



Elections Manual

TABLE OF CONTENTS

I	Introduction to the Elections Manual	3
	Purpose of the Manual	3
	Updates and Revisions	3
	Distribution and Access	3
II	Procedures and Guidelines Applying to All OANP Elections.....	4
	General Information	4
	Timelines	4
	Candidate Application Process	4
	Candidate Professionalism	5
	Campaigning	5
	Candidate Endorsements	8
III	Board of Directors General Elections	9
	Board of Directors General Election Procedures	9
	Eligibility	10
	Positions and Terms	10
	Commencement of Terms	11
	Candidate Declaration	11
	Voting	11
	Voter Eligibility	12
	Challenging a Board of Directors General Election	12
	Board Vacancies	13

1. Introduction to the Elections Manual

A. Purpose of the Manual.

The Oregon Association of Naturopathic Physicians (“OANP”) Elections Manual (“Manual”) includes policies and procedures that are applicable to all OANP elections. OANP holds regular elections of the Board of Directors (BOD), and when called for, special elections. The audience for this manual includes all OANP members, candidates, prospective voters, and other stakeholders.

OANP's Governance and Nominations Committees have been delegated authority to oversee elections and establish timelines and procedures in accordance with the OANP Bylaws and as charged by the OANP Board of Directors. Except for those OANP Bylaws and policies adopted by the Board of Directors, the provisions in this Manual are subject to the approval of the Governance and/or Nominations Committee.

B. Updates and Revisions

The Elections Manual will be updated as necessary to reflect any changes in policy and/or procedure, subject to the approval of the Governance and/or Nominations Committee.

C. Distribution and Access

This Manual is available to all OANP members on the website throughout the year. Election candidates receive a link to the Manual and are required to attest to having reviewed it in advance of submitting a candidate application.

D. Terms Used in this Manual

In this Manual “Candidates” refers to all those seeking election, regardless of the stage of their candidacy (prospective candidates, applicants, and those slated on the official ballot). Therefore, all candidates for election to the Board of Directors, are expected to adhere to the procedures and guidelines contained in this manual.

“Voters” refers to anyone eligible to vote in a particular OANP election. Voting Member qualifications are described in the Membership Policy.

2. Procedures and Guidelines Applying to all OANP Elections

A. General Information

Each year, OANP conducts annual board of director elections in accordance with OANP Bylaws and other policies. The annual elections cycle is conducted to fill positions that are due to expire at the close of a given leadership year (December

31, 20XX). Special elections are held when necessary to fill vacancies as required by the OANP Bylaws.

B. Timelines

The Nominations Committee will develop the election timeline and post to the website and communicate to the membership in advance of the election period itself.

Candidates should carefully review the election timeline along with all other information provided on the website to ensure they are fully informed of all applicable deadlines and candidacy requirements.

C. Candidate Application Process

All candidates are required to complete an application to verify eligibility and support voter education. Incomplete applications will be rejected. In the application, candidates must also attest to having read and understood OANP's election policies/procedures as stated in this Manual and other applicable OANP Bylaws and policies. Materials submitted as part of the application process are considered final and may not be edited, amended, or altered in any way.

D. OANP Promotion of Elections & Voter Education

To increase visibility for campaigns, OANP uses the elections landing page within the OANP website to house all information pertaining to the elections. Candidates and voters are encouraged to visit this site regularly for announcements and new information.

During an election cycle, this page may include:

1. General information about OANP Elections (e.g. timelines, FAQs, a link to this Manual, etc.)
2. The materials may include:
 - a) Summary Biography
 - b) Written platform statement
 - c) CV
 - d) Photograph
 - e) Contact information, including up to three personal social media platform links
 - f) Responses to application questions

OANP may utilize any of the above information to promote the elections and support voter education. OANP will also promote elections by sharing general information about the process (e.g. announcing the slate of candidates, voting procedure reminders) via web, email, electronic newsletters and social media, etc.

E. Candidate Professionalism

As prospective leaders of the Oregon Association of Naturopathic Physicians, all candidates are expected to conduct their campaigns with the utmost integrity and in a manner that is professional, issues-oriented, and honest. Candidates are expected to treat their fellow candidates, members, and staff respectfully.

Violating OANP election policies or procedures—including those found in this Manual— may be grounds for dismissal from the election process and expulsion from the association. This includes misuse of social media communication.

F. Campaigning

1. General Expectations

Prospective candidates are not limited in discussing their intention to run for office or when to begin their campaign until the official slate of candidates is announced, except when on official OANP business. However, prospective candidates are cautioned that those who campaign prior to the release of the official slate of candidates do so at their own risk. OANP is not responsible if an applicant fails to meet eligibility requirements, or submits an incomplete application.

2. Candidate Expectations

Candidates must abide by the following expectations, regardless of the method or platform used to campaign:

- Professionalism is expected.
- The focus of a campaign will be issues-oriented. A candidate's campaign should reflect their experience, vision, and expertise. It should not serve as a commentary on other candidates.
- Different points of view will be addressed in a respectful manner.
- Candidates understand that their behavior is a reflection of themselves, OANP, and the profession as a whole.

3. Campaign Restrictions While on Official OANP Business

Current OANP volunteers and leaders are not restricted from performing their official duties while running for office. However, when engaging in official OANP-sponsored business, candidates are prohibited from campaigning.

4. Campaign Materials

All information must be truthful, accurate, and reflect a professional business tone.

5. Communication with Voters

An email will be sent to all OANP members announcing the official slate of candidates for the elections. This email will contain a link to candidate information on OANP's website.

6. Appearance in OANP Publications

Once a candidate has declared their intention to seek office, currently existing OANP publications and web postings will not be altered or removed specifically because of an individual's candidacy.

7. Personal Social Media and Online Presence

Candidates are encouraged to use personal social media platforms to promote their candidacy. Candidates may provide up to three personal digital platforms (social media or website) to appear in their OANP candidate information. Candidates must adhere to the professional expectations noted above when engaging on social media.

8. OANP Social Media

Individual candidates **MAY NOT** post to OANP social media accounts. This includes either the OANP public or private Facebook page. OANP will share general election-related information via these channels and point back to www.oanp.org, which will contain candidate information.

OANP reserves the right to remove any election-related posts not generated by OANP from its social media accounts.

9. OANP Facebook

No campaigning or other election-specific discussions are allowed on the OANP Facebook

This includes, but is not limited to, promotion of or information about a specific campaign, questions to candidates, the election generally, or any call to action by candidates or voters.

The moderators will remove any post related to a candidate or the election. Members with questions about the election will be encouraged to contact the Executive Director. Attempts to post election-related threads or comments by candidates or non-candidates are violations of the OANP Code of Conduct and are subject to related disciplinary action.

The purpose for restricting campaigning on OANP's Facebook page is to prevent divisive electioneering and unnecessary distractions. The Governance Committee recognizes and appreciates the invaluable contributions members and leaders make on OANP's Facebook page. As such, candidates are **NOT** wholly restricted from posting on OANP's Facebook page and may continue to initiate or contribute to the many valuable substantive discussions related to clinical issues, advocacy, research, career advice, etc..

3. Candidate Endorsements

A. Nominating Committee

In accordance with the OANP Bylaws and Membership Policy, all candidates for Board positions must be OANP members in good standing, must have

PHYSICIAN MEMBERS Resident Physician (In residency program), 1st Year, 2nd Year, 3rd Year, and 4⁺ Yr Physicians

Eligibility: Requests for Physician Membership may be approved if applicant satisfies **all** the following criteria:

- Is a Naturopathic Doctor, whose degree is recognized by the Council on Naturopathic Medical Education; who holds an active Oregon license, AND;
 - Has paid dues based on years of licensure (i.e., Resident, 1st, 2nd, 3rd, 4⁺ year) AND;
 - Does not have outstanding dues payments based on membership terms for this membership category.
- a) Annually evaluate the environment and recommend to the Board any skills, capabilities or other characteristics that will support a diverse and high-performing Board of Directors.
 - b) Support communication and education efforts to inform all members of elected leadership opportunities and how to qualify for those positions.
 - c) Communicate to the membership the call for qualified members and encourage a broad slate of candidates to run for elected positions within OANP.
 - d) Evaluating all candidates seeking nomination according to the qualification criteria set forth in these Bylaws and according to such other selection guidelines as may be established by the Board of Directors.
 - e) Endorsing a single or multiple slate of candidates for each nominated position is not allowed other than “this candidate has met all requirements set by the OANP Bylaws and election procedures for candidacy as a Director/Officer/etc.”

B. Other OANP Organizations

Voting is a privilege of OANP membership and should not be influenced by the goals or objectives of another organization. OANP requests that all other organizations, whether formally recognized or informal, refrain from endorsing any candidate(s). We appreciate their respect for the voice of our members and encourage candidates to work with their supporters to adhere to these guidelines.

C. Board & Committee Member Involvement in Candidate Endorsements and Campaigns

Current OANP officers and directors are sometimes asked to provide a reference or publicly endorse a candidate. When this occurs, board members should be aware of the potential impact partiality might have on boardroom dynamics following the election. Current board members are not forbidden from providing a letter of reference for a candidate’s application. However, to avoid the appearance of partiality in general, board members are strongly discouraged from publicly campaigning or endorsing any candidate.

To guard against any appearance of bias, individual members of the Governance

Committee (including Board representatives) and the Nominations Committee are **expressly forbidden** from campaigning or endorsing a particular candidate for office.

Board representatives on the Governance and Nominations Committee must recuse themselves from any discussions and decisions related to elections in which they are candidates.

4. Board of Directors/ General Election

A. Positions and Terms

1. The Board of Directors/General (BOD/General) Election is held to elect At-Large positions on OANP's Board of Directors, in accordance with OANP's Bylaws,

B. Commencement of Terms

All elected positions begin their terms at the start of the next calendar year on January 1.

C. Eligibility

The following are the eligibility criteria for BOD/At-Large candidates as established in OANP's Bylaws (Article XIII, Section 3):

1. A candidate must be a fellow voting member of OANP in good standing.

D. Seated Board Member Declaration –

Seated board members must declare their intentions to run for office, prior to the candidate application period in accordance with the timeline established by the Governance Committee.

E. Candidate Application Process

Candidates for the Board of Directors are required to complete the same application, which includes:

1. Submission of a form containing specific candidate information, qualifying leadership experiences, and references.
2. Other expectations may include:
 - a. Summary Biography
 - b. Written platform statement
 - c. CV
 - d. Photograph
 - e. Contact information, including up to three personal social media platform links
 - f. Responses to application questions (applies only to BOD/House Officer candidates)

The candidate application period is established in the official election timeline that is approved by the Governance and/or Nominations Committees. All

candidate application materials must be received by the established deadline to be accepted. Incomplete applications will be rejected.

E. Voting Procedure

Directors will be elected by current voting members via an online voting or internet voting mechanism to manage the voting process. Board elections will be communicated, implemented and concluded prior to the Annual Business Meeting per the Bylaws. This ensures a process that is not diluted in anyway due to preparation for any other simultaneous event, such as the Annual Conference.

Nominations for new members of the Board of Directors may be made by the Board of Directors, by individual Board members, or by voting members. Nominations will be accepted per the process and timeline established by the Governance and/or Nominating Committees. Self-nominations are accepted.

F. Voter Eligibility

- A. OANP members with voting eligibility, who are in good standing twenty-one (21) days before the election begins, are eligible to vote in the BOD/General Election per voting practice in the state of Oregon.

Per the Bylaws ARTICLE II. Section 18. Record Date. The record date to determine the Voting Members entitled to receive notice and vote at a Voting Member meeting will be thirty (30) days before the date of the meeting unless the Board of Directors authorizes the use of a different date

G. Board of Directors/General Election Procedures

OANP's Board of Directors General Election is conducted via online voting by a third-party, independent vendor in accordance with the OANP Board of Directors. The vendor manages the distribution of secure electronic ballots to eligible voters. Eligible voters must have a current, valid email on file with OANP. Secure ballot information will be distributed to eligible voters via email.

Write-in candidates, within the electronic format, are permitted. If OANP's independent vendor identifies a write-in candidate who has received enough votes to win the election, OANP staff will confirm the individual has met all eligibility requirements. Misspelling of names does not invalidate a vote/ballot if the intent of the voter is clear.

Ballots are tabulated and results are certified by OANP's independent vendor at the close of voting. A tabulation memo is received from the vendor accounting for all ballots cast. The memo will be posted on OANP's elections webpage once all candidates have been informed of the outcomes.

The OANP Board President will contact each candidate to inform them of their individual results after ballots have been tabulated and results have been certified

H. Plurality, Quorum & Tie Vote

In accordance with OANP's Election Policy, candidates with the most votes will be elected to fill open positions. Should a winning candidate need to decline the winning position, the next candidate by number of votes will be the winner.

I. Challenging a Board of Directors General Election

Any candidate or eligible member may challenge an OANP general election. The challenge must be made to the Governance Committee while the election is in progress or within one week of the announcement of the election results. The procedures for challenging an election can be found in OANP's Policy Manual.

5. Governance and Nominations Committees –

A. Positions and Terms

The Governance and Nominating Committees are made up of OANP members in good standing with at least one year of continuous membership in the organization. They serve in preparation for annual elections and any other election function required by the Board. They meet as frequently as required to manage the process of association elections.

6. Election Candidates -

A. Candidate Declaration

Candidates must be OANP members in good standing. Nominees declare their candidacy through the candidate application process which is outlined during election time on the OANP website; write-in candidates, can be made directly on election ballots.

Candidate applications must be reviewed, and eligibility confirmed, before an individual can be included on the ballot.

B. Candidate Publicity

Each candidate will have one page (8.5 X 11”), hosted on OANP's website. As a guide the average word count is roughly 500 words on a single-spaced page. Candidate pages will include the following:

- Photograph
- Brief written platform statement

C. Voter Eligibility

Eligible voters for electing members to the board are voting members of the OANP who have been members at least 21 days prior to the opening day of the voting period, in accordance with State of Oregon voting eligibility practice..

D. Nominating Committee Election Procedures

The Governance and/or Nominating Committee is responsible for implementing

all elections.

OANP's Board Elections are conducted prior to the annual business meeting. Online voting is facilitated by a third-party, independent vendor.

At the specified time for the election, each eligible voter will receive an email containing instructions to access the ballot and cast their vote electronically. OANP staff will be available to assist anyone who experiences any issues casting their votes while the election is open.

Write-in candidates are permitted. If OANP's independent vendor identifies a write-in candidate who has received enough votes to win the election, OANP staff will confirm the individual has met all eligibility requirements. Misspelling of names does not invalidate a vote/ballot if the intent of the voter is clear.

Ballots are tabulated and results are certified by OANP's independent vendor at the close of voting. A tabulation memo is received from the vendor accounting for all ballots cast. The President of the OANP Board of Directors or a designee will report the results to the members. The memo will be posted to OANP's webpage.

E. Tie Vote –

If there is a tie vote, the BOD will vote to determine the winner.

7. Student Elections –

A. Commencement of Terms

Elected student positions will begin their term at the start of the calendar year on January 1.

B. Eligibility

Eligibility to hold office as a student liaison is limited to student members in good standing of the OANP. Each candidate for an elected leadership position must be a student of an accredited or provisionally accredited ND program at the time of election. Students are elected by their peers at their respective educational institutions.

C. Candidate Publicity

Each candidate will have one-half page (8.5 X 11”), hosted on OANP's website. Candidate pages will include the following:

- Photograph
- Candidate statement
- Other expectations may include:

- a. Summary Biography

- b. Written platform statement
- c. CV
- d. Photograph
- e. Contact information, including up to three personal social media platform links
- f. Responses to application questions (applies only to BOD/House Officer candidates)

D. Student Voter Eligibility

Eligible voters for the Student At-Large position are student members of the OANP in good standing and elected by their peers at their respective educational institutions.

8. Special Elections

A. General Information

From time to time, a special election may be required to fill a vacancy on OANP's Board of Directors. In such cases, the Governance and/or Nominations Committee will establish a timeline and approve any new procedures it finds appropriate to ensure the special election is conducted fairly and efficiently. Otherwise, the policies and procedures stated in this manual apply to the conduct of special elections as they do in any regular election cycle.

B. Vacancies

According to OANP's Bylaws (Article IV, Section 6, 7, 8) OANP directors may resign or be removed as provided in the Bylaws. Vacancies are filled in accordance with relevant Bylaws and policies.