

## **Nominations Committee Composition and Procedures**

A critical mission of the American Association of Pharmaceutical Scientists (AAPS) is to sustain highly effective volunteer leadership for the association. These leaders need to understand the mission and vision of the association and be willing to commit time and utilize their unique perspectives to serve the association and its members. The AAPS Nominations Committee plays a vital role in seeking, identifying, and nominating the best candidates for the AAPS National Offices, including AAPS Executive Council President, Treasurer, and Members-at-Large. The composition and procedures of the AAPS Nominations Committee is established in the by-laws of the association (See Article VIII). Effective December 2004, the Executive Council approved the following changes to the composition of the Nominations Committee. These changes do not require any amending of the AAPS By-Laws.

The composition of the AAPS Nominations Committee has been expanded to include a small number of members who provide year-to-year continuity on the committee. The change in committee composition also allows AAPS leaders (President and Executive Council members) an ability to observe how the committee works and functions. This will help the past president (Nominations Committee Chair) to appropriately perform the responsibilities of administering the Nominations Committee when this becomes that individual's responsibility. Finally, it is important to establish the AAPS Executive Council as the final approval of all nominations for the national offices. The review and approval of the recommendation of the Nominations Committee by the Executive Council should emphasize the aspects that (a) the AAPS Nominations Committee conduct a fair and balanced review and selection from all of the nominations put forward by AAPS members and (b) the specific individuals on the slate of candidates are appropriate and qualified to serve the association. It should only be a rare instance when the Executive Council would find it necessary to reject the Nominations Committee's slate of candidates. Nonetheless, it is essential that the AAPS Executive Council execute this specific duty since the official board of directors of the association is ultimately responsible for the health and welfare of the association.

### **Membership of the Nominations Committee**

The majority of the Nominations Committee membership, as specified in the AAPS By-laws, is composed of appointed members – the Section Chairs. The Section Chairs are intended to be a direct representation of the various sectors of the association. Furthermore, the AAPS By-laws specify that the Nominations Committee be chaired by the past president who has most recently served as the immediate past president. This also is the most qualified person for this responsibility. In addition, the voting members of the Nominations Committee also include (a) the immediate past president currently serving on the AAPS Executive Council and one of the new incoming Executive Council Members-at-Large who is selected by a majority vote of the Executive Council to serve a two-year term on the Nominations Committee. In years when only one Member-At-Large is elected to the Executive Council this individual will be the designated person to serve on the Nominations Committee.

**AAPS Past President (Nominations Committee Chair;** Second year of a three year term on Nominations Committee; no longer an officer or member of the AAPS Executive Council)

**AAPS Immediate Past President**<sup>1</sup> (First year of a three year term on Nominations Committee; still a member of the AAPS Executive Council)

**AAPS Past Nominations Committee Chair**<sup>1</sup> (AAPS “Past-Past” President; Third year of a three year term on Nominations Committee; no longer an officer or member of the AAPS Executive Council)

**AAPS Executive Council Member-At-Large**<sup>1 2</sup> (First year of a two year term on Nominations Committee)

**AAPS Executive Council Member-At-Large**<sup>1</sup> (Second year of a two year term on Nominations Committee)

**APQ Section Chair (1 year term)**

**BIOTEC Section Chair (1 year term)**

**CS Section Chair (1 year term)**

**DDD Section Chair (1 year term)**

**PDD Section Chair (1 year term)**

**PT Section Chair (1 year term)**

**PPDM Section Chair (1 year term)**

**RS Section Chair (1 year term)**

**AAPS Executive Director (standing member, non-voting)**

**AAPS Senior Staff Member (standing member, non-voting)**

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<sup>1</sup> New members of the Nominations Committee added to provide continuity between years.

<sup>2</sup> From the two newly-elected AAPS Executive Council Members-at-Large, one will be selected to serve a two-year term on the Nominations Committee. In years when only one Member-at-Large member is elected, that individual will serve a two-year term on the Nominations Committee.

To be clear, not every AAPS Executive Council Member-at-Large will serve duty on the AAPS Nominations Committee. The AAPS Executive Committee has the responsibility each year to select one of the two new-elected Members-at-Large to serve a two year term on the Nominations Committee (except in years when only one Member-at-Large is elected when no selection will be necessary). Unless otherwise unable to serve, the Member-at-Large shall serve on the Nominations Committee for a two year term to provide continuity. It is intended that a Member-at-Large in their third year of service on the AAPS Executive Council will not serve on the Nominations Committee so that they may be considered for nomination to other AAPS offices, if appropriate.

**AAPS Article VIII (July 1997 Revision)**

**Section 1. Nominations.** The President shall appoint a Committee on Nominations which shall nominate at least two (2) candidates for President-elect, for each at-large member of the Executive Council to be elected and for Treasurer when necessary. The Committee on Nominations shall be chaired by the Past President who has most recently served as Immediate Past President on the Executive Council and, in addition to the Chair, shall consist of the Chairs of all Association Sections. Additional nominations may be made by petition according to procedures established by the Executive Council.

**Nomination Process**

The AAPS Nominations Committee has the obligation to carefully and fully consider all nominations that are put forward to the committee by AAPS members. While the Nominations Committee may need to be active in seeking people who are willing to put their name into consideration, a nomination provided to the committee for the three positions on the Executive Council (President, Treasurer, Member-at-Large) should be viewed as coming from an individual member of the association and not with an endorsement from any specific group. A nomination packet is to be completed by the prospective candidates, as the first step in the nomination process. This packet provides vital information about the candidate and will help the Nominations Committee discuss and compare the strengths and weaknesses of the candidates.

The new nomination packet will eliminate the problem of considering individuals who have not specifically declared their interest in serving AAPS as an elected member of the AAPS Executive Council. The nomination packet can be used by any member of AAPS to put their name into consideration for any AAPS office. However, it is anticipated that members of AAPS will need to encourage other AAPS members to enter their name into the nominations process. This is one of the important tasks of AAPS leadership and specifically a task of the AAPS Nominations Committee. In particular, it is the members of the AAPS Nominations Committee that may need to encourage candidates to put forward their nomination. It is desirable to have the opportunity to review more nominations than there are slots for candidates. It should also be clear that it is appropriate for AAPS staff to encourage AAPS members to nominate themselves, and for the AAPS staff to provide suggestions to the Nominations Committee on AAPS members who have worked well with staff doing various activities for AAPS.

The Nominations Committee should evaluate the personal and professional attributes of the candidates and select those who have the greatest potential to provide solid leadership for the association. A list of leadership qualities and dimensions has been developed which can be used to inventory these attributes for candidates. Discussions about the nominees must be handled in a confidential manner and only those on the Nominations Committee should participate in the discussion. **All the discussions about any aspect of the nomination process must be held in strict confidence.**

It is acceptable and appropriate to maintain a list of potential candidates from year to year and to retain a brief note about the individual and their AAPS involvement. However, any rankings of individuals or specific leadership qualities should not be retained as a record from year to year.

Because of these recommended changes in the nomination process, where each person specifically will have declared their interest in seeking an AAPS office, the Nominations Committee must prepare a written response to all nominees who have entered their name for consideration. Once the slate of candidates for election to the Executive Council has been approved by the elected AAPS Executive Council, everyone who was considered during the nominations process should be sent a letter to inform them how their nomination fared during the selection process. This letter should also indicate in a professional manner why the other candidates were considered first and whether or not their specific nomination may be given consideration for future AAPS elections. The Nominations Committee should recommend to the nominee that they should either resubmit their nomination the next year, or provide an appropriately phrased statement to indicate that the nominee likely should not consider reapplication in the next year. In any case, the willingness of the candidate to be considered in the next nomination cycle must be re-established by reconfirming the willingness of the individual to serve if elected.

### **Final Approval of the Slate of Candidates**

The Nominations Committee will forward a list of the names for the final slate of candidates to the AAPS Executive Council for approval. The Executive Council may ask the Nominations Committee to provide more details about the qualifications of the candidate for office, but should not engage in the selection work of the Nominations Committee. If the final slate of AAPS candidates is not approved by the AAPS Executive Council, the Executive Council must ask the Nominations Committee to reconsider their recommendation and provide an alternative slate of candidates. This process continues until a slate of candidates is approved by the Executive Council.