

## FAQs on the AAIDD Board of Directors Nominations and Election Processes and Procedures

### Highlights

- The AAIDD Board of Directors consists of **nine (9) AAIDD members** elected by the membership. Four positions are Members-at-Large. The 5 remaining positions are Secretary-Treasurer, Vice President, President Elect, President, and Past President.
- Elections are held every year for **Vice President** and **Member at Large**. Both positions have 4-year terms. The presidential track includes one year of service in each of the following roles: Vice President, President Elect, President, and Past President.
- Elections are held every 3 years for **Secretary-Treasurer**. This position has a 3-year term.
- Board terms **begin on July 1 and end on June 30**.
- The Nominations and Elections Committee considers **all complete nomination packets** and recommends a slate of candidates to the Board for that year's election.
- The **evaluation criteria** are provided in the "Leadership Profile Form" that is part of a complete nomination packet.
- Service on the Board is limited to **AAIDD members**. Please note that a nominee's **history of participation**<sup>1</sup> in the affairs of the AAIDD and their potential to bring a **diverse perspective**<sup>2</sup> to the Board are seriously considered by the Committee.

### FAQs

**1. Must nominees be members of the AAIDD to serve on the Board?**

**Yes.** Service on the Board is limited to members of the Association. Nominees who are not members of the Association will not be considered for the AAIDD Board.

**2. How long must a person be a member of AAIDD before they can be nominated to the Board?**

To be seriously considered for candidacy, *nominees must have participated in the affairs of the Association*<sup>1</sup>. **Nominees (a) who join the AAIDD immediately prior to their nomination or (b) without having participated in the affairs of the Association<sup>1</sup> will not be seriously considered.**

**3. Are any Board positions "set aside" to represent different constituencies within AAIDD?**

**No.** All Board members are elected by the membership to **govern the Association as a whole**. Candidates in *national* leadership roles within the AAIDD (Interest Network leadership, journal

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<sup>2</sup>**Diverse perspectives** include, but are not limited to, personal experience of disability, race, ethnicity, sexual orientation, gender, age, religion, geographical location, social or economic disadvantage, or other attributes/characteristics that may contribute to diverse Board.

editor, etc.) resign and abstain from those roles for the duration of their service on the Board.

**4. Is the Board committed to diversity?**

**Yes. The Board values diverse perspectives<sup>2</sup>.** The Association has adopted policies and practices designed to remove barriers to diversity, equity, and inclusion within the Association and AAIDD leadership roles. Regarding *Board nomination and election*, (a) the “Leadership Profile Form” explicitly asks nominees to address diversity issues and clearly describes how responses will be evaluated, (b) the candidate’s statement of goals may be used to persuade voters of their potential to bring a diverse perspective to the Board, and (c) the members of the Nominations and Elections Committee (the Committee) reflect the diversity of the Association.

**5. How frequently does the Board meet?**

**The Board meets once per month.** Each year, nine meetings are held via a monthly, one-hour conference video call and 3 are held in-person as follows: one dinner meeting at the annual meeting and two 1.5 day-long retreats which are typically scheduled in August and January in-person meetings are suspended through the pandemic). Board terms begin on July 1 and end on June 30.

**6. Are Board members compensated for their service or reimbursed for their expenses?**

**No.** Board members are not compensated for service on the Board. Board members are expected to support the cost of their own travel to in-person Board meetings and registration for the annual meeting; however, the Association may offset travel costs at its discretion based on its assessment of necessity.

**7. What are the procedures for nomination and election to the Board?**

The procedures in Board nomination and election cycle are:

- A. A call for nominations is announced each autumn with a nomination deadline approximately 4 weeks following the announcement.
- B. Following the deadline, all nominees are notified and given a two-week window to provide the items the Committee will use in their evaluation. *The Committee will only consider complete nominations.* A complete nomination packet consists of the nominee’s **current vita/resume** and a **completed “Leadership Profile Form.”**
- C. Approximately two weeks after the nomination deadline, the Committee is presented with **all complete nomination packets** for their consideration.
- D. The Committee identifies and recommends a slate of no more than two candidates for each open position to Board for its approval.
- E. All nominees are notified of the disposition of their nomination. Those selected for *candidacy* will provide a **headshot, statement of goals, and brief bio** for the ballot. Campaigning or politicking by candidates is prohibited.
- F. The ballot is opened in January to all voting members for approximately 4 weeks. “International Electronic” and “Emeritus” members are not voting members of the AAIDD.

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- G. Following tabulation of the votes, the Board is informed of the results, candidates are notified, and a press release is issued.
- H. **Board terms begin July 1 and end on June 30.**

**8. What materials do nominees need to provide?**

- A complete nomination packet consists of the nominee's **current vita/resume** and a **completed "Leadership Profile Form."**
- Those selected for *candidacy* on the ballot will provide a **headshot, statement of goals, and brief bio** for the ballot. Campaigning or politicking by candidates is prohibited.

**9. How are nominations evaluated?**

The evaluation criteria are clearly noted in the "Leadership Profile Form" completed by nominees. In general, nominees are evaluated on their (a) participation in the affairs of the Association<sup>1</sup>, (b) contributions to the field, (c) leadership experience, and (d) potential to bring a diverse perspective<sup>2</sup> to the Board. *The Committee's deliberations are confidential. Nominees are not provided with feedback nor any vote tabulations related to nomination and election processes.*

**10. What are the responsibilities of the Board positions?**

- **Vice President:** The Vice President role is the first phase of the 4-year term on the presidential track. The Vice President presides over either the Assembly of Interest Networks or Assembly of Geographic Regions for two years, oversees the strategic planning and review process, and serves as a signatory on AAIDD financial accounts. **Candidates for Vice President must be Fellows of the AAIDD (FAAIDD).**
- **Secretary-Treasurer:** The term of the Secretary-Treasurer is three years. The Secretary-Treasurer oversees the records of the Board. The Secretary-Treasurer takes the Board meeting minutes and oversees—but does not directly manage—the financial records of the Association and their audits. When required and at the direction of the Board, the Secretary-Treasurer will sign notes, contracts, and other official agreements on behalf of the Association. Fellow status is not required for this role.
- **Member-at-Large:** The term of Member-at-Large is four years. The Members-at-Large engage in the Board's activities, including the development of policies, managing the Association's affairs, and advancing the goals of the Association. In addition, Members-at-Large also serve on various ad-hoc and standing committees of the Board. Fellow status is not required for this role.

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