time (Central)	End Time	# Minutes	Activity
7:00 PM	7:10 PM	10	Call to Order / Relationship Disclosure / Review Procedures
7:10 PM	7:20 PM	10	Ethics Committee Candidate 1 Interview
7:20 PM	7:25 PM	5	Ethics Committee Candidate 1 Deliberation
7:25 PM	7:35 PM	10	Ethics Committee Candidate 2 Interview
7:35 PM	7:40 PM	5	Ethics Committee Candidate 2 Deliberation
7:40 PM	7:50 PM	10	Ethics Committee Candidate 3 Interview
7:50 PM	7:55 PM	5	Ethics Committee Candidate 3 Deliberation
7:55 PM	8:05 PM	10	Ethics Committee Candidate 4 Interview
8:05 PM	8:10 PM	5	Ethics Committee Candidate 4 Deliberation
8:10 PM	8:20 PM	10	Deliberate on Group of Ethics Committee Candidates
8:20 PM	8:25 PM	5	Conduct Online Vote for Ethics Committee Position
8:25 PM	8:30 PM	5	Wrap up / Adjournment

COI Member-at-Large Position (1 vacancy every 2nd and 3rd year)

Begin Time (Central)	End Time	# Minutes	Activity
7:00 PM	7:10 PM	10	Call to Order / Relationship Disclosure / Review Procedures
7:10 PM	7:20 PM	10	COI Member-at-Large Candidate 1 Interview
7:20 PM	7:25 PM	5	COI Member-at-Large Candidate 1 Deliberation
7:25 PM	7:35 PM	10	COI Member-at-Large Candidate 2 Interview
7:35 PM	7:40 PM	5	COI Member-at-Large Candidate 2 Deliberation
7:40 PM	7:50 PM	10	COI Member-at-Large Candidate 3 Interview
7:50 PM	7:55 PM	5	COI Member-at-Large Candidate 3 Deliberation
7:55 PM	8:05 PM	10	Deliberate on Group of COI Member-at-Large Candidates
8:05 PM	8:10 PM	5	Conduct Online Vote for COI Member-at-Large Position
8:10 PM	8:15 PM	5	Wrap up / Adjournment

Audit Committee Member-at-Large Positions (2 vacancies per year)

Begin Time (Central)	End Time	# Minutes	Activity
7:00 PM	7:10 PM	10	Call to Order / Relationship Disclosure / Review Procedures
7:10 PM	7:20 PM	10	Audit Committee Member-at-Large Candidate 1 Interview
7:20 PM	7:25 PM	5	Audit Committee Member-at-Large Candidate 1 Deliberation
7:25 PM	7:35 PM	10	Audit Committee Member-at-Large Candidate 2 Interview
7:35 PM	7:40 PM	5	Audit Committee Member-at-Large Candidate 2 Deliberation
7:40 PM	7:50 PM	10	Audit Committee Member-at-Large Candidate 3 Interview
7:50 PM	7:55 PM	5	Audit Committee Member-at-Large Candidate 3 Deliberation
7:55 PM	8:05 PM	10	Audit Committee Member-at-Large Candidate 4 Interview
8:05 PM	8:10 PM	5	Audit Committee Member-at-Large Candidate 4 Deliberation
8:10 PM	8:20 PM	10	Deliberate on Group of Audit Committee Member-at-Large Candidates
8:20 PM	8:25 PM	5	Conduct Online Vote for Audit Committee Member-at-Large Position
8:25 PM	8:30 PM	5	Wrap up / Adjournment

Appendix H Candidate Scorecard for President-Elect Candidates

Nominating Committee Member:

Return completed workbook to Peggy Pissarreck (ppissarreck@plasticsurgery.org)

Interview Date:

Candidate:

Candidate's Location:

Position:

Giving	Year 1	Year 2	Year 3	Year 4	Year 5
PSF					
PAC					

Is the member a Maliniac Fellow?

Attendance History Prior Term _____%

Ethical Issues	Y / N	Comment, if applicable
Remediation Required Was remediation required as part of the ASPS Disciplinary Process?	no	
Discipline Did the candidate respond appropriately to the discipline question on the application?		
Social Media / Website Presence Were there any issues with the candidate's social media or website presence, as reported by the reviewer?		

Rating scale is from 1 to 5, with 5 being the highest score.

Dossier	Score	Weight*	Extended Score	Comments
Evaluation Results Rate your perception of the candidate's 360 evaluation results.		25	0	
Foundation Giving Rate the candidate's track record of consistently contributing to The PSF at the minimum recommended levels over the past 5 years. - Board member = \$1,000 annually - Committee chair = \$375 annually - Committee members and others = no minimum		2.5	0	
PlastyPAC Giving Rate the candidate's track record of consistently contributing to the PAC* at the minimum recommended levels over the past five years. - Board member = \$1,000 annually - Committee chair = \$375 annually - Committee members and others = no minimum *U.S. members are encouraged to donate to the PlastyPAC at the same recommended minimum level as to The PSF.		2.5	0	
History of Service to ASPS / PSF Rate the quality of the candidate's - Committee Service - Attendance History - ASPS Activity - Noteworthy leadership contributions to ASPS		20	0	
Quality of Narrative Rate the quality of the candidate's explanation as to why s/he should be selected and the attributes s/he would bring to the position.		5	0	
Letters of Recommendation Rate the quality and number of LORs, in your opinion.		5	0	
Curriculum Vitae Rate the quality of the candidate's CV, in your opinion.		10	0	
Interview Indicate your impression of how well the candidate responded to the questions.		30	0	
Total Score Your overall score should indicate your impression of how well this candidate will fulfill the responsibilities in the job description.		100	0	

*Weights may be adjusted by each Nominating Committee.

Appendix I Candidate Scorecard for Board Vice President Candidates

Nominating Committee Member:

Return completed workbook to Peggy Pissarreck (ppissarreck@plasticsurgery.org)

Interview Date:

Candidate:

Candidate's Location:

Position:

Giving	Year 1	Year 2	Year 3	Year 4	Year 5
PSF					
PAC					

Is the member a Maliniac Fellow?

Attendance History Prior Term

___%

Ethical Issues	Y / N	Comment, if applicable
Remediation Required Was remediation required as part of the ASPS Disciplinary Process?	no	
Discipline Did the candidate respond appropriately to the discipline question on the application?		
Social Media / Website Presence Were there any issues with the candidate's social media or website presence, as reported by the reviewer?		

Rating scale is from 1 to 5, with 5 being the highest score.

Dossier	Score	Weight*	Extended Score	Comments
Evaluation Results Rate your perception of the candidate's 360 evaluation results.		20	0	
Foundation Giving Rate the candidate's track record of consistently contributing to The PSF at the minimum recommended levels over the past 5 years. - Board member = \$1,000 annually - Committee chair = \$375 annually - Committee members and others = no minimum		2.5	0	
PlastyPAC Giving Rate the candidate's track record of consistently contributing to the PAC* at the minimum recommended levels over the past five years. - Board member = \$1,000 annually - Committee chair = \$375 annually - Committee members and others = no minimum *U.S. members are encouraged to donate to the PlastyPAC at the same recommended minimum level as to The PSF.		2.5	0	
History of Service to ASPS / PSF Rate the quality of the candidate's - Committee Service - Attendance History - ASPS Activity - Noteworthy leadership contributions to ASPS		20	0	
Quality of Narrative Rate the quality of the candidate's explanation as to why s/he should be selected and the attributes s/he would bring to the position.		5	0	
Letters of Recommendation Rate the quality and number of LORs, in your opinion.		15	0	
Curriculum Vitae Rate the quality of the candidate's CV, in your opinion.		10	0	
Interview Indicate your impression of how well the candidate responded to the questions.		25	0	
Total Score Your overall score should indicate your impression of how well this candidate will fulfill the responsibilities in the job description.		100	0	

*Weights may be adjusted by each Nominating Committee.

Appendix J Candidate Scorecard for Board Member-At-Large, International Representative to the Board, Trustees, Judicial Council, Ethics Committee, Conflict of Interest Committee

Nominating Committee Member:

Return completed workbook to Peggy Pissarreck (ppissarreck@plasticsurgery.org)

Interview Date:

Candidate:

Candidate's Location:

Position:

Giving	Year 1	Year 2	Year 3	Year 4	Year 5
PSF					
PAC					

Is the member a Maliniac Fellow?

Attendance History – Prior Term: _____%

Ethical Issues	Y / N	Comment, if applicable
Remediation Required <i>Was remediation required as part of the ASPS Disciplinary Process?</i>	no	
Discipline <i>Did the candidate respond appropriately to the discipline question on the application?</i>		
Social Media / Website Presence <i>Were there any issues with the candidate's social media or website presence, as reported by the reviewer?</i>		

Rating scale is from 1 to 5, with 5 being the highest score.

Dossier	Score	Weight*	Extended Score	Comments
History of Relevant Service outside ASPS <i>Rate the quality of the candidate's similar responsibilities in other organizations.</i> - Does the Ethics Committee or Judicial Council candidate have relevant experience elsewhere? - Does the Trustee candidate have sufficient experience as a former officer of ASPS or another major plastic surgery-related organization? - Does the Board Member-at-Large candidate have relevant experience working in large leadership groups?		20	0	
Foundation Giving <i>Rate the candidate's track record of consistently contributing to The PSF at the minimum recommended levels over the past 5 years.</i> - Board member = \$1,000 annually - Committee chair = \$375 annually - Committee members and others = no minimum		2.5	0	
PlastyPAC Giving <i>Rate the candidate's track record of consistently contributing to the PAC* at the minimum recommended levels over the past five years.</i> - Board member = \$1,000 annually - Committee chair = \$375 annually - Committee members and others = no minimum *U.S. members are encouraged to donate to the PlastyPAC at the same recommended minimum level as to The PSF.		2.5	0	
History of Service to ASPS / PSF <i>Rate the quality of the candidate's</i> - Committee Service - Attendance History - ASPS Activity - Noteworthy leadership contributions to ASPS		20	0	
Quality of Narrative <i>Rate the quality of the candidate's explanation as to why s/he should be selected and the attributes s/he would bring to the position.</i>		5	0	
Letters of Recommendation <i>Rate the quality and number of LORs, in your opinion.</i>		15	0	
Curriculum Vitae <i>Rate the quality of the candidate's CV, in your opinion.</i>		10	0	
Interview <i>Indicate your impression of how well the candidate responded to the questions.</i>		25	0	
Total Score <i>Your overall score should indicate your impression of how well this candidate will fulfill the responsibilities in the job description.</i>		100	0	

*Weights may be adjusted by each Nominating Committee.