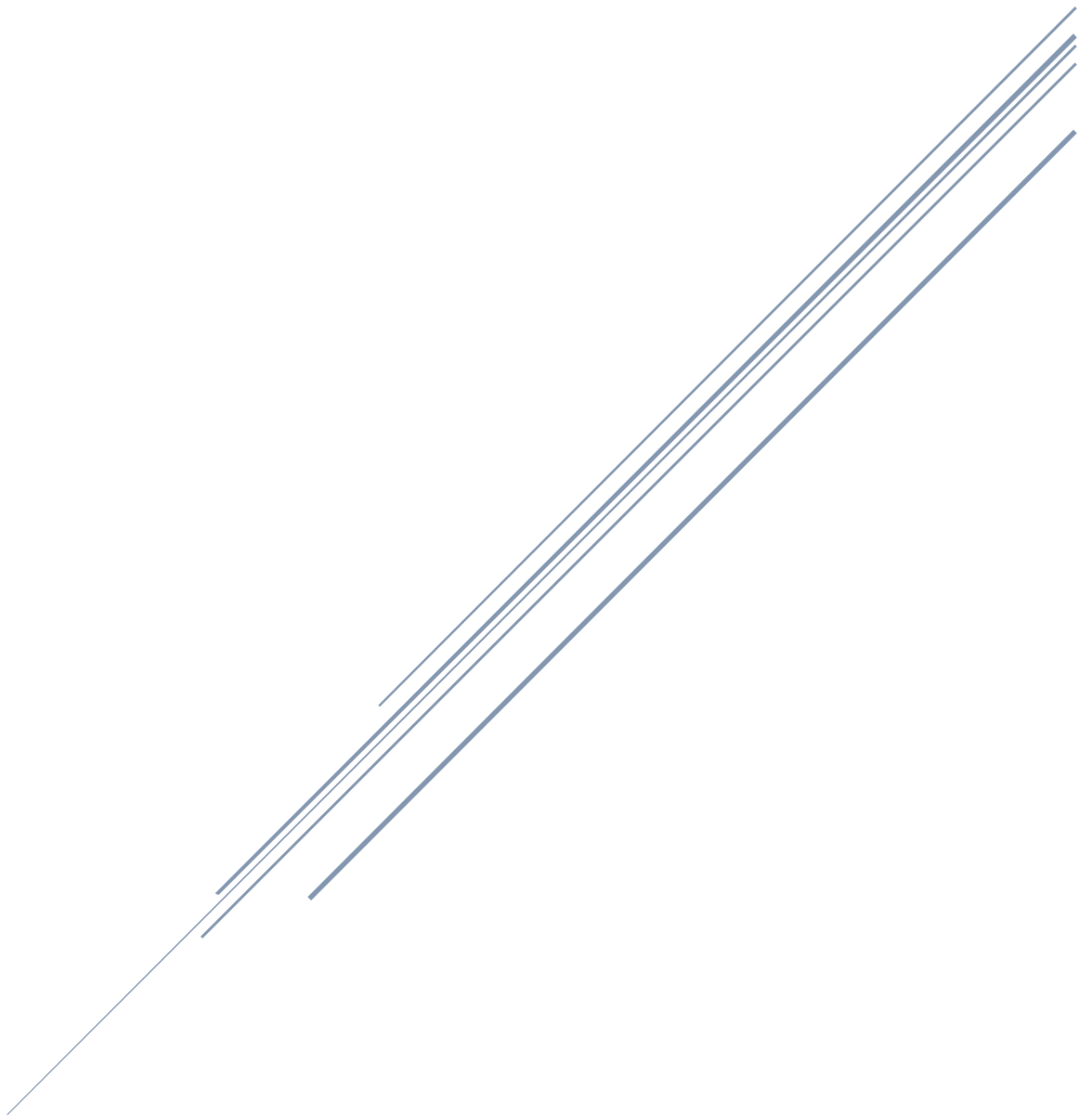




**Society for Simulation in Healthcare**

Nominations and Elections Policy



## Table of Contents

Election Guidelines .....	3
Nominations Committee, General Nominations .....	5
Nomination Procedures for President Elect .....	8

	CREATION DATE October 2011	DATE REVISED 7/2018
	POLICY AREA / CATEGORY Governance	DATE APPROVED /EFFECTIVE DATE 10/2011, 6/2016, 7/2018
POLICY TITLE SSH Election Guidelines	VERSION 3	DATE REVIEWED 6/2016 6/2018, 7/2018

## 1. Summary of Purpose

- 1.1. To establish policy related to expectations of candidates for SSH member-elected positions, members of the Board of Directors, and members of the Nominations Committee, Council, Commission, Committee, and Section Chairs as it pertains to campaigning and etiquette during open election period.

## 2. Scope

- 2.1. This policy covers candidates running for a leadership position within the Society, members of the Board of Directors, and members of the Nominations Committee and Chairs of Council, Commission, Committee, and Sections.
- 2.2. The Nominations Committee is responsible for oversight of this policy.
- 2.3. The Board of Directors is responsible for providing approval of this policy.

## 3. Definitions

- 3.1. None

## 4. Policy Details

### 4.1. Candidates:

- 4.1.1. SSH will not distribute mailing lists to individual candidates for use during the election process.
- 4.1.2. The candidate may send personal communication to colleagues and/or professional friends.
- 4.1.3. SSH letterhead and the SSH logo are used only for official SSH business. The candidate may not use the logo or letterhead for election related communication.
- 4.1.4. The candidate may not solicit support or an endorsement from an SSH Board member or SSH staff member.
- 4.1.5. The campaign process is intended to be a positive process. The candidate shall not negatively characterize another candidate in the SSH organization.
- 4.1.6. Candidates may not solicit support or an endorsement

	CREATION DATE October 2011	DATE REVISED 7/2018
	POLICY AREA / CATEGORY Governance	DATE APPROVED /EFFECTIVE DATE 10/2011, 6/2016, 7/2018
POLICY TITLE SSH Election Guidelines	VERSION 3	DATE REVIEWED 6/2016 6/2018, 7/2018

from an SSH officer, board member, nominations committee member, or staff member.

4.2. Members of the Board of Directors, Nominations Committee, and Chairs of Council, Commission, Committee, and Sections:

4.2.1. The deliberations of the Nominations committee are to remain confidential at all times.

4.2.2. The names of those slated for nomination are to remain confidential until the election period opens.


4.2.3. Members of the Board of Directors, the Nominations committee, and Chairs of Council, Commission, Committee, and Sections shall not discuss their preference, promote or campaign for any slated candidate during the election period.

5. Procedures for Ensuring Compliance

5.1. None.

6. Appendices / Attachments

6.1. None

	CREATION DATE 2/14/06	DATE REVISED 5/6/08, 8/8/08, 6/08/09, 12/9/09, 7/20/11, 11/15/14, 03/2024
	POLICY AREA / CATEGORY Nominations and Elections	DATE APPROVED /EFFECTIVE DATE 6/2016
POLICY TITLE Nominations Committee, General Nominations	VERSION 7	DATE REVIEWED 6/2016, 03/2024

Summary of Purpose:

- 1.1. To establish nominations and elections processes for the SSH Board positions in accordance with SSH Bylaws

2. Scope

- 2.1. This policy affects members of the Nominations Committee and Candidates for Secretary, Treasurer, and At-Large Member.
- 2.2. Governance Committee is responsible for oversight of this policy.
- 2.3. The Board of Directors is responsible for providing approval of this policy.


3. Definitions

- 3.1. None

4. Policy Details

4.1. Nominations Committee Responsibilities:

- 4.1.1. The Nominations Committee will be responsible for preparing a recommended slate of candidates for the positions of Secretary, Treasurer, and At-Large member.
- 4.1.2. Eligibility requirements for the Board of Directors will be verified by the Nominations Committee in conjunction with SSH Administration (Executive Director).
- 4.1.3. The Committee will encourage nominations by the membership for open positions, with the exception of President-elect.
- 4.1.4. The Committee will strive for a diverse and inclusive representation of membership on the ballot for elected positions on the Board of Directors. The Committee will take into account the academic excellence, engagement, and commitment of each nominee, as well as demographic, geographic and professional diversity to ensure the fulfillment of the SSH mission and strategic plan.
- 4.1.5. The Committee will review all Board of Directors criteria, roles and responsibilities with the candidates prior to formalizing the slate of nominees to ensure that nominees understand the commitment to SSH if elected.
- 4.1.6. The Committee will vet all nominations and recommend a slate of candidates to the executive committee, such slate will include no more than 3 nominees for each office.

	CREATION DATE 2/14/06	DATE REVISED 5/6/08, 8/8/08, 6/08/09, 12/9/09, 7/20/11, 11/15/14, 03/2024
	POLICY AREA / CATEGORY Nominations and Elections	DATE APPROVED /EFFECTIVE DATE 6/2016
POLICY TITLE Nominations Committee, General Nominations	VERSION 7	DATE REVIEWED 6/2016, 03/2024

4.1.7. In addition to reviewing CV and personal statements, the Nominations Committee will also consider prior service to SSH, suitability for the position and special skills that the nominated individual possesses.


4.2. Candidate for eligible offices are evaluated for slating based on their service to SSH, including but not limited to:

- 4.2.1. Committee Service or Chair
- 4.2.2. SIG Service or Chair SIG Chair
- 4.2.3. Affinity Group Service or Chair
- 4.2.4. Section Service or Chair
- 4.2.5. Board of Directors Appointed or Elected
- 4.2.6. Executive Committee Appointed or Elected
- 4.2.7. IMSH Participation – Presenter, Moderator, Program Development
- 4.2.8. Accreditation Program Support – Reviewers
- 4.2.9. Certification Program Support – Assessors, Facilitators
- 4.2.10. Instructional Services – Webinars, Resource Development, etc.
- 4.2.11. Journal Services – Associate Editor, Editorial board, Reviewer
- 4.2.12. Other documented service.

## 5. Procedures for Ensuring Compliance

### 5.1. Call for Nominations:

- 5.1.1. Call for nominations will be updated on the SSH website and annual calls will be sent through the SSH e-mail, SimConnect and any other appropriate communication channels.
- 5.1.2. A template for open nominations will be available on the website.
- 5.1.3. A slated nominee's photo, abbreviated CV/biosketch, nominee statement, and SSH Leadership Disclosure of Interest will be posted on the Website and a summary will be included on the ballot if appropriate for on-line balloting


	CREATION DATE 2/14/06	DATE REVISED 5/6/08, 8/8/08, 6/08/09, 12/9/09, 7/20/11, 11/15/14, 03/2024
	POLICY AREA / CATEGORY Nominations and Elections	DATE APPROVED /EFFECTIVE DATE 6/2016
POLICY TITLE Nominations Committee, General Nominations	VERSION 7	DATE REVIEWED 6/2016, 03/2024

## 1.1.Nominations Committee Suggested Timeline:

- 1.1.1. **May 1:** Deadline for the Nominations Committee to review and update job descriptions for all elected board positions prior to soliciting nominations.
- 1.1.2. **May 15:** Positions for open nominations are posted on the SSH web site. The roster of the Nominations Committee is publicized at this time.
- 1.1.3. **June 15:** Deadline for open nominations
- 1.1.4. **July 15:** Slate of nominees for all open positions will be sent to the EC for approval.
- 1.1.5. **August 1:** Nominee's biographies and position statements will be posted on the SSH website and online voting opens.
- 1.1.6. **August 31:** On-line voting closes. Must be open for a minimum of 30 days.
- 1.1.7. **September 1: SSH staff notify Nominations Co-chairs of election results.**
- 1.1.8. **September 10:** The Nominations Committee Co-Chairs present the results of the elections to the Executive Committee for ratification.
- 1.1.9. **October 1:** President notifies newly elected members and sends announcement to the membership via e-mail, SimConnect and Web Site


## 2. Appendices / Attachments

- 2.1. None

	CREATION DATE 3/6/2024	DATE REVISED
	POLICY AREA / CATEGORY Nominations and Elections	2024.04.10 /EFFECTIVE DATE
POLICY TITLE Nomination Procedures for President-Elect	VERSION 1	DATE REVIEWED

1. Summary of Purpose:
  - 1.1. To establish nominations and elections processes for the SSH President-Elect position in accordance with SSH Bylaws
2. Scope
  - 2.1. Governance Committee is responsible for oversight of this policy.
  - 2.2. The Board of Directors is responsible for providing approval of this policy.
3. Definitions
  - 3.1. None
4. Policy Details
  - 4.1. Board of Directors Responsibilities:
    - 4.1.1. The Board of Directors will be responsible for preparing a recommended slate of no more than two candidates for the position of President-Elect.
    - 4.1.2. Eligibility requirements for the President-Elect will be verified by the Board of Directors in conjunction with SSH Administration (Executive Director).
    - 4.1.3. The Board of Directors will review President-Elect duties, criteria, roles and responsibilities with the candidates prior to formalizing the slate of nominees to ensure that nominees understand the commitment to SSH if elected.
    - 4.1.4. The President Elect, President, and Immediate Past President cannot all be from the same profession unless waived by a 2/3 majority vote of the full Board of Directors.
    - 4.1.5. In addition to reviewing CV and personal statements, the Board of Directors will also consider service to the SSH Board, suitability for the position and any special skills that the nominated individual may possess.



	CREATION DATE 3/6/2024	DATE REVISED
	POLICY AREA / CATEGORY Nominations and Elections	2024.04.10 /EFFECTIVE DATE
POLICY TITLE Nomination Procedures for President-Elect	VERSION 1	DATE REVIEWED

## 5. Procedures for Ensuring Compliance

### 5.1. Call for Nominations:

- 5.1.1. Call for nominations will be sent to all eligible members of the Board of Directors by the SSH Executive Staff.
- 5.1.2. A template for open nominations will be available on Boardpaq or by contacting the SSH Executive Staff.
- 5.1.3. The SSH Board of Directors will submit the final slate for membership election to the Executive Director no later than June 30.
- 5.1.4. The final nominees for member election will be forwarded to the SSH Governance Committee for final review of disclosures and any potential conflict of interest.
- 5.1.5. A slated nominee's photo, abbreviated CV/biosketch, nominee statement, and SSH Leadership Disclosure of Interest will be posted on the Website and a summary will be included on the ballot if appropriate for on-line balloting.

### 1.1. President-Elect Suggested Timeline:

- 1.1.1. **April 1:** Deadline for the Board of Directors to review and update job descriptions President-Elect position prior to soliciting nominations.
- 1.1.2. **April 15:** Nominations period opens for position of President-Elect and all nominations documents are sent to eligible members of the Board of Directors
- 1.1.3. **May 1:** Deadline for open nominations
- 1.1.4. **June 1:** Slate of nominees voted on and approved by the SSH Board of Directors
- 1.1.5. **August 1:** Nominee's biographies and position statements will be posted on the SSH website and online voting opens.
- 1.1.6. **August 31:** On-line voting closes. Must be open for a minimum of 30 days.
- 1.1.7. **September 1: SSH staff notify Nominations Co-chairs of election results.**
- 1.1.8. **September 10:** The Nominations Committee Co-Chairs present the results of the elections to the Executive Committee for ratification.
- 1.1.9. **October 1:** President notifies newly elected members and sends announcement to the membership via e-mail, SimConnect and Web Site

## 2. Appendices / Attachments

### 2.1. None