



CALL FOR CANDIDATES - NEED TO KNOW

REQUIREMENTS FOR THE POSITION OF AMUG DIRECTOR

- Must be a member in good standing with AMUG.
- Interest in active participation in AMUG strategic direction, as well as policy formation, finance and administration, and matters regarding AMUG with the AM community. As an all-volunteer organization, AMUG relies on individuals that can be an active participant and has the backing of their organization to provide the time and capabilities needed for each position. Board of Director positions are non-compensated.
- Participation in all meetings of the Board of Directors. Calls last up to an hour.
- It is important to note that there may be times when “after-hours” time commitments, such as evenings and/or weekends, are required.
- Participation in the New Board Member Orientation at the annual strategy meeting (as soon as reasonable after the annual AMUG Conference).
- Active management and participation on committee assigned to Board of Director position.
- Participation requires at least daily monitoring of email discussions, phone calls and preparation for and participation in Board of Director meeting and committee calls.
- Active participation and representation as a Board of Director at the annual AMUG Conference.

HOW IT WORKS:

- Candidates must self-nominate by completing the application form ([2020 AMUG Board of Director Application](#)) on the AMUG website to be included in the ballot.
- Qualified candidate profiles will be posted on AMUG’s website and will be accessible to all members for review through the AMUG mobile app prior to election.
- Elections will be open Sunday, March 22, 2020 at 12:00am – Monday, March 23, 2020 at 11:59pm conference local time.
- AMUG members registered for the 2020 AMUG Conference must be in good standing as of Monday, March 23 at 5:00pm conference local time in order to be eligible to vote. [good standing = meaning all members need to be paid in full]
- The candidate receiving the most votes for their respective Board positions will be elected. The one position, Treasurer, will be appointed by the Board prior to the conference.
- Elected Board of Directors will be announced at the official AMUG Business meeting at the AMUG Conference on Wednesday, March 25, 2020.
- Terms for the newly elected Directors begin July 1, 2020 and will expire on June 30, 2021, or June 30, 2022, depending on the term of office, except for the Treasurer position. See Job Descriptions for 2020 for term of office.

CANDIDATE SUBMISSION REQUIREMENTS:

- All candidate self-nominations must be completed in the online application form by **Friday, February 14, 2020 at 5:00pm Eastern Time** to be included on the ballot. Candidate must fully complete and submit their application to be placed on the ballot. Revisions will not be accepted after the February 14 deadline.
- Candidates are encouraged to include a photograph with their self-nomination.
- AMUG Nominations Committee will verify member status and will then send candidates a confirmation email regarding the acceptance of the submission. It is the responsibility of the candidate to confirm receipt of the submission. AMUG is not responsible for submissions not received. If the candidate’s name does not appear or the form is incomplete, the candidate will be ineligible for the election.



- AMUG Nominations Committee will contact each candidate for the purpose of vetting the candidate for the applied position.
- Candidates must inform the AMUG Nominations Committee of any employment changes occurring prior to and during the election period. If the candidate changes employers and does not inform AMUG Nominations Committee at nomcom@amug.com, the candidate shall become ineligible for the election. Once elected, any changes in employment status must be communicated within 30 days.

The Election Monitors will be the AMUG Nominations Committee. Decisions of the Election Monitors are final. See Nominating Process in the AMUG Policy and Procedures Manual for details.

CAMPAIGNING

During an AMUG Board election, AMUG members select candidates based both on personal knowledge and the information submitted through the online application form.

“Campaigning” is any sort of activity whereby you encourage AMUG members to vote for a particular candidate during the AMUG elections. This includes emails (either specifically written emails, or signature lines such as vote for the AMUG Board”), postal mail, flyers, telephone calls, Websites or any other similar activity.

Prohibited Activities:

The following activities are prohibited because neither AMUG nor its sponsors, partners or members should appear to endorse any particular candidate for election.

- Candidates may not use AMUG membership or contact lists for any type of campaigning.
- Candidates may not distribute printed flyers or other material at the AMUG Conference or AMUG affiliated meetings or special interest groups or gatherings.
- Candidates may not post “endorsements” or other campaign-related material on websites or AMUG.
- Candidates may not post promotional messages to any AMUG social media channels either in the body of the message or in the signature line.
- Candidates may not use members, sponsors, exhibitors or 3rd parties to promote their nomination for a position on the Board of Directors.
- Members, sponsors, exhibitors and 3rd parties are prohibited from promoting a candidate for a position on the Board of Directors.
- Candidates found violating this policy will be disqualified from the election. The AMUG Governance Committee will serve as the final arbiter of this policy.

While the AMUG organization cannot prohibit such activity, candidates are advised to refrain from using other email distribution lists (obtained from sources outside AMUG) for campaign purposes. Many recipients view such messages as intrusive or as unsolicited junk mail, and candidates employing such tactics run the risk of alienating voters rather than attracting them.

If you have any questions on these rules, please contact the Nominations Committee at nomcom@amug.com