

2023-2024 NOMINATION & ELECTION TIMELINE

Staff Contact Information

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PO Box 1968
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Call for Nominations: June 30 – Oct 1, 2023

Email: callfornominations@aad.org
Website: www.aad.org/aadnominations

AAD Election: Mar 9 – Mar 23, 2024

Email: candidates@aad.org
Website: www.aad.org/election

Oct 1 (Sat)

DEADLINE: Submission of all nominee required materials

Remember to submit all of your nominee materials by October 1 online at www.aad.org/aadnominations

Jan 20 (Sat)

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

Jan 22 (Mon)

Nominating Committee short-list candidate receive an email requesting submission of the following by **Monday, February 5**

- 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 13**, 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 27 (Tues)**.
- **PRESIDENT-ELECT SPEECH REQUIRED (See AR paragraph 13 i.):** On **February 13**, 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 27 (Tues)**.

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 28**. 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 13, 2024.** 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

**Friday, January 26, 2024 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 13** 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 25** 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

If selected as a slated President-elect candidate on February 13, **please plan to arrive in San Diego, CA no later than:**

DATE: **Thursday, March 7 in the morning**
TIME: **20-minute** practice session – Time will be determined after Feb. 12
ROOM: TBD -- Plenary Room in the San Diego Convention Center

Due February 27 (Tues) - **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.**
- ✓ You will present the same president-elect 5-minute speech at the Annual Business Meeting on Sunday, March 10
See: Nomination & Election Procedures Administrative Regulation, Paragraph 13.i – President-elect Candidate Presentation

Feb 5 (Mon)	FINAL DEADLINE to submit all short-listed candidate materials
Feb 12 (Mon)	1. Nominating Committee meets to selects final slate 2. Nominating Committee calls each individual potential candidate (after 7:30 PM (Central Time) to inform them of their status as a slated candidate.
Feb 13 (Tues)	1. ANNOUNCEMENT: 2024 Academy Election–Slate of Candidates 2. President-elect Dialogues in Dermatology Podcast Interviews (see above) 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.

4. Slated Candidates will be mailed an invitation to attend the President's Gala on Saturday, March 9.

Time: TBD

Location: TBD

**TESTING "ASK THE CANDIDATES" WEBPAGE BY ALL CANDIDATES
FEBRUARY 14 – FEBRUARY 19 (WED-MON) **ONLY****

Please direct questions to candidates@aad.org

All candidates are asked to go to 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

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 by February 20 so your profile can be updated.

ASK THE CANDIDATES WEBPAGE GOES LIVE FEBRUARY 20(TUESDAY)

Please complete your testing by Monday, February 19. The Ask the Candidates webpage opens live to the membership in the morning on Tuesday, February 20.

**Feb 15 (Thurs)
7:30 PM (CT)**

1. Candidate Briefing Conference Call at 7:30 PM (Central)

NOTE: Slated and Director write-in candidates will receive an email with the Zoom link & pass code on **Wednesday, February 14.**

Feb 20 (Tues)

**"Ask the Candidate" webpage opens Live to the membership
(Testing must be completed by Monday, February 19)**

Feb 27 (Tues)

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. 30. (see bottom of page 1)

Mar 1 (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)

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**Mar 7 – Mar 9
(Thurs - Sat)**

Pick-up Candidate Ribbon in San Diego

Location: Board Office – TBD

Time: 7:00 AM – 5:00 PM - Daily

Mar 7 (Thurs)

1. President-elect 5-Minute Speech Practice

Time: 20-minute session - Time will be determined after Feb 13

Location: TBD -- Plenary Room in Convention Center

2. Stars of the Academy Awards Ceremony

Time: TBD

Location: TBD

Mar 9 (Sat)

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

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

Time: TBD

Location: TBD

Mar 10 (Sun)

Annual Business Meeting

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

Location: TBD - Plenary Room at the San Diego Convention Center

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 15

Candidates receive an election questionnaire to complete by **March 20**. Please provide the best phone number(s) where the Secretary-Treasurers can reach you quickly with your election results on **Monday, March 25, 2024 between 9:30 AM and 10:30 AM (Central Time)**.

Mar 23 (Sat)

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

Mar 25 (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 25 (Mon)

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

Nov 2, 2024 (Sat)

Elected Officers and Directors are invited to attend the Fall Board of Directors Meeting in Rosemont, IL as guest observers.

Mar 10, 2025 (Mon)

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

Mar 11, 2025 (Tues)

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