RHODE ISLAND ACADEMY of FAMILY PHYSICIANS

RIAFP Elections Guide

This guide is intended to be used alongside the RIAFP Bylaws to navigate the intricacies of the RIAFP's two-phase elections process. Within this guide you will find both the details of how elections will be run, and job descriptions for all of the positions on the RIAFP Board of Directors.

Operational Details:

Communication:

1. The RIAFP Bylaws outline that the general membership must be notified about an election sixty (60) days prior to said election.
    a. An official email will be sent to the entire membership with this notice.
    b. Further notice about the election will be given in the journal of the RIAFP
2. With the RIAFP Annual Meeting traditionally being held in March, an email notice will go out to the full membership in early January. This notice will make the membership aware of any leadership positions becoming available on the Board in the upcoming calendar year, and will outline the process for nomination.
    a. A second email will be sent out to the membership following the Annual Meeting confirming which Board seats are up for election by the Board in that year, and soliciting nominations.
    b. Two separate nomination forms will be created, one for the Executive Committee positions, and one for the remaining open Board positions.
3. A notice will go out to the general membership one (1) week before the annual meeting making them aware of the candidates running for President-Elect, Vice President, and Secretary-Treasurer.
4. An email will go out to the general membership following the annual meeting to confirm whether any additional seats are available, following the election results at the annual meeting.

Timeline:

1. As outlined above, the general membership will receive notice of available leadership positions for the year sixty (60) days prior to the annual meeting, and they will receive a second email following the Annual Meeting about remaining open Board positions.
2. Candidates who wish to nominate themselves for a leadership position will be required to submit the designated nomination form to the RIAFP Executive Director fourteen (14) days prior to the date of the election in question (e.g. fourteen days prior to the Annual Meeting, or fourteen days prior to the next following Board meeting).
3. Candidates running for President-Elect, Vice President, or Secretary-Treasurer will be notified at the annual meeting of the outcome of the election. Candidates running for

other positions on the Board will be informed within seven (7) days following the Board meeting at which the remaining Board seats are voted on.

4. Executive Board seats will become available in even years. Committee Chairs will be elected in odd years. In the case of a vacancy in any of these positions, a special election may be held in an off year, for an abbreviated one (1) year term. The remaining board positions will have elections annually, because terms for at-large, public, and AAFP COD (Alternate) Delegates are staggered. However, special elections will be held for abbreviated one (1) year terms for these positions as well in the case of a vacancy, as outlined in the Bylaws.

Eligibility Questions:

1. If an at-large member of the Board runs for a position on the Executive Committee in the middle of their term, they may retain their seat on the Board after declaring their candidacy, and will only be asked to give up that seat should they win their election. If not elected they may therefore serve out the remainder of their term on the Board.
2. A Member of the Executive Committee may concurrently serve on the Executive Committee and as a Committee Chair or AAFP COD Delegate or Alternate Delegate. If an At-Large Board member is elected to serve as a Committee Chair or AAFP COD Delegate, they vacate their At-Large Board Member seat. If an At-Large Board Member is elected to serve as an AAFP COD Alternate Delegate they would retain their At-Large Board Member seat.
3. Given the staggered nature of elections to the Board of Directors “one year of service” will be interpreted as a minimum of 9 months to run for a seat on the Executive Committee.
4. Members ending their term on the executive committee will have the opportunity to remain on the board as ex-officio (non-voting members) until the second phase of the election is completed at the Board meeting following the annual meeting.
5. Graduating residents must fulfill the following criteria to apply for general RIAFP Board positions:
    a. Residents must submit a letter from their Program Director stating that they are on track to graduate from the residency within one month of June 30th of the year.
    b. Residents must be committed to remaining in Rhode Island after graduation.
    c. Residents must commit to maintaining active AAFP and RIAFP membership immediately after graduation. Residents must submit evidence of this updated membership status to the Executive Director within one month of graduating.

Voting:

1. Only the members present at the annual meeting will be permitted to vote in the membership-wide elections for President-Elect, Vice President, and Secretary-Treasurer.

2. The Board of Directors, as outlined in the Bylaws, will vote for the remaining positions on the Board of Directors at the Board meeting following the annual meeting.
    a. For individuals who have been on the Board and are running for a position that is being decided by the Board, those members will recuse themselves from discussion and voting.

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Board of Director Job Descriptions:

1. **President**

   Roles & Responsibilities:

   The RIAFP President is a member of the Board of Directors and the Executive Committee. As outlined in the Bylaws, the President shall preside over all meetings of the Board of Directors and Executive Committee. The President serves as a member of all standing committees. The President is the RIAFP's official spokesperson. As such the President represents the RIAFP and speaks for the organization, within parameters established by the Board of Directors. In this capacity the President will represent the RIAFP to the AAFP at relevant national meetings. They may also be called upon to represent the RIAFP at meetings with other medical and health-related organizations, and to engage with the media, both in writing and through personal appearances. The President may also be called upon to represent the RIAFP to governmental officials and through testimony before legislative bodies. The RIAFP President is also the figurehead of the organization. A significant amount of the President's time is devoted to written and oral communication with members, both to represent the views of the RIAFP and to hear the views of those the leadership represents.

   Qualifications & Terms of office:

   The President must be an active RIAFP member in good standing and shall assume the role of President after completion of a full term as President-Elect. The President's term of office shall begin at the conclusion of the annual meeting following their term as President-elect and shall expire at the conclusion of the annual meeting two years later. Upon the expiration of the President's term of office, that person shall succeed to the office of Board Chair for an additional two-year term.

   Time Required:

   The President has discretion in determining the amount of time to devote to RIAFP business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the RIAFP in any given year. However, a review of records over several years suggests that the following ranges approximate the amount of time it could be anticipated the President would devote:

   a. Number of travel days away from home on RIAFP business: 5-10
   b. Number of hours devoted to RIAFP business per week: 4-12

2. **President-Elect**

   Roles & Responsibilities:

   The RIAFP President-elect is a member of the Board of Directors and the Executive Committee. The President-elect may be called upon to stand in for the President as the spokesperson for the RIAFP at times when the President is unavailable. Because the President-elect will assume the office of President following the term as President-elect,

a significant amount of attention is devoted to interacting with grass roots members to determine their concerns and needs. This interaction at the grass roots level provides the President-elect with valuable insight to assist the Board in its deliberations and to provide perspective for that person's subsequent term as President. The President-elect will also be called on to champion strategic planning efforts for the organization.

Qualifications & Terms of office:
The President-elect must be an active RIAFP member in good standing and shall be elected by a majority vote of the RIAFP Membership. The President-elect must previously have served on the Board of Directors for at least one year. The President-elect's term of service shall begin at the conclusion of the annual meeting at which they are voted into office and shall expire at the conclusion of the annual meeting two years later. In the event of the death or resignation of the President, or if the President becomes unable or unqualified to serve, the President-elect shall succeed to the office of President for the unexpired term.

Time Required:
The President-elect has discretion in determining the amount of time to devote to RIAFP business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the RIAFP in any given year. However, a review of records over several years suggests that the following ranges approximate the amount of time it could be anticipated the President would devote:

a. Number of travel days away from home on RIAFP business: 0-4
b. Number of hours devoted to RIAFP business per week: 2-8

3. **Board Chairperson**

Roles & Responsibilities:
The Immediate Past President of the RIAFP will serve as the Board Chairperson. The Board Chair is a member of the Board of Directors and the Executive Committee, and serves as an ex-officio member of all standing committees. The Board Chair may be called upon to stand in for the President as the spokesperson for the RIAFP at times when the President is unavailable. The Board Chair will also be responsible for appointing people to fill vacant seats on the Board as outlined in the Bylaws, and the Board Chair is responsible for appointing members of special work groups which are not standing committees but which are appointed from time to time to assist the Board in its work.

Qualifications & Terms of office:
The Board Chairperson must be an active RIAFP member in good standing and shall assume the role of Board Chair after completion of a full term as President. The Board Chair's term of service shall begin at the conclusion of the annual meeting following their

term as President and shall expire at the conclusion of the annual meeting two years later.

Time Required:
The Board Chair has discretion in determining the amount of time to devote to RIAFP business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the RIAFP in any given year. However, a review of records over several years suggests that the following ranges approximate the amount of time it could be anticipated the President would devote:

a. Number of travel days away from home on RIAFP business: 0-4
b. Number of hours devoted to RIAFP business per week: 2-8

4. **Vice President**

Roles & Responsibilities:
The Vice President is a member of the Board of Directors and the Executive Committee. The Vice President may be called to stand in for the President, when both the President-Elect and Board Chair are unavailable to do so. The Vice President is also tasked with overseeing recruitment and retention efforts for the Board. This includes being the primary liaison to resident and student members of the Board, and planning recruitment events for the general membership. The Vice President is encouraged to sit on the Communications Committee, given their focus on recruitment.

Qualifications & Terms of Office:
The Vice President must be an active RIAFP member in good standing and must previously have served on the Board of Directors for at least one year. Their term will start at the conclusion of the annual meeting at which they are elected and they will serve a two year term.

Time Required:
The Vice President has discretion in determining the amount of time to devote to RIAFP business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the RIAFP in any given year.

5. **Secretary-Treasurer**

Roles & Responsibilities:
The Secretary-Treasurer is a member of the Board of Directors and the Executive Committee. The Secretary-Treasurer is responsible for maintaining the essential documents of the organization, and overseeing the finances of the organization. The Secretary-Treasurer is responsible for producing a budget at the start of the calendar year that is reviewed and approved by the full Board. The Secretary-Treasurer is also

responsible for sending out timely notices about Elections, according to the elections timeline outlined in the Bylaws. The Secretary-Treasurer may be called upon to stand in for the President, when the President-Elect and Board Chair, as well as the Vice President are unavailable to do so.

Qualifications & Terms of Office:
The Secretary-Treasurer must be an active RIAFP member in good standing and must previously have served on the Board of Directors for at least one year. Their term will start at the conclusion of the annual meeting at which they are elected and they will serve a two year term.

Time Required:
The Secretary-Treasurer has discretion in determining the amount of time to devote to RIAFP business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the RIAFP in any given year.

6. **AAFP COD Delegate & Alternate Delegate**

Roles & Responsibilities:
The Delegates and Alternate Delegates are responsible for attending the AAFP Congress of Delegates (COD) on behalf of the RIAFP and any preparatory meetings that may be held in advance of COD itself e.g. reference committee meetings. The Delegates and Alternate Delegates are also charged with reviewing resolutions ahead of the COD and soliciting input from the Advocacy Committee and Board of Directors to guide testimony and voting at the COD itself. The Delegates will be responsible for producing a summary report of the COD and presenting this to the Board at its next meeting following COD. The Delegates and Alternate Delegates will partner with the Chair of the Advocacy Committee to prepare resolutions for the RIAFP to send to the AAFP COD, and will attend meetings of the Advocacy Committee throughout the year. The Delegates to the AAFP COD serve on the Board of Directors, the Alternate Delegates do not serve on the Board.

Qualifications & Terms of Office:
The Delegates and Alternate Delegates must be active RIAFP members in good standing. It is preferred that any candidate for either position be an active member of the Advocacy Committee, although this is not required. It is preferred that any candidate for Delegate have previously served as Alternate Delegate or experienced the Congress of Delegates in an alternate capacity, although this is not required. There is no automatic succession from Alternate Delegate to Delegate. Both Delegates and Alternate Delegates will serve two-year terms, with terms being staggered between the two Delegates and two Alternate Delegates respectively. Delegates and Alternate Delegates

are elected by the Board of Directors at the Board meeting following the annual meeting. There is an 8-year consecutive term limit for each position.

Time Required:
The Delegates and Alternate Delegates have discretion in determining the amount of time to devote to RIAFP business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the RIAFP in any given year.

7. **Committee Chairpersons**

Roles & Responsibilities:
The Committee Chairpersons are responsible for leading their respective standing committees. They preside over the monthly committee meetings and ensure that relevant documentation is produced to guide and maintain records of the committee's activities.

Qualifications & Terms of Office:
The Committee Chairpersons must be active RIAFP members in good standing. They will each serve two year terms. The chairpersons must previously have served for at least one year on their committee. They are elected by the Board of Directors at the Board meeting following the annual meeting.

Time Required:
The Committee Chairpersons have discretion in determining the amount of time to devote to RIAFP business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the RIAFP in any given year.

8. **At-Large and Public Members**

Roles & Responsibilities:
At-large and public members are responsible for attending Board meetings, participating in communications in between Board meetings, and serving on committees.

Qualifications & Terms of Office:
At-large members must be active RIAFP members in good standing. Public members are by definition not members of the RIAFP but have special skills that enhance the operation of the RIAFP. At-large and public members serve two year terms. They are elected by the Board of Directors at the Board meeting following the annual meeting.

Time Required:
The at-large and public members have discretion in determining the amount of time to devote to RIAFP business and, therefore, the time commitment from year to year will

vary according to the individual holding the office as well as according to the issues being addressed by the RIAFP in any given year.

9. **Resident and Student Members**

Roles & Responsibilities:

Resident and student members are responsible for attending Board meetings, participating in communications in between Board meetings, and serving on committees. Additionally they are tasked with reporting back to the bodies which they represent, keeping them informed about the activities of the RIAFP and seeking input from these groups when applicable.

Additionally, the medical students elected to serve on the RIAFP Board are expected to serve as RI delegates to the National Congress of Student Members (NCSM) at the end of their term on the Board, and provide a report back to the RIAFP about the conference.

At least one of the resident members of the Board is encouraged to serve as the RI delegate to the National Congress of Family Medicine Residents, and provide a report back to the RIAFP about the conference.

Qualifications & Terms of Office:

Resident and Student members must be members of the RIAFP. They are elected for one year terms. The resident members are elected by their residency cohort, as outlined in the Bylaws. The student members are selected by the RIAFP Board at the Board meeting following the Annual Conference, as outlined in the Bylaws.

Time Required:

The resident and student members have discretion in determining the amount of time to devote to RIAFP business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the RIAFP in any given year.