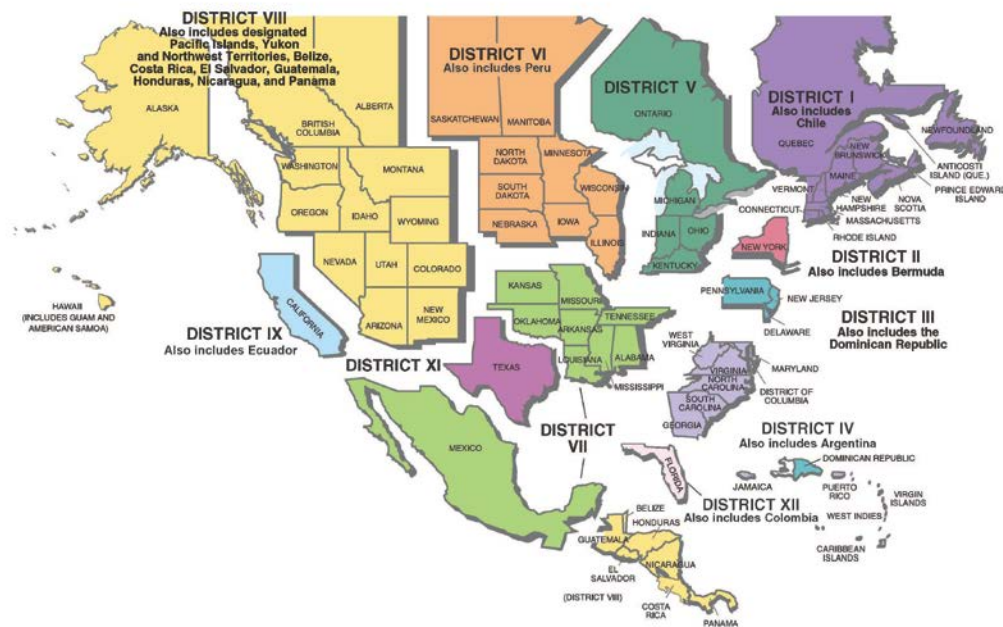


DISTRICT & SECTION FELLOW ELECTIONS MANUAL

THE GEOGRAPHIC* DISTRICTS OF American College of Obstetricians and Gynecologists



*Note: District X, the Armed Forces District, includes all Fellows on active duty in the Military Services or who, upon retirement, maintain membership in this District.

Contents

Nominating Committee	
District	1
Section	4
Presentation of Report/Slate	
District	3
Section	6
Contested Elections	
District	3
Section	6
Replacement Candidates	
District	4
Section	6
Ballots	
District	4
Section	6-7
ACOG Diversity Statement	8
Summary Statement	9
Campaigning by Candidates	10
Timeline	
District	11
Section	12
Replacement of Officers	
District	13
Section	14
Slate of Nominees Form	
District	15
Section	16
Sample Letters	
District	17-18
Section	19-20

DISTRICT AND SECTION FELLOW ELECTION PROCESS

(Revised March 4, 2019)

ACOG promotes an environment of respect, fairness, integrity, and inclusiveness in its nomination process at the national, district and section levels. ACOG welcomes widespread discussion of candidates over the election cycle. ACOG leadership encourages qualified candidates to become candidates for nomination for district and section office. To this end, please see ACOG Diversity Statement for Volunteers and Leaders (see Appendix A).

I. DISTRICTS

When possible, the following process should be used for the nomination and election of Fellow chair elects, secretaries, treasurers and for any other elected officers of the district. Barring extenuating circumstances, district chair elects will automatically move on to serve a separate term as the district chair once their chair elect term is complete (see Appendix F). This process does not apply to those district officers who are not elected by the general Fellowship of the district. District officers not elected by the general Fellowship of the district are appointed or selected according to policies and procedures established by the district. Districts should discuss the election process at district advisory council meetings and at district meetings. This discussion should include the district's philosophy related to district officer positions. The district's expectations related to each office should be determined by the District Advisory Council (DAC) and provided to each district Nominating Committee. The districts should decide whether the election for a particular office may be contested.

A. Nominating Committee

1. The District Advisory Council (DAC) must form a Nominating Committee at the time of the Interim District Advisory Council Meeting in the year preceding the year of rotation.
2. The membership of the Nominating Committee should include:
 - a. One representative from each section, which will be the current section chair. If the section chair is running for District office, or unavailable, the section vice chair will represent the section.
 - b. Up to three past district chairs, with the most immediately available past district chair serving as chair of the Nominating Committee.
 - c. Up to two young physicians at large within the first twelve years of Fellowship. The young physician(s) at large member(s) will be selected by the District Executive Committee and confirmed by the District Advisory Council. The young physician(s) at large should have at least one or more of the following qualifications:
 - 1) Former member of the Junior Fellow District Advisory Council

- 2) Current or former member of an ACOG national or district committee or task force
- 3) Current or former district or section Advisory Council member

When possible, the young physician(s) at large should not be from the same section(s) as the past district chairs on the Nominating Committee.

- d. Any other member categories as established by the DAC, provided that the representatives are Fellows of the district. The selection process should be by the full voting membership of the DAC.
3. No candidate for district office may sit on the district Nominating Committee. All members of the Nominating Committee, including the chair, may vote.
4. The current district chair, chair elect, secretary, assistant secretary, treasurer, Executive Board members, and ACOG employees, cannot serve on the district Nominating Committee.

B. Timeline and Process

1. **A notice** inviting nominations is to be sent between March 1 and May 1 of the year preceding the year of rotation. This notice inviting nominations will be sent to voting members of the district.
2. **Deadline for submission of candidate materials** is June 1.
 - a. Materials to be submitted by candidate seeking nomination:
 - 1) A letter stating the office or offices being sought
 - 2) A one-page, single-sided summary statement of the curriculum vitae in a specified format (see Appendix B)
 - 3) A complete curriculum vitae

All three elements must be included and received by ACOG via email no later than June 1 in order to have a valid submission.

- b. Candidate materials should be sent electronically to the Elections Coordinator in the department of District and Section Activities. The material will be distributed to the Nominating Committees before the last District Advisory Council Meeting of the calendar year.
- c. Candidate information will be posted on the ACOG web site (under District & Section Activities) as received.

C. Mailings/Notification

No later than 30 days prior to the scheduled Nominating Committee Meeting, the district will publicize the election process by informing members of: (1) the membership of the

Nominating Committee (with contact information); (2) the candidates for each office; and (3) the date of the Nominating Committee meeting. Publication of the election process may be done as a separate mailing, a posting on the District's web site, a blast email, or as an article in the district newsletter. No additional campaigning will be permitted (see Appendix C).

D. Meeting of the District Nominating Committee

1. The meeting of the Nominating Committee must occur after August 1, but no later than at the time of the last District Advisory Council meeting of the calendar year. The district Nominating Committee should determine a slate of at least one, but no more than two candidates for each office. If the district Nominating Committee does not find a candidate(s) to be acceptable for a vacant position, the Nominating Committee shall not advance the candidate(s) found not to be acceptable and shall seek new candidate(s). If no candidate has applied for a vacant position, the Nominating Committee shall seek candidate(s) for the slate.
2. When possible, the district Nominating Committee meeting should meet in person to determine the slate of nominees. In the event that the district Nominating Committee convenes by electronic means, committee members must take steps to ensure the confidentiality of the process and that the committee's discussion is not overheard by third parties.

E. Presentation of Report/Slate

1. The slate of nominees, as determined by the district Nominating Committee, will be presented by the chair of the committee to the DAC for acceptance. If the slate is not accepted, it cannot be changed by the DAC and must be referred back to committee. The Nominating Committee may choose previously considered candidates, choose new candidates, or file the existing slate unchanged. For all new candidates, the chair shall request and obtain all required nominating materials. The Nominating Committee must meet again, produce a new slate, inform the DAC for information only, and file the slate with the Department of District and Section Activities no later than December 1.
2. The Nominating Committee chair is responsible for contacting each successful and unsuccessful candidate immediately prior to informing the Department of District and Section Activities.

F. Contested Elections

If the slate accepted by the DAC has more than one candidate for a particular office, the Department of District and Section Activities will include with the online ballot the one-page summary statement of the CV and a personal statement if, provided. The personal statement by the candidate is limited to no more than 250 words. No additional campaigning will be permitted (see Appendix C).

G. Replacement Candidates

If after the slate is determined and prior to election, a candidate for office is unable to run, the district Nominating Committee may, in its discretion, choose a replacement candidate or allow the position to remain vacant.

H. Ballot

1. The ballot will be posted online for the district Fellows by December 15 to be returned no later than February 1. No write-in votes for other candidates will be accepted.
2. Between February 1 and March 1, the results of the election will be sent to the candidates and to the DAC. They also will be presented to the Executive Board at its meeting prior to the Annual Clinical and Scientific Meeting (Annual Meeting). The results will be announced at the Annual Business Meeting at the Annual Clinical and Scientific Meeting. Those elected will assume office at the conclusion of the last District Advisory Council Meeting of the calendar year.

II. SECTIONS

When possible, the following process should be used for the nomination and election of Fellow section chairs and vice chairs and for any other elected officers of the section. This process does not apply to those section officers who are not elected by the general Fellowship of the section. Section officers not elected by the general Fellowship of the section are appointed or selected according to policies and procedures established by the section.

A. Nominating Committee

1. The Section Advisory Council (SAC), if it exists, or the section chair must form the Nominating Committee by April 1 of the year preceding the year of rotation.
2. The membership of the Nominating Committee should include:
 - a. At least three members of the section. (When practical, these members should be elected by the SAC.)
 - b. Most immediately available past section chair, who will serve as chair of the Nominating Committee.
 - c. When practical, a young physician at large within the first twelve years of Fellowship selected by the SAC using similar criteria as used in the national nominating process. These criteria are that the young physician at large should have at least one or more of the following qualifications:
 - 1) Former member of the Junior Fellow District Advisory Council
 - 2) Current or former member of an ACOG national or district committee or task force

3) Current or former district or section Fellow officer

d. Any other member categories as established by the SAC, provided that the representatives are Fellows of the section.

3. No candidate for section office may sit on the section Nominating Committee. All members of the Nominating Committee, including the chair, may vote.
4. When possible, current section officers should not serve on the section Nominating Committee.

B. Timeline and Process

1. A **notice** inviting nominations is to be sent between March 1 and May 1 of the year preceding the year of rotation. This notice inviting nominations will be sent to voting members of the section.
2. **Deadline for submission of candidate materials** is June 1.
 - a. Materials to be submitted by candidates seeking nomination:
 - 1) A letter stating the office or offices being sought
 - 2) A one-page, single-sided summary statement of the curriculum vitae in a specified format (see Appendix B)
 - 3) A complete curriculum vitae

All three elements must be included and received by ACOG via email no later than June 1 in order to have a valid submission.

- b. Candidate materials should be sent electronically to the Elections Coordinator in the Department of District and Section Activities. The material will be distributed to the Nominating Committees before the last District Advisory Council Meeting of the calendar year.
 - c. Candidate information will be posted on the ACOG web site (under District & Section Activities) as received.

C. Mailings/Notification

No later than 30 days prior to the scheduled Nominating Committee Meeting, the section will publicize the election process by informing the members of: (1) the members of the Nominating Committee (with contact information); (2) the candidates for each office; and (3) the date of the Nominating Committee meeting. Publication of the election process may be done as a separate mailing, a posting on the Section or District's web site, a blast email, or as an article in the district or section newsletter. No additional campaigning will be permitted (see Appendix C).

D. Meeting of the Section Nominating Committee

The meeting of the Nominating Committee must occur after August 1, but no later than the last District Advisory Council Meeting of the calendar year. The section Nominating Committee should determine a slate of at least one, but no more than two candidates for each office. No proxy votes will be accepted. If the section Nominating Committee does not find a candidate(s) to be acceptable for a vacant position, the Nominating Committee shall not advance the candidate(s) found not to be acceptable and shall seek new candidate(s). If no candidate has applied for a vacant position, the Nominating Committee shall seek candidate(s) for the slate.

E. Presentation of Report/Slate

1. The slate of nominees, as determined by the section Nominating Committee will be presented by the chair of the committee to the SAC or to the current section chair for information. For all new candidates, the chair of the Nominating Committee shall request and obtain all required nominating materials. The slate will then be presented to the DAC at the last District Advisory Council Meeting of the calendar year for information only. No floor nominations will be accepted.
2. The Nominating Committee chair is responsible for contacting each successful and unsuccessful candidate immediately prior to informing the Department of District and Section Activities. The slate must be sent to the Department of District and Section Activities no later than December 1.

F. Contested Elections

If the slate accepted by the SAC has more than one candidate for a particular office, the Department of District and Section Activities will include with the online ballot the one-page summary statement of the CV and a personal statement, if provided. The personal statement by the candidate is limited to no more than 250 words. No additional campaigning will be permitted (see Appendix C).

G. Replacement Candidates

If after the slate is determined and prior to election, a candidate for office is unable to run, the section Nominating Committee may, in its discretion, choose a replacement candidate or allow the position to remain vacant.

H. Ballot

1. The ballot will be posted online for section Fellows no later than December 15 to be returned no later than February 1. No write-in votes for other candidates will be accepted.
2. Between February 1 and March 1, the results of the election will be sent to the candidates, the SAC or the current section chair and the DAC. They also will be presented to the Executive Board at its meeting prior to the Annual Clinical and

Scientific Meeting. The results will be announced at the Annual Business Meeting at the Annual Clinical and Scientific Meeting. Those elected will assume office at the conclusion of the last District Advisory Council Meeting of the calendar year.

III. CHART TIMELINES

Appendixes D and E are charts showing the timelines for the district and section election process.



The American College of
Obstetricians and Gynecologists
WOMEN'S HEALTH CARE PHYSICIANS

ACOG
FOUNDATION

ACOG DIVERSITY STATEMENT FOR VOLUNTEER AND LEADERSHIP POSITIONS

The American College of Obstetricians and Gynecologists and the ACOG Foundation (hereinafter referred to as “ACOG”) promote an environment of respect, fairness, integrity, and inclusiveness in all of their dealings¹. ACOG respects and values the diversity of its members. ACOG also recognizes that diversity and inclusiveness in volunteer and leadership positions strengthen the vitality of ACOG and are fundamental values of our organization.

ACOG is committed to enlisting and promoting talented volunteers and leaders without regard to race, color, religion, national origin, gender, perceived gender, disability, age, military or veteran status, marital or domestic partner status, sexual orientation, personal appearance, family responsibilities, type of practice, and/or political affiliation. Maximizing the diversity of our volunteers and leaders also allows us to benefit from the talents and the different perspectives of all our members.

ACOG encourages members who may not have been involved with ACOG before to apply or run for volunteer or leadership positions on the national, district and section levels. As a diverse membership organization, the assistance and willingness of our members to participate are essential for ACOG to remain relevant for members and the women we serve, to maintain the leadership pipeline, and to move forward our mission, vision, core values, and organizational goals.

¹ Code of Professional Ethics of the American College of Obstetricians and Gynecologists

Approved by the Executive Boards: February 2014
Revised for name changes: January 2018

**FORMAT FOR SUMMARY STATEMENT
FROM CANDIDATES**

Please prepare a brief summary statement, limited to one single-sided page, which may be used by the district or section Nominating Committee in discussing your background with the district and section advisory councils and other Fellows of ACOG.

In your statement, please include the following information in this sequence in outline form.

- A. Educational background
 - 1. College
 - 2. Medical school
 - 3. Residency
 - 4. Fellowship
 - 5. Other

- B. Practice-related activities
 - 1. Site
 - 2. Scope

- C. Educational or academic experience
 - 1. Academic appointments
 - 2. Educational activities related to medical students, residents, Fellows
 - 3. Other educational and residency activities

- D. ACOG activities—please include those activities as a Junior Fellow and Fellow (list chronologically)

- E. Other professional or committee-related activities

Campaigning by Candidates for ACOG Fellow District & Section Elected Office Is Not Permitted

Campaigning is defined as an organized effort that seeks to influence the decision making process.

Candidates are not permitted to campaign for district and section elected offices. Candidates are not allowed to orchestrate a campaign by others on their own behalf. A candidate's attendance at annual district meetings or section meetings is not considered campaigning. However, if attending an annual district or section meeting, care must be taken to not engage in any activity that might be construed as "campaigning". Informal discussions, other than those of a casual, personal nature, could be seen as disadvantaging other candidates for office who are not there, and therefore should be avoided.

Candidate behavior that is prohibited includes, but is not limited to, the following:

- Soliciting support for votes from a member(s) of the district or section nominating committee. This includes a candidate distributing or emailing a committee member(s) information about his or her credentials and the reasons why the candidate should be nominated.
- Making a presentation at a district or section meeting about his or her candidacy, unless the presentation is organized by the district and/or section(s)
- Holding or participating in a campaign-related event, such as a reception or dinner
- Distributing campaign-related trinkets or giveaways
- Participating in efforts to influence or coerce a member(s) of the district or section nominating committee or other Fellows to obtain a commitment for a vote from a member(s) of the committee

In addition, current ACOG national, district and section officers, as well as ACOG staff shall not campaign or give the appearance of campaigning for candidates running for district or section Fellow office, unless they are on the nominating committee. District or section nominating committee members may campaign for candidates. This reflects the reality of those individuals' multiple roles including: a) being an advocate for the candidate(s) nominated from their section during the committee meeting, b) being the focus of discussions and input from Fellows within their district or section about all candidates, c) being a person who may have important first-hand information about many of the candidates due to time spent with them at ACOG activities, d) being a person identified as on the committee for the purposes of receiving input.

ELECTION PROCESS FOR <i>DISTRICT</i> OFFICERS	
The process begins the year preceding the year of rotation.	
TIMEFRAME	PROCESS
<i>At the Interim District Advisory Council Meeting (year preceding the year of rotation)</i>	Nominating Committee formed by the District Advisory Council.
<i>March 1-May 1 (year preceding the year of rotation)</i>	Notice sent to all district members inviting nominations.
<i>June 1</i>	<p>Deadline for submission of nominations to Department of District & Section Activities (D&SA).</p> <p>Submit one copy electronically:</p> <ul style="list-style-type: none"> • a letter from you stating the office or offices for which you would like to be a candidate • a one-page, single-sided summary statement of your curriculum vitae (format must be as indicated in the "Format for Summary Statement from Candidates") • a complete curriculum vitae
<i>No later than 30 days prior to the scheduled Nominating Committee Meeting</i>	Inform district members of the following: list of nominating committee members, the candidates for office, and the nominating committee meeting date.
<i>Between August 1 and the conclusion of the last District Advisory Council of the calendar year</i>	Nominating Committee meets and selects the slate.
<i>No later than December 1</i>	Slates reported to district advisory councils for acceptance and sent to the Department of D&SA.
<i>December 15</i>	<p>If there are any contested elections, D&SA includes additional information, if provided, with the ballot.</p> <p>Ballots prepared by D&SA.</p>
<i>No later than December 15</i>	All ballots posted online.
<i>February 1</i>	Deadline for return of district ballots.
<i>March 1</i>	Election result notification letters sent to candidates and to district advisory councils.
<i>Executive Board Meeting prior to the Annual Clinical and Scientific Meeting</i>	Election results presented to Executive Board.
<i>Annual Business Meeting at the Annual Clinical and Scientific Meeting</i>	Election results announced.
<i>After the last District Advisory Council Meeting of the calendar year</i>	Officers-elect take office.

ELECTION PROCESS FOR *SECTION* OFFICERS

The process begins the year preceding the year of rotation.

TIMEFRAME	PROCESS
<i>April 1 (year preceding the year of rotation)</i>	Nominating Committee formed by the Section Advisory Council, if it exists, or the Section Chair.
<i>March 1-May 1 (year preceding the year of rotation)</i>	Notice sent to all section members inviting nominations.
June 1	<p>Deadline for submission of nominations to Department of District & Section Activities (D&SA).</p> <p>Submit one copy electronically:</p> <ul style="list-style-type: none"> • a letter from you stating the office or offices for which you would like to be a candidate • a one-page, single-sided summary statement of your curriculum vitae (format must be as indicated in the "Format for Summary Statement from Candidates") • a complete curriculum vitae
<i>No later than 30 days prior to scheduled Nominating Committee Meeting</i>	Inform section members of the following: list of nominating committee members, the candidates for office, and the nominating committee meeting date.
<i>Between August 1 and the conclusion of the last District Advisory Council Meeting of the calendar year</i>	Nominating Committee meets.
<i>At the last District Advisory Council Meeting of the calendar year</i>	Slate presented to district advisory council for information only.
<i>December 1</i>	All slates returned to D&SA.
<i>December 15</i>	<p>If there are any contested elections, D&SA includes additional information, if provided, with the ballot.</p> <p>Ballots prepared by D&SA.</p>
<i>December 15</i>	All ballots posted online.
<i>February 1</i>	Deadline for the return of all section ballots.
<i>February 1-March 1</i>	Election result notification letters sent to candidates, and to district and section advisory councils or section chairs.
<i>Executive Board Meeting prior to the Annual Clinical and Scientific Meeting</i>	Election results presented to Executive Board.
<i>Annual Business Meeting at Annual Clinical and Scientific Meeting</i>	Election results announced.
<i>After the last District Advisory Council Meeting of the calendar year</i>	Officers-elect take office.

EXECUTIVE BOARD GUIDELINES FOR REPLACEMENT OF DISTRICT OFFICERS**(approved November 12, 2010)**

1. Any three voting members of the district advisory council shall have the right to call a meeting of the district advisory council for the purpose of determining whether a district officer has vacated, or has failed or is unable to fulfill the duties of the office and should be replaced.
2. Written notice of the time, place and purpose of the meeting shall be provided to all members of the district advisory council at least 15 days before the meeting. The notice shall describe the nature of the concern regarding whether a district officer has vacated, or has failed or is unable to fulfill the duties of the office.
3. A district officer who is the subject of concern shall be given opportunity to present evidence and witnesses at the meeting.
4. The district advisory council shall determine by two-thirds vote of its voting members whether the district officer has vacated, or has failed or is unable to fulfill the duties of the office.
5. If the district advisory council determines that a district officer has vacated, or has failed or is unable to fulfill the duties of the office, the district advisory council may:
 - a. Replace the district officer in accordance with the ACOG Bylaws or
 - b. Impose restrictions on the district officer's authority as an officer of the district. These restrictions may include but are not limited to imposing a leave of absence on the district officer and appointing an individual to serve in the officer's capacity for the term of the restrictions. Restrictions imposed on a district officer may be imposed for a period of, but not more than, 365 days.
6. A district officer shall be informed in writing of any action taken by the district advisory council. Any action to replace or impose restrictions on a district officer shall take effect immediately.
7. If restrictions are imposed, the district advisory council can meet any time during the period of restriction to determine whether the district officer is still unable to fulfill the duties of the office. The district advisory council, by two-thirds vote of its voting members, can remove, modify, or continue the restrictions.
8. At the conclusion of any period of restriction, the district advisory council shall meet and make a determination regarding the district officer's ability to fulfill the duties of the office. The district advisory council, by a two-thirds vote of its voting members, shall reinstate or replace the district officer.
9. Any action to replace or impose restrictions on a district officer shall take effect immediately and shall be presented to the Executive Board for review and approval at its next meeting.

A district officer shall have the ability to appeal any decision of the district advisory council to the Executive Board.

EXECUTIVE BOARD GUIDELINES FOR REPLACEMENT OF SECTION OFFICERS

(approved November 12, 2010)

1. Any three voting members of the district advisory council shall have the right to place an item on the agenda of a district advisory council meeting to discuss any section officer for the purpose of determining whether a section officer has vacated, or has failed or is unable to fulfill the duties of the office and should be replaced. Any section officer who has missed any two consecutive or a total of three annual district meetings, advisory council meetings, or business meetings during his or her term of office shall automatically be discussed at the next district advisory council meeting to determine whether the section officer should be replaced. An officer should obtain the district chair's approval in advance to miss a meeting and this meeting will not be considered a missed meeting for purposes of this paragraph.
2. Written notice of the agenda item shall be provided to all members of the district advisory council at least 15 days before the meeting. The notice shall describe the nature of the concern regarding whether a section officer has vacated, or has failed or is unable to fulfill the duties of the office.
3. A section officer who is the subject of concern shall be given opportunity to present evidence and witnesses at the meeting.
4. The district advisory council shall determine by two-thirds vote of its voting members whether the section officer has vacated, or has failed or is unable to fulfill the duties of the office.
5. If the district advisory council determines that a section officer has vacated, or has failed or is unable to fulfill the duties of the office, the district advisory council may:
 - a. Replace the section officer in accordance with the ACOG Bylaws or
 - b. Impose restrictions on the section officer's authority as an officer of the section. These restrictions may include but are not limited to imposing a leave of absence on the section officer and appointing an individual to serve in the officer's capacity for the term of the restrictions. Restrictions imposed on a section officer may be imposed for a period of, but not more than, 365 days.
6. A section officer shall be informed in writing of any action taken by the district advisory council. Any action to replace or impose restrictions on a section officer shall take effect immediately.
7. If restrictions are imposed, the district advisory council can meet any time during the period of restriction to determine whether the section officer is still unable to fulfill the duties of the office. The district advisory council, by two-thirds vote of its voting members, can remove, modify, or continue the restrictions.
8. At the conclusion of any period of restriction, the district advisory council shall meet and make a determination regarding the section officer's ability to fulfill the duties of the office. The district advisory council, by a two-thirds vote of its voting members, shall reinstate or replace the section officer.
9. Any action to replace or impose restrictions on a section officer shall take effect immediately and shall be presented to the Executive Board for review and approval at its next meeting.
10. A section officer shall have the ability to appeal any decision of the district advisory council to the Executive Board.

**SLATE OF NOMINEES
REPORT OF THE FELLOW NOMINATING COMMITTEE
DISTRICT _____**

This form is to be completed and returned to the ACOG Department of District & Section Activities by the **Chair** of the District Nominating Committee **no later than December 1, 2021.**

Nominate at least one but no more than TWO (2) candidates for the following offices:

**Fellow District Chair Elect
Fellow District Secretary
Fellow District Treasurer**

Fellow District Chair Elect:

(additional candidate is optional)

Name _____

Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Tel _____

Tel _____

Email _____

Email _____

Fellow District Secretary:

(additional candidate is optional)

Name _____

Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Tel _____

Tel _____

Email _____

Email _____

District Treasurer*:

(additional candidate is optional)

Name _____

Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Tel _____

Tel _____

Email _____

Email _____

Signature _____

Date _____

Chair, Fellow District Nominating Committee

EMAIL TO: fellowelect@acog.org

SLATE OF NOMINEES
REPORT OF THE FELLOW NOMINATING COMMITTEE
SECTION _____

This form is to be completed and returned to the ACOG Department of District & Section Activities by the **Chair** of the District Nominating Committee **no later than December 1, 2021.**

Nominate at least one but no more than TWO (2) candidates for the following offices:

Fellow Section Chair

Fellow Section Vice Chair

Fellow Section Secretary (*if applicable)

Fellow Section Treasurer (*if applicable)

** please refer to your district's policies and procedures manual to determine whether this position is an elected or appointed position*

Fellow Section Chair:

(additional candidate is optional)

Name _____

Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Tel _____

Tel _____

Email _____

Email _____

Fellow Section Vice Chair:

(additional candidate is optional)

Name _____

Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Tel _____

Tel _____

Email _____

Email _____

Section Secretary (Secretary/Treasurer) *:

(additional candidate is optional)

Name _____

Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Tel _____

Tel _____

Email _____

Email _____

Section Treasurer *:

(additional candidate is optional)

Name _____

Name _____

Address _____

Address _____

City/State/Zip _____

City/State/Zip _____

Tel _____

Tel _____

Email _____

Email _____

Signature _____

Date _____

Chair, Fellow Section Nominating Committee

EMAIL TO: fellowelect@acog.org

SAMPLE LETTER – CONGRATULATIONS (District)

Date

Nominee

Address

Dear Dr.:

I am pleased to announce that during the recent meeting of your District's Nominating Committee, the following candidates were selected to run for District office:

District (*District #*) Slate of Candidates

Position

Candidate

Position

Candidate

We welcome your participation in this activity, and extend our best wishes to you during the election process.

Sincerely,

Name, MD or DO

District Nominating Committee Chair

cc: District Chair
ACOG Fellow Election Coordinator

SAMPLE LETTER – SORRY (District)

Date

Nominee

Address

Dear Dr.:

During the recent meeting of your District's Nominating Committee, the following candidates were selected to run for District office:

District (*District #*) Slate of Candidates

<i>Position</i>	<i>Candidate</i>
<i>Position</i>	<i>Candidate</i>

Your support of ACOG activities is greatly appreciated. This organization needs the continued active participation and support of its Fellows. Although you were not selected in this election, I encourage your future participation in College leadership.

Sincerely,

Name, MD or DO

District Nomination Committee Chair

cc: District Chair
ACOG Election Coordinator

SAMPLE LETTER – CONGRATULATIONS (Section)

Date

Nominee

Address

Dear Dr.:

I am pleased to announce that during the recent meeting of your Section's Nominating Committee, the following candidates were selected to run for Section office:

Section (*Section # or name*) Slate of Candidates

Position

Candidate

Position

Candidate

We welcome your participation in this activity, and extend our best wishes to you during the election process.

Sincerely,

Name, MD or DO

Section Nominating Committee Chair

cc: Section Chair
District Chair
ACOG Fellow Election Coordinator

SAMPLE LETTER – SORRY (Section)

Date

Nominee

Address

Dear Dr.:

During the recent meeting of your Section's Nominating Committee, the following candidates were selected to run for Section office:

Section (Section # or name) Slate of Candidates

<i>Position</i>	<i>Candidate</i>
<i>Position</i>	<i>Candidate</i>

Your support of ACOG activities is greatly appreciated. This organization needs the continued active participation and support of its Fellows. Although you were not selected in this election, I encourage your future participation in College leadership.

Sincerely,

Name, MD or DO

Section Nominating Committee Chair

cc: Section Chair
District Chair
ACOG Fellow Election Coordinator