

## 2024-2025 NOMINATION & ELECTION TIMELINE

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### Staff Contact Information

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Des Plaines, IL 60017-1968

### Call for Nominations: July 10 – Oct 1, 2024

Email: [callfornominations@aad.org](mailto:callfornominations@aad.org)  
Website: [www.aad.org/aadnominations](http://www.aad.org/aadnominations)

### AAD Election: Mar 8 – Mar 22, 2025

Email: [candidates@aad.org](mailto:candidates@aad.org)  
Website: [www.aad.org/election](http://www.aad.org/election)

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**Oct 1 (Tues)**

### **DEADLINE: Submission of all nominee required materials**

*Remember to submit all of your nominee materials by October 1 online at [www.aad.org/aadnominations](http://www.aad.org/aadnominations)*

**Jan 25 (Sat)**

Nominating Committee selects short-listed candidates and contacts all nominees by phone.

**Jan 27 (Mon)**

Nominating Committee short-list candidate receive an email requesting submission of the following by **Tuesday, February 4**

- Response to ballot book question(s)
- **FINAL** approval of Abbreviated CV
- Re-acknowledgement of Disclosure of Outside Interests Statement
- Responses to additional questions
- **FINAL** photograph due if one was not submitted during nomination period.
- **VIDEOTAPE STATEMENT REQUIRED (See AR paragraph 13 j.):** On **February 11**, if you are selected as a Slated Candidate for Vice President-elect, Director or Nominating Committee member representative refer to the attached Videotape Statement Specifications to videotape and submit your candidate statement via Dropbox by **February 24 (Mon)**.
- **PRESIDENT-ELECT SPEECH REQUIRED (See AR paragraph 13 i.):** On **February 11**, if you are selected as a Slated President-elect candidate, refer to the attached President-elect 5-Minute Videotape Speech Specifications to videotape and submit your president-elect speech via Dropbox by **February 24 (Mon)**.

### **Director Write-in Candidate**

Unsuccessful nominees who wish to be a Director write-in candidate, have been vetted by the Nominating Committee, and are a Fellow in good standing with the Academy, are required to submit their name in writing to the American Academy of Dermatology, attention Secretary-Treasurer, by **Wednesday, February 26**. They will be eligible to run as a Director write-in candidate, subject to the same background checks as conducted for short-listed Director candidates. **Written approval by the Secretary-Treasurer will be granted after the Academy's official slate of candidates is announced on February 11, 2025.** Director Write-in candidates are also subject to the rules outlined in the Administrative Regulation on Nomination and Election Procedures in Paragraph 13 c through 13 h and k, including without limitation the restriction on any election-related communications in support of their candidacy prior to the announcement of the official slate of candidates.

**SHORTLISTED PRESIDENT-ELECT & VICE PRESIDENT-ELECT CANDIDATE  
DIALOGUES IN DERMATOLOGY PODCAST INTERVIEWS**

*Please direct questions to [candidates@aad.org](mailto:candidates@aad.org)*

**Friday, January 31, 2025 Pre-Scheduling of Dialogues in Dermatology (DID)  
Podcast Interviews**

- ✓ Shortlisted President-elect candidates will be contacted and pre-scheduled for a 3-minute DID podcast interview that will take place on **Tuesday, February 11** with the two (2) Slated President-elect candidates.
- ✓ Shortlisted President-elect and Vice President-elect candidates will be contacted and pre-scheduled for a 3-minute DID podcast interview that will take place on **Monday, March 24** with the elected President-elect and Vice President-elect candidates.

**SLATED PRESIDENT-ELECT CANDIDATES  
TRAVEL FOR FIVE-MINUTE SPEECH PRACTICE**

*Please direct questions to [candidates@aad.org](mailto:candidates@aad.org)*

If selected as a slated President-elect candidate on February 11, **please plan to arrive in Orlando, Florida no later than:**

**DATE:** **Thursday, March 6 in the morning**  
**TIME:** **20-minute** practice session – Time will be determined after Feb. 11  
**ROOM:** Orange County Convention Center – Chapin Theatre (West Building)

***Due February 24 (Mon) - \*\*IMPORTANT\*\****

- ✓ Upload your president-elect 5-minute video & written speech via the dropbox link you receive by email.
- ✓ **Your written speech must be the exact transcription of what you said in your video. The video and written speech must mirror each other.**
- ✓ On Sunday, March 9, you will present the exact president-elect 5-minute speech that Mirrors what you said in your videotaped speech at the Annual Business Meeting  
*See: Nomination & Election Procedures Administrative Regulation, Paragraph 13.i – President-elect Candidate Presentation*

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|----------------------|---|
| <b>Feb 4 (Tues)</b>  | <b>FINAL DEADLINE to submit all short-listed candidate materials</b>  |
| <b>Feb 10 (Mon)</b>  | <b>1. Nominating Committee meets to selects final slate</b><br><b>2. Nominating Committee calls each individual potential candidate (after 7:30 PM (Central Time) to inform them of their status as a slated candidate.</b>   |
| <b>Feb 11 (Tues)</b> | <b>1. ANNOUNCEMENT: 2025 Academy Election–Slate of Candidates</b><br><b>2. President-elect Dialogues in Dermatology Podcast Interviews (see above)</b><br><b>3. Director Write-in Candidate(s) who have met the requirements in the Administrative Regulation (AR) on Nomination and Election Procedures (See AR Paragraph 14.) and were successfully vetted will be notified if they were approved by the Secretary-Treasurer.</b> |

4. Slated Candidates will be mailed an invitation to attend the President's Gala on Saturday, March 8.

Time: TBD

Location: TBD

**TESTING "ASK THE CANDIDATES" WEBPAGE BY ALL CANDIDATES  
FEBRUARY 13 – FEBRUARY 17 (THURS-MON) \*\*ONLY\*\***

**Please direct questions to [candidates@aad.org](mailto:candidates@aad.org)**

All candidates are asked to go to [www.aad.org/election](http://www.aad.org/election) to ensure they can access "Ask the Candidates" webpage successfully and respond to test questions. Please check for firewalls that may cause you to have accessibility issues. Once testing has been completed send an email to [candidates@aad.org](mailto:candidates@aad.org)

**IMPORTANT EMAIL ACCESS & NOTIFICATIONS:**

**AAD staff will use your primary email on file with the AAD when setting up your profile on the Ask the Candidate webpage. This is the email you will use to access the webpage and where you will receive notifications of questions posted to the Ask the Candidate webpage. If you prefer to use another email, please email it to [candidates@aad.org](mailto:candidates@aad.org) by February 17 so your profile can be updated.**

**ASK THE CANDIDATES WEBPAGE GOES LIVE FEBRUARY 18 (TUESDAY)**

**Please complete your testing by Monday, February 17. The Ask the Candidates webpage opens live to the membership in the morning on Tuesday, February 18.**

**Feb 12 (Wed)  
7:00 PM (CT)**

**1. Candidate Briefing Conference Call at 7:00 PM (Central)**

**NOTE:** Slated and Director write-in candidates will receive an email with the Zoom link & pass code on **Tuesday, February 11.**

**Feb 18 (Tues)**

**"Ask the Candidate" webpage opens Live to the membership  
(Testing must be completed by Monday, February 17)**

**Feb 24 (Mon)**

**Videotape Submission Deadline:**

**Slated Candidate Videotaped & Written Statements &  
President-elect Videotaped & Written 5-minute Speeches**

If you are a slated candidate, please refer to either the Videotaped Statement Specifications or the President-elect 5-Minute Videotape Speech Specifications you received on Mon., Jan. 27. (see bottom of page 1)

**Feb 28 (Fri)**

**FINAL DEADLINES**

**Slated Candidate**

1. Optional Letter

**Director Write-in Candidate**

1. Disclosure of Outside Interest Statement (DOI)
2. Photograph
3. CV
4. Response to Director Ballot Question(s)

## 2024-2025 Nomination & Election Timeline

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**Mar 6 – Mar 8  
(Thurs - Sat)**

### **Pick-up Candidate Ribbon in Orlando**

Location: Board Office – TBD

Time: 7:00 AM – 5:00 PM - Daily

**Mar 6 (Thurs)**

### **1. President-elect 5-Minute Speech Practice**

Time: 20-minute session - Time will be determined after Feb 11

Location: Orange County Convention Center  
Chapin Theatre (West Building)

### **2. Stars of the Academy Awards Ceremony**

Time: TBD

Location: TBD

**Mar 8 (Sat)**

### **1. Academy Election Opens Worldwide at 12:01 AM (ET)**

### **2. President's Gala (*attendance optional*)**

Time: TBD

Location: TBD

**Mar 9 (Sun)**

### **Annual Business Meeting**

Time: 8:00 AM (**Arrive by 7:45 am**)

Location: Orange County Convention Center  
Chapin Theatre (West Building)

1. Slated Candidates will be acknowledged at the start of the meeting. Please sit in reserved seating in the front of the room. You will be asked to stand when your name is announced.

### **2. President-elect 5-Minute Speeches will be presented at the beginning of the Annual Business Meeting**

### **3. Advisory Board General Business Meeting (*attendance encouraged*)**

Time: TBD

Location: TBD

**Mar 13 (Thurs)**

Candidates receive an election questionnaire to complete by **March 13**. Please provide the best phone number(s) where the Secretary-Treasurers can reach you quickly with your election results on **Monday, March 24, 2025 between 9:30 AM and 10:30 AM (Central Time)**.

**Mar 22 (Sat)**

**BALLOT SUBMISSION DEADLINE: 11:59 PM (Eastern Time)**

**Mar 24 (Mon)**

**Secretary-Treasurers contact each candidate via phone with their candidacy results between 9:30 AM – 10:30 AM (Central). Mark this date & time on your calendar now and tell others too so they are aware that you are expecting this important call.**

**THE RESULTS WILL NOT BE ANNOUNCED UNTIL ALL OF THE CANDIDATES HAVE BEEN CONTACTED.**

**AS A COURTESY TO ALL CANDIDATES, PLEASE REFRAIN FROM SHARING THE RESULTS OF YOUR CANDIDACY WITH OTHERS UNTIL THE OFFICIAL ELECTION ANNOUNCEMENT IS RELEASED.**

**After all Candidates have been contacted, an announcement of the election results will be sent in the following order:**

1. Board of Directors, Candidates, Nominating Committee & AHTF on Election Oversight
2. Membership

**Mar 24 (Mon)**

**Elected President-elect & Vice President-elect Dialogues in Dermatology Podcast Interviews**

**Nov 8, 2025 (Sat)**

Elected Officers are invited to attend the Fall Board of Directors Meeting as guest observers.

**Mar 30, 2026 (Mon)**

Elected Officers and Directors are invited (and strongly encouraged) to attend the Annual Board of Directors Meeting in Denver, CO as guest observers.

**Mar 11, 2025 (Tues)**

Elected Officers and Directors take office at the close of the Annual Meeting in Orlando, FL.