



MAMSS Nomination Committee Policy

Policy

It is the policy of the Massachusetts Association of Medical Staff Services (MAMSS) to conduct a fair, transparent, and timely election process to ensure qualified leadership for the organization. The Nominating Committee shall oversee the solicitation, evaluation, and presentation of candidates for elected offices and scholarship award(s) in accordance with established eligibility criteria and timelines.

Purpose

The purpose of the Nominating Committee is to identify, evaluate, and recommend qualified candidates for elected leadership positions and scholarship award recipients within MAMSS. The Nominating Committee ensures that nominees and recipients meet established professional and membership standards and that the election process reflects integrity, inclusiveness, and organizational continuity.

Composition

The Nominating Committee shall be composed of:

- The Immediate Past President, who shall serve as Chair; and
- Two (2) Active members appointed by the Immediate Past President.

Procedure

I. Officer Nominations and Elections

1. Call for Nominations
 - a. The Nominating Committee Chair shall issue a call for nominations at least thirty (30) calendar days prior to the anticipated election date.
 - b. The call for nominations shall include:
 - All open positions; and
 - Any positions for which the incumbent is eligible and seeking re-election.
 - c. All nominations must be submitted to the Nominating Committee Chair by the stated deadline.
2. Candidate Evaluation
 - a. The Nominating Committee shall review all submitted nominations.
 - b. Each candidate shall be evaluated to ensure compliance with the established eligibility and qualification criteria (see Bylaws)
 - c. The Nominating Committee shall determine and approve the final slate of nominees to be placed on the ballot.



3. Balloting Process

- a. At least thirty (30) calendar days following the call for nominations, a ballot listing the approved nominees shall be distributed to voting members by mail or electronically.
- b. Completed ballots must be returned within fifteen (15) calendar days from the date of distribution.
- c. Election results shall be determined by a simple majority of the ballots returned.

4. Terms of Office

Officers shall serve a term of two (2) years, beginning January 1 and ending December 31 of the second year.

5. Positions that require nomination

- President-Elect
- Treasurer
- Secretary

II. **Scholarship Selection**

The Nominating Committee Chair shall announce available scholarships to the membership, including eligibility criteria, application requirements, and submission deadlines. To be considered, applications must be submitted by the published deadline. Nominating Committee will follow scholarship policy guidelines for review and selection process.

This policy ensures a structured and equitable nomination and election process that promotes qualified leadership and scholarship selection that supports the continued advancement of MAMSS mission.

Authority

This policy is adopted by the MAMSS Board of Directors and may be amended by majority vote of the Board.

Policy Amended & Approved by Board: 03/05/2026