

## **STANDARD OPERATING PROCEDURE OF ASSOCIATION OF BIOCHEMISTRY EDUCATORS PAST-PRESIDENT**

- Chair the Nomination Committees to oversee solicitation of nominations for open positions on the Board, standing and working committees; and email-based election for positions (see Appendix A). Every effort should be made to balance the Board nomination slate in terms of representation of schools to fulfill our mission to serve medicine, pharmacy, and dentistry.
- Attend all regular Board and Executive Committee meetings, and attend Chair meetings December-April (during active Nomination Committee activities); the biennial in-person conference and biennial (off-year) virtual summit.
- The Past-President serves as an advisor and consultant wherever needed (at the request of the President or the ABE Executive Committee).

### **Appendix A**

- Conduct email-based election of new officers for incoming Board and committees to be completed before the beginning of the in-person ABE conference.
- Suggested timeline:
  - Meet with the Nomination Committee to determine positions needed and potential nominees to be invited (with efforts to balance med, pharm, dent) and craft announcements for both the Board and committee open positions (January).
  - Solicit from committee chairs which members are rotating off the committees to determine how many election positions are needed. Confirm this with the previous election results (January).
  - Open nominations approximately 10-12 weeks before the meeting (February), and solicit nominee statements for Board and committees' positions.
  - Close nominations about two months prior to the meeting.
  - Finalize ballot and open voting on the website two months before the meeting.
  - Close voting 5 weeks before the meeting (usually mid-March).
  - Review election results and finalize 5 weeks before the meeting.
  - Notify newly elected Board and committee members and confirm their ability to serve. There is a limit that one person can serve on a maximum of two committees. If someone is elected to more than two committees, find out which two they prefer and offer the open position to the next person from the election. If there are no alternates, then a person may serve on more than two committees, if so desired.
  - Open nominations for Board officers about 1 month before the meeting (usually early April).

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Edited by: Kim Dahlman and Sheri Fong

Reviewed and Approved by Executive Committee: October 27, 2023

- Open voting for Board officers two weeks prior to the meeting.
- Close voting for Board officers the week before the meeting.
- Notify new officers before the first day of the meeting and plan to install them at the end of the Biennial meeting.
- note: there is some flexibility about whether to do Board and committee elections serially or consecutively - for 2023, we did them serially, but this is at the discretion of the committee.