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**6. AAO-HNS Election and Campaigning Guidelines**

The American Academy of Otolaryngology–Head and Neck Surgery and its Foundation (“Academy”)

support an election process that nominates a slate of outstanding candidates, each of whom has the

potential to lead the society in alignment with the Strategic Plan. The Academy provides all candidates with equal opportunities to state their experience fulfilling that fiduciary role.

The AAO-HNS will share candidate submitted information concerning all candidates running for elected positions and provide an appropriate venue to introduce candidates in an equitable manner to the AAO-HNS membership. The rationale is to foster the election of the most qualified candidate for office rather than their campaigning efforts or style.

It is a violation of Academy policy for candidates for office to engage in certain campaigning activities.

Candidates are also prohibited from asking others to campaign on their behalf. A candidate who violates these rules will be immediately investigated with the possibility of disqualification.

An Ad Hoc Task Force for Election Oversight is charged with developing and maintaining these guidelines. This body oversees the adjudication process for election violations. The Task Force comprises, at a minimum, the Academy President, President-elect, Immediate Past President (Chair of the Nominating Committee, who will serve as the Chair), Chair of the Ethics Committee, and the EVP/CEO.

**Authorized Election Communication Activities by Slated Candidates**

a. Official Statement

Each candidate is required to submit to the Academy an official candidate statement authored by the

candidate in support of their candidacy and a response to a set of questions developed by the Board

of Governors (BOG) Nominee Platform Work Group, in the below-specified format. Once all

statements for a specific position have been received and approved (by or before the deadline), they

will be posted collectively to the Academy’s website and will remain there throughout the election

period. Membership will be notified via email, ENT Connect Open Forum, and on the Academy’s website

home page of such posting. These postings will have a link that will take members directly to the candidate election materials. Candidates may not disseminate any organized campaigns by letters,

emails, industry or academic sponsored events, or other correspondence or materials in support of their candidacy.

The Official Statement:

• Must be typewritten and submitted in a Word-format file

• Word count for official statements is as follows:

o President-elect / 500 words maximum

o Secretary/Treasurer-elect / 500 words maximum

o Director at Large / 200 words maximum

o Nominating Committee / 200 words maximum

o Audit Committee / 200 words maximum

• Candidates must submit an electronic copy via email of their official statement to the Academy office for review by the Chair of the Ad Hoc Task Force on Election Oversight no later than the assigned deadline, generally in early February.

The version of the official statement submitted by the candidate to the Academy for posting on the website and publication in the *Bulletin* and dissemination must be in final form. No changes to the official statement will be allowed after it is submitted to the Academy by the candidate. The Academy will not be responsible for errors in the final version of the official statement submitted by the candidate.

b. Candidates are prohibited from soliciting, financing, or disseminating support letters authored by

others, including other Academy members as well as any industry representatives.

c. Candidates may give educational presentations or interviews at otolaryngologic meetings or in related

publications or settings that are unrelated to the election and continue to fulfil their existing roles within the Academy. These statements/actions/appearances should not include any political or electioneering content. At meetings and in presentations, the candidate can however state that they are up for election and answer questions asked by members about their positions on key issues.

Outreach during the election cycle to current or past leadership of otolaryngology societies (e.g., local

or state, other national specialty societies, Academy committees), or similar individual(s), specifically for the purpose of campaigning relating to one’s candidacy or service in the position if elected, is not allowed.

d. Candidates are not allowed to dedicate or spend any funding including donations on their campaigning activities. Distribution by candidates of flyers, trinkets, pins, ribbons, and other similar items in support of the candidate is prohibited.

e. Campaigns organized by candidates, including letter writing, telephone campaigns, emails, postings

to chat rooms or their equivalent (except venues explicitly set up for this purpose by the Academy), and

other forms of campaigns are prohibited.

f. This does not prohibit individuals from discussing candidates and issues with other members at in-person events or through individual communications. Organized email or other electronic campaigns in support of a candidate are prohibited. The Academy, as part of the election process, will remind and educate voting members that such actions are prohibited and, may be detrimental to a nominee’s candidacy.

g. Election campaigning is not permitted on any ENT Connect site. Candidates may participate in normal discourse on ENT Connect communities unrelated to the election.

**Candidate Sanctions for Failure to Comply with Regulations**

Slated candidate(s), who are found by a majority vote of the Executive Committee, to be in violation of

the above regulations may, at the Committee’s discretion, be subject to sanctions, including but not

limited to, removal from the ballot and/or nullification of votes received. Preliminary complaints and

investigation will be fielded by the Ad Hoc Task Force on Election Oversight and then communicated to

the Executive Committee.

**Publication of Election Guidelines**

The Academy will inform the membership of the official, authorized, and recommended election

activities identified herein by publishing an excerpt of this administrative regulation on election activities

in the *Bulletin* in the earliest issue after the date that candidates are announced.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , agree to follow the election and campaigning guidelines.

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**Signature (electronic or handwritten)** **Date**

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