

ELECTION PROCEDURE GUIDELINES FOR THE POSITION OF ATS SECRETARY

As an organization the American Thoracic Society is proud and unique in the respiratory, critical care and sleep fields in having a democratic process for selecting leadership positions to the Board of Directors. Nominees are sought from all areas of the Society, and go through a rigorous vetting process conducted by a group of individuals selected through an open nomination process by the ATS Board of Directors. The two candidates selected by the Nominating Committee, along with the alternate, are deemed to be equally qualified and capable of leading the Society. The choice of the person to join the Executive Committee is made through election by all full members of the ATS.

ELECTION PROCESS

The ATS encourages active participation of its members during the election process. The goal is to provide a forum where both candidates have an opportunity to introduce themselves to the membership and provide sufficient information about their vision for the Society. This allows the membership to make an informed choice among the candidates.

- Candidates provide the membership with a brief bio-sketch and responses to key questions posed by the Nominating Committee and an updated curriculum vitae. This information will be published in *ATS News*, on the ATS website and advertised on social media platforms. Candidates are permitted to retweet messages from the @ATSCommunity.
- Prior to the start of the election, ATS will include an Election Q & A article in *ATS Stat*, where each candidate will have an opportunity to provide the membership with more information about their vision and the ways in which they would work with the Executive Committee in a leadership role.
- To better inform the membership about the candidates, both candidates are asked to provide a brief 3-minutes video, which will be featured on the ATS Election webpage.
- Candidates are encouraged to send messages to the membership but only under specified conditions.
 - ATS at the national level will send a maximum of two mass messages to the entire membership (or a select group) on behalf of each candidate.
 - Neither candidates nor their supporters are allowed to use the ATS membership mailing list for the purpose of soliciting votes.
 - A limited number of messages from Assemblies encouraging members to vote are permitted. These messages should not directly support a particular candidate, instead they encourage the members to review the materials and vote.
 - The emailing of messages other than those sent by ATS is strongly discouraged, as many members may find this intrusive and annoying.
 - Use of mailing lists from other societies is not permitted.

Friends and colleagues of candidates are encouraged to talk with potential voters about their preferred candidate's capabilities and promise as an ATS leader. However, candidates and their supporters are strongly discouraged from engaging in any coercive activities or speaking in what might be interpreted as negative ways about the other candidate.

- The ATS Nominating Committee wishes to have an informed and lively debate among ATS members about the issues raised by candidates and the positions they are espousing so will entertain suggestions by members and candidates on how best to achieve these goals.

We expect that the two candidates for the position of ATS Secretary will adhere to these campaigning guidelines.