

Nominating Committee Standing Rules

Adopted April 2016, revised February 2025

The Nominating Committee is composed of nine members and is charged with screening nominations for TAFP's elected leadership positions, identifying potential future leaders, and recommending members to nominate for AAFP Commissions, TMA councils and to represent TAFP to the TMA Interspecialty Society. Each year they propose a slate of candidates for election at TAFP's Member Assembly during Annual Session. The information below is intended to provide a clearer picture of the process. If you have any questions or concerns, please contact the chair of the Nominating Committee or Kathy McCarthy at kmccarthy@tafp.org.

Call for nominations

Once a year, active members will receive an email with a call for nominations providing the opportunity to nominate themselves for TAFP officer, delegate and Board of Director positions. The request directs interested members to submit a new officer/board member application, letter of recommendation, and CV to the TAFP headquarters. The deadline provided will be early enough that if we fail to have a sufficient number of interested members apply, staff and the committee have time to further promote the opportunity and extend the deadline. Whether to consider applicants without all of the requested documents or after the deadline has passed is at the committee's discretion.

Nominating Committee meeting

The applicants will be asked to appear and discuss their interest with the Nominating Committee. A virtual option will be available. The Nominating Committee generally meets on the Saturday of Interim Session to interview officer, delegate, and At-Large Director positions and on a weekday evening in June on a virtual meeting platform for the remaining positions. Applicants may want to check with staff on scheduling.

Slate of nominees

The bylaws state the committee will prepare a slate of nominees for election by the Member Assembly at Annual Session, but they do not stipulate whether the committee should nominate one member per position or multiple members to allow a contested election. The Nominating Committee intends to continue presenting a single candidate for each position based on the recommendation in the current edition of the Standard Code of Parliamentary Procedure.

The evaluation of candidates will include an assessment of experience and service to TAFP, leadership training, and demonstration of skillsets and areas of expertise essential to the Board of Directors. While not required, members are encouraged to serve on one or more TAFP committee or council prior to applying for a position on the Board. Further, serving as chair of a TAFP committee or council will strengthen a nomination.

Nominating Committee members as nominees

Current members of the Nominating Committee are not permitted to be candidates for any position under consideration. They must resign 90 days in advance of being considered by the committee.

Alternate path to election

Should a nominee not be selected for the slate, the committee may provide feedback on experience or training suggested to improve their chances of selection in the future. There is an alternate pathway to election provided in the TAFP Bylaws that allows nominations from local or “component” chapters:

A component chapter may nominate any active member for the elected positions of the Academy. This nomination must be submitted in writing to the President at least 60 days prior to the beginning of the Annual Session. If a component chapter is inactive, five members in good standing of that component chapter may submit a nomination. The President will notify the Board of Directors of all nominations for all elected positions at least 45 days prior to the beginning of the Annual Session.

Member Assembly election

Candidates are profiled in TAFP communications prior to Annual Session to allow members to get to know them before the election. The nominees may be asked to speak at the Member Assembly or on pre-recorded video. All positions are elected by a majority vote of credentialed delegates in accordance with the standing rules of the Member Assembly.

Replacing a member of the Nominating Committee

When a member of the Nominating Committee resigns – either to become a candidate for a position or for any other reason – they can be replaced for the remainder of their term. If the remaining term is less than a year, the board shall name a replacement and can draw from members who previously ran for a position on the committee. If the member has a year or more on their term, a temporary replacement can be named by the board and then the original body that elected the member should elect a permanent replacement at their next meeting.