



# AAMA Officer and Trustee Qualifications

Updated March 2024

*This document is a collection of excerpts and information from the AAMA Bylaws, 2023–2024 and Board of Trustees Policies and Procedures Manual that potential American Association of Medical Assistants® (AAMA) trustee and officer candidates may use to inform their decision to run for office.*

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## Eligibility Requirements for Each Office

### ARTICLE VIII—QUALIFICATIONS OF OFFICERS AND TRUSTEES

**SECTION 1.** The officers of AAMA shall be a President, a Vice President, a Secretary, a Speaker of the House, a Vice Speaker of the House, and the Immediate Past President.

**SECTION 2.** There shall be at least five Trustees, but no more than seven Trustees.

**SECTION 3.** A candidate for office or trusteeship shall be a CMA (AAMA) holding current status and shall:

- A. be an AAMA Active or Life member whose membership has not been revoked, as delineated in Article VI, Section 4; [and]
- B. submit qualifications for office and written consent to serve to the Chair of the Nominating Committee, postmarked by the designated deadline, except for nominations from the floor.

**SECTION 4.** Additional qualifications for specific offices shall be:

- A. A candidate for Vice President shall:
  1. have served as an AAMA-elected officer;
  2. have been an elected member of the Board of Trustees for two complete AAMA years (an AAMA year is from annual meeting to annual meeting of the House of Delegates); [and]
  3. have served as one of the following: President, Vice President, President-Elect, Speaker, or Vice Speaker of a Constituent Society.
- B. A candidate for Secretary shall:
  1. have served two complete years as a member of the Board of Trustees (an AAMA year is from annual meeting to annual meeting of the House of Delegates); [and]
  2. have served as one of the following: President, Vice President, President-Elect, Speaker, or Vice Speaker of a Constituent Society.
- C. A candidate for Speaker of the House of Delegates shall:
  1. have served two complete years as a member of the Board of Trustees (an AAMA year is from annual meeting to annual meeting of the House of Delegates); [and]
  2. have served as one of the following: President, Vice President, President-Elect, Speaker, or Vice Speaker of a Constituent Society.
- D. A candidate for Vice Speaker of the House of Delegates shall:

1. have served two complete years as a member of the Board of Trustees (an AAMA year is from annual meeting to annual meeting of the House of Delegates); [and]
  2. have served as one of the following: President, Vice President, President-Elect, Speaker, or Vice Speaker of a Constituent Society.
- E. A candidate for Trustee shall:
1. have attended at least two previous AAMA meetings as a Delegate or served as Chair of the Certifying Board or Continuing Education Board;
  2. have served as one of the following: President, Vice President, President-Elect, Speaker or Vice Speaker of a Constituent Society; [and]
  3. have actively served for one full year on: (1) a national committee; (2) a national board (i.e., the Certifying Board or Continuing Education Board,) or one of its committees, task forces or strategy teams; or (3) a national task force or strategy team whose medical assistant members are appointed or approved by the Board of Trustees.

## The Nomination and Election Process

### ARTICLE IX—NOMINATIONS AND ELECTIONS

#### SECTION 1. Nominations.

- A. There shall be a Nominating Committee of five members elected as follows:
1. The AAMA Immediate Past President shall be the appointed chair.
  2. Following nominations from the floor at the House of Delegates, four members shall be elected by plurality vote.
    - a. Each member nominated must be an active member present at the current House of Delegates session.
    - b. Members of the Nominating Committee cannot run as trustee or officer while currently serving on the committee.
    - c. No two members of the committee shall be from the same Constituent Society. If more than one member from a Constituent Society receives sufficient votes to be elected, the one receiving the largest number of votes shall serve.
    - d. If there is a tie between the candidates receiving the fourth highest number of votes, another ballot shall be taken to determine the successful candidate.
  3. Nominating Committee members who do not fulfill assigned responsibilities by the deadlines assigned shall be removed by the Chair after consultation with the Management Steering Committee. The Chair must send at least two notifications of nonperformance of duties—by certified mail with return receipt requested or by e-mail with return confirmation of receipt notification—to the nonparticipating member before removal is made.
- B. The Nominating Committee shall be responsible for soliciting, screening, and presenting a slate of nominees for office and trusteeship in accordance with Article IX of the Bylaws.
- C. In order to be considered by the Nominating Committee, nominations shall be submitted to the Chair of the Nominating Committee postmarked no later than May 1.

- D. The Nominating Committee shall examine the qualifications and determine the eligibility of such members for office or trusteeship.
- E. The names and qualifications of candidates meeting eligibility requirements shall be sent to the President of each Constituent Society at least 60 days prior to the Annual Conference and shall be printed in a preconference issue of an AAMA official publication.
- F. Additional nominations may be made from the floor provided:
  - 1. nominees comply with the eligibility requirements in Article VIII, Section 3 and Section 4;
  - 2. documentation of the qualifications of the nominee and written consent to serve have been submitted to the Speaker of the House by 30 calendar days prior to the last business day prior to the opening session of the House of Delegates.
- G. An individual removed from any elected or appointed AAMA position (or who resigns in lieu of involuntary removal) shall be prohibited from seeking office on the national level.
- H. All nominees must comply with the campaign policies as set forth in the *AAMA Guidelines for Officer and Trustee Candidates*.

**SECTION 2. Elections.**

- A. Except for the 2020-2021 AAMA year, Officers and Trustees shall be elected by ballot and a majority vote of the total voting power of the House of Delegates shall elect. For the 2020-2021 AAMA year, Officers and Trustees in office at the end of the 2019-2020 AAMA year shall remain in office for the 2020-2021 AAMA year.
- B. If a state of emergency, as defined by the Board of Trustees, precludes the holding of an annual conference, the Board of Trustees shall supervise and conduct the election either electronically or by U.S. mail in accordance with Article XV, Section 5.
- C. A current Officer or Trustee running midterm shall resign from a currently held office with notification to the State Presidents and Presidents-Elect prior to the opening of the House of Delegates.
- D. Resignation shall become effective at the close of the House of Delegates. Resignation from office may not be rescinded.
- E. If any candidate does not receive a majority vote after two ballots by the House of Delegates, on all subsequent ballots the candidate receiving the lowest number of votes will be eliminated.

## Additional Policies

In addition to the qualifications outlined in *AAMA Bylaws*, any person running for election to the AAMA Board of Trustees (BOT) must be prepared to follow the policies listed below, which are excerpted from or noted in the *Board of Trustees Policies and Procedures Manual* and *AAMA Bylaws*:

### Conflict of Interest Policy

Since it is in the interest of [the] AAMA and the BOT to strengthen trust and confidence among trustees/officers and in the organization and to expedite resolution of problems, no member of the BOT shall participate in any decision of the BOT which could result in, or which could create the appearance of resulting in, any personal or professional gain for the member, a relative or associate of the member, or

another organization with which the member is affiliated. Furthermore, no BOT member shall use any printed pieces, slides, or other media that are the property of the AAMA, or that contain the AAMA logo or other AAMA identifiers, in any presentation to a non-AAMA entity without the permission of the [Management Steering Committee].

### Confidentiality Policy

Officers and trustees must attest to not divulge—now or at any time in the future, either directly or indirectly—any information related to my service on the BOT that is either specifically designated as confidential or is of such a sensitive nature that the disclosure thereof would harm, or would have the potential of harming, the AAMA.

All confidential information and documents must be maintained in such a way that they shall not be inadvertently revealed to another person. Any breach of confidentiality is a serious matter and may constitute just cause for removal from office as specified in Article X, Section 3, of *AAMA Bylaws* and/or legal action.