

2021-2022 NOMINATION & ELECTION TIMELINE

Staff Contact Information

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Website: www.aad.org/aadnominations

Oct 1 (Fri)

DEADLINE: Submission of all nominee required materials

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

TBD

Physician Member Online Registration and Housing for the 2022 Annual Meeting in Boston, MA opens. To ensure you are near the Convention center and the headquarter hotel, please proactively complete your hotel reservation as soon as possible. **If you delay and are selected as a slated candidate on March 1, you may not be able to get a hotel reservation near the convention center or headquarter hotel.**

Jan 29 (Sat)

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

Jan 31 (Mon)

Nominating Committee short-list candidate receive an email requesting submission of the following by **Monday, February 14**

- 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 is due if one was not submitted during the nomination period.
- **VIDEOTAPE STATEMENT REQUIRED (See AR paragraph 13 j.):**
On **March 1**, 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 **March 14 (Monday)**.
- **PRESIDENT-ELECT SPEECH REQUIRED (See AR paragraph 13 i.):**
On **March 1**, if you are selected as a Slated President-elect candidate, refer to the President-elect 5-Minute Videotape Speech Specifications to videotape and submit your president-elect speech via Dropbox by **March 14 (Monday)**.

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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, March 16. 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.** 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.

PRESIDENT-ELECT & VICE PRESIDENT-ELECT SHORTLISTED CANDIDATES

Please direct questions to Joan Tenut

On Monday, January 31:

- ✓ President-elect shortlisted candidates will be contacted to schedule a 3-minute President-elect Pre-Election Video Chat Interview on **Tuesday, March 1**
- ✓ President-elect and Vice President-elect candidates will be contacted to schedule a Post-Election Video Chat Interview on **Monday, April 11.**

NOTE: The President-elect and Vice President-elect elected will be interviewed.

PRESIDENT-ELECT CANDIDATES TRAVEL FOR FIVE-MINUTE SPEECH PRACTICE

Please direct questions to Joan Tenut

If you are selected as a slated President-elect candidate on March 1, **please plan to arrive in Boston, Massachusetts no later than the morning of Thursday, March 24.**

DATE: Thursday, March 24
TIME: **20-minute** practice session – Time to be determined
ROOM: TBD -- Plenary Room in the Convention Center

Due Mar 14: *Submit your videotaped and a written transcript of your president-elect speech via the Dropbox link that will be provided*

Feb 14 (Mon)

FINAL DEADLINE to submit all short-listed candidate materials

Feb 28 (Mon)

1. Nominating Committee meets to select 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.

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Mar 1 (Tues)

1. ANNOUNCEMENT: 2022 Academy Election–Slate of Candidates

2. President-elect Video Chat Interviews (see above)

3. Director Write-in Candidate(s) who have met the requirements in the Administrative Regulation on Nomination and Election Procedures (*See Administrative Regulation Paragraph 14.*) and were successfully vetted will be notified if they were approved by the Secretary-Treasurer.

Mar 2 (Wed) - Mar 7 (Mon)

ALL CANDIDATES TEST "ASK THE CANDIDATES" WEBPAGE

March 2 – March 7 (Wed – Mon) **ONLY**

All candidates are asked to go to www.aad.org/election to ensure they can access the "Ask the Candidates" webpage successfully and respond to test questions. Please contact Joan Tenut at jtenut@aad.org or (847) 240-1046 once you have completed your testing or if you have questions.

NOTE: AAD staff will use your primary email on file with the AAD when setting up your profile on the Ask the Candidate page. If you would like to use another email, please provide it to us by March 7.

NOTE: Please complete your testing by March 7 (Mon). The Ask the Candidates webpage opens live to the membership on Tuesday, March 8.

Mar 3 (Thurs)

Time: TBD (CT)

1. Candidate Briefing Conference Call

NOTE: Slated and Director write-in candidates will receive an email with the call-in number & pass code on **Tuesday, March 3**

2. Slated Candidates will be mailed an invitation to attend the President's Gala on Saturday, March 26.

Time: TBD

Location: TBD

Mar 8 (Tues)

"Ask the Candidate" webpage opens Live to the membership

Mar 14 (Mon)

Slated Candidate Videotaped Statement & President-elect Speech Due

If you were selected as a slated candidate, please refer to either the Videotaped Statement Specifications or the President-elect 5-Minute Videotape Speech Specifications you received on Jan. 31. (*see bottom of page 1*)

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Mar 18 (Fri)

FINAL DEADLINES

Slated Candidate

1. Slated Candidate Optional Letter

Director Write-in Candidate

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

Mar 23 – Mar 26
(Wed – Sat)

Pick-up Candidate Ribbon in Boston

Location: Board Office – TBD
Mar 23 Time: After 2:00 PM
Mar 24-26 Time: 7:00 AM – 5:00 PM

Mar 24 (Thurs)

1. President-elect 5-Minute Speech Practice

Time: 20-minute session - Time will be determined after March 1
Location: TBD -- Plenary Room in Convention Center

2. Stars of the Academy Awards Ceremony

Time: TBD
Location: TBD

Mar (TBD)

Officer Candidate Town Hall Meeting

Mar 26 (Sat)

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

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

Time: TBD
Location: TBD

Mar 27 (Sun)

Annual Business Meeting

Time: 8:00 AM (**Arrive by 7:45 am**)
Location: TBD - Plenary Room at the Convention Center

1. Slated Candidates are 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 given at the beginning of the Annual Business Meeting**
3. **Advisory Board General Business Meeting (attendance encouraged)**
Time: TBD
Location: TBD

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**Mar 31 – Apr 6
(Thurs – Wed)**

All candidates complete an online questionnaire, inclusive of phone number(s) where the Secretary-Treasurers can reach you quickly with the election results between 10:00 AM and 12:00 Noon (Central Time) on Monday, April 11, 2022.

Apr 9 (Sat)

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

Apr 11 (Mon)

Secretary-Treasurers contact each candidate via phone with their candidacy results between 10:00 AM – 12:00 Noon (Central)

THE RESULTS WILL NOT BE ANNOUNCED UNTIL ALL 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
2. Membership

Apr 11 (Mon)

[Post-Election President-elect & Vice President-elect Video Chat Interviews](#)

Nov 4, 2022 (Fri)

Newly Elected Officers and Directors are required to attend the Board Orientation. Please add this date to your calendar.

Nov 5, 2022 (Sat)

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

Mar 20, 2023 (Mon)

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

Mar 21, 2023 (Tues)

Elected Officers and Directors take office at the close of the Annual Meeting in New Orleans, LA.