NOMINATING COMMITTEE
Policy & Procedures

The Nominating Committee consists of three (3) Medical Members and two (2) Cytotechnologist members. The committee consists is appointed by the President-Elect prior to assuming the office of President and subject to the approval of the Executive Board. The President-Elect shall designate one (1) member to be Chair of the Nominating Committee. The following composition is recommended:

1. One past president who completed his/her term 1-3 years previously.
2. One past-president who completed his/her term 4 or more years previously.
3. One member at large (preferably, but not necessary a past president or former EB member).
4. One former EB cytotechnologist member who completed his/her term 1-3 years previously
5. One cytotechnologist who completed his/her term on the EB 4 or more years previously, or a past Cytotechnology advisory Committee chair
6. The immediate past president and immediate outgoing EB cytotechnologist will serve as *ex officio*.

The Nominating Committee is responsible for selecting a slate of candidates for ASC Officers and the Executive Board members. The Nominating Committee Chair submits a "Call for Nominations" in the January issue of *The ASC Bulletin*. Nominations are sent to the National Office with a deadline of February 28th. Any member of the Society may submit nominations to this Committee for consideration. The Chair will also sends a "Call for Nominations" directly to the Officers, Executive Board Members, Past Presidents, Past Executive Board Members, Committee Chairs and Nominating Committee Members.

Once the nominations are collected, the committee reviews the nominations and selects at least one (1) but preferable two (2) nominations for the Secretary-Treasurer (3 year term) position (if applicable) and at least two (2) nominations for each of the remaining positions on the Executive Board eligible to be filled by vote of the voting members. The remaining positions are:

Vice President (1 year term)
two (2) medical positions (4 year term)
one (1) cytotechnologist position (4 year term).

<u>Both medical members and cytotechnologist members of the Board may serve more than one term in office; however, there must be at least a one-year absence from the Board between terms.</u>

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The two medical members rotating off the Executive Board are nominated for Vice President; however, the membership is asked for additional nominations in the call for nominations. The nominees for Vice President and Secretary-Treasurer must be medical members who have served on the Executive Board for at least two years. The Secretary-Treasurer is elected for a three-year term and may not be re-elected to the same office for more than two (2) consecutive terms. The Vice-President shall serve for a term of one (1) year at which time he/she will assume the office of President-Elect; at that time the sitting President-Elect shall assume the office of President, and the sitting President will remain on the Executive Board as immediate Past President with voting privileges for one year.

Each Nominee must meet the following criteria to be considered for the Slate of Candidates. The minimum eligibility criteria includes –

- Each Nominees should have attended at least five of the past 10 years Annual Scientific Meeting
- Pathologist Nominees should have served on at least two committees and in addition chaired one committee
- Cytotechnologists Nominees should have served on at least two committees
- Cytotechnologists must be Voting Cytotechnologist Members

The Committee will review the nominees for each position and rank the nominees based on the "scoring system." See scoring system attached. The scoring system focuses on simple objective criteria of service to the ASC, including committee membership, leadership, teaching, and other ASC activities. Committee participation and chair positions can receive unlimited points, while other activities are capped after reaching a certain level.

Each eligible nominee will be asked to send their CV and complete a list of questions (previously the interview questions) for the committees review.

The second step would be the responsibility of the Nominating Committee to select a slate of candidates from among the pool that scored above the set threshold in the first step: the actual score would not necessarily carry over into the second phase. This second phase would involve consideration of those "subjective" qualities that are difficult to score but are critical to the successful performance of senior responsibilities within the leadership of the ASC. These include but are not limited to: interpersonal skills, professional experience and expertise, evaluation of one's previous performance in ASC leadership roles (see "Desired Qualities for an ASC President), philosophic alignment with the mission and values of the ASC, and leadership potential for the future growth and success of the ASC.

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The Nominating Committee members discuss the pool of candidates during a conference call. The committee will submit the slate of candidates to the Executive Board at the Spring Executive Board Meeting for final approval. ALL nominees are notified after the Board meeting.

A nominee may have been nominated several years in a row; the answers to the previous year's questions are destroyed after the Slate is approved.

Individuals nominated but not selected can petition the ballot. The potential candidate must be a member and should have demonstrated a history of significant service to the Society. At least 5% of voting members must sign the petition. Candidates interested in petitioning the ballot should contact the ASC National Office for a petition form.

The Nominating Committee will also submit an article for the July issue of *The ASC Bulletin* announcing the slate of candidates.

At least 60 days prior to the next annual meeting the National Office will email a ballot to each voting member of the Society. The email will include the biographical sketches (available on the ASC Web site). The voting will close in 30 days. Once the ballots are counted in the National Office the current Officers are notified with the results of the election. The President will notify each nominee and the Secretary-Treasurer will announce the results of the election at the Annual Business Meeting. All elected members take office at the close of the Annual Meeting at which they are elected.

NOMINATING COMMITTEE
Policy & Procedures
NOMINATING COMMITTEE
Calendar

Date	Action
December	Prepare Call for Nominations for January issue of *The ASC Bulletin*
January	Send a Call for Nominations to Executive Board Members, Committee Chairs, Past Presidents, Past Cytotechnologist Board Members and Nominating Committee Members
February 28	Deadline for Nominations
March	Conference call to review nominees and select nominees for interviews
March	Committee members interview the selected nominees
April	Nominating Committee reviews and select nominees for Officers and Executive Board
April	Submit the Slate of Candidates to Executive Board
April/May	EB reviews and approves Slate of Candidates
June	Prepare slate of Candidates announcement for July issue of *The ASC Bulletin*
August	End of August the National Office open the voting online to ASC members
September	End of September voting closes
October	ASC Officers are notified with the results of the elections
October	ASC Presidents notifies the nominees
November	ASC Secretary-Treasurer announces the results of the elections at Annual Business meeting.
November	The results of the elections are published in *The ASC Bulletin.*

AMERICAN SOCIETY OF Cytopathology

NOMINATING COMMITTEE
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Executive Board Nominations Scoring System

Nominee: _____

Membership Years	1 point **MAX 20 points**	Each Year	
ASC Committee Experience	5 points	Committee Chair (per committee)	
	3 points for reappointment		
	3 points	Committee member (per committee, per term)	
ASC Activities	1 point **MAX 20 points**	Annual Meeting Attended (within the last 20 years)	
	MAX 40 POINTS	**ASC Education Activities Participation**	
	2 points	*Annual Meeting Participation* (past 10 years) – Scientific Sessions, Workshop, Panel Luncheon	
	1 point	Paper Presentation (first author)	
	3 points	PFS Moderator	
	2 points	*Cytoteleconference Presenter*	
	1 point	*eJournal Submitter*	
	1 point	*Case Study Submitter*	
ASC Foundation	2 points **MAX 10 points**	ASC Foundation contributions (2 points per contribution)	
		TOTAL POINTS	

Nominations Received:
Nominated in 2010:
Appeared on ASC Ballot:

Notes:

NOMINATING COMMITTEE
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American Society of Cytopathology

Executive Board Nominations

Nominee: _____

Email: **Phone:** _____

Return completed questionnaire along with your CV to the ASC National Office by March 15, 2011.

Questions:

1. What challenges do the ASC and our profession face in the future?

2. What are your goals in running for the Executive Board?

3. What is your vision for ASC over the next five years?

4. Are you currently an officer/board member of another organization, or expect to serve in such a position in the next five years? Do you perceive this to be a conflict of interest?

5. What experiences would you bring to the Executive Board that would qualify you to be a member?

6. What do you see happening in your current environment that may be an issue(s) for the ASC?

7. What leadership role(s) have you performed?

8. Financial stability is an important strategic initiative to ASC. What experiences or ideas do you have to enhance the financial position of the ASC?

9. The ASC Foundation was established in 2002 to support programs in Education, Research and Advocacy. In your opinion, how can the ASC Foundation improve the ASC?

10. Have you done medicolegal consulting or testified in medicolegal cases? If yes, do you

support the content of ASC guidelines, including the guidelines for review of gyn cytology samples in the context of litigation or potential ligation?

Cytotechnologist only question

11. How do you feel that you will represent the Cytotechnologist membership? What are the key issues affecting the cytotechnologist members?

NOMINATING COMMITTEE
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Desired Qualities in an ASC President

Vision and Commitment

- Committed to the organization's mission and success.
- Able to think strategically and focus on core issues.
- Able to articulate a vision for the organization.
- Has a history of active participation in different areas of the organization.

Leadership

- Able spokesperson and advocate on behalf of the ASC
- Active listener.
- Builds Consensus.
- Works Collaboratively.
- Inspires and motivates others to contribute.
- Engages different voices and opinions.
- Recognizes problems, conflicts, and/or tensions.
- Keeps in touch with and is respected by members.
- Focuses on goals of the organization; refrains from advancing *personal* goals.
- Identifies and takes advantage of individual strengths of board members.
- Respects and supports the Executive Director; ASC Staff; and Board Members.

Management

- Adept at engaging each board member in an appropriate way.
- Ensures that individual members of the board, as well as different committees and task groups, work together as an effective whole.
- Facilitates meetings that are inclusive as well as efficient.
- Able to define and articulate measurable goals.
- Encourages innovation and continuous improvement.
- Diplomatic and able to serve as a mediator.
- Organized and skilled at prioritizing.

Character

- Sets a good example.
- Illustrates a high level of personal integrity and ethics.
- Flexible.
- Open-minded and fair.