



2024 ELECTION MANUAL



Table of Contents

I.	<u>Introduction</u>	1
II.	<u>Election Procedure</u>	2
III.	<u>Open Positions for 2024</u>	3
IV.	<u>TMA Election Rules and Procedures</u>	6
V.	<u>General Election Rules</u>	7
VI.	<u>Nomination Work Sheet</u>	9

TMA Elections

I. Introduction

On July 13, 2002, the TMA Board of Trustees adopted TMA election rules to implement the bylaws changes related to TMA governance passed by the House of Delegates in April 2002. This election manual applies to the election of TMA officers and other delineated leadership positions. The deadlines are dates established by the TMA Board of Trustees.

The regions are divided as indicated below. Counties indicate in which region that TMA Direct members vote.

- Region 1 Shelby.
- Region 2 Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Hickman, Humphreys, Lake, Lauderdale, Lewis, Madison, McNairy, Obion, Perry, Tipton and Weakley.
- Region 3 Bedford, Cheatham, Coffee, Dickson, Franklin, Giles, Houston, Lawrence, Lincoln, Marshall, Maury, Montgomery, Moore, Robertson, Stewart, Wayne and Williamson.
- Region 4 Davidson.
- Region 5 Cannon, Clay, Cumberland, Dekalb, Fentress, Grundy, Jackson, Macon, Overton, Pickett, Putnam, Rutherford, Sequatchie, Smith, Sumner, Trousdale, Van Buren, Warren, White, and Wilson.
- Region 6 Bledsoe, Bradley, Hamilton, Marion, McMinn, Meigs, Polk, and Rhea.
- Region 7 Anderson, Blount, Campbell, Claiborne, Cocke, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, and Union.
- Region 8 Carter, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Johnson, Sullivan, Unicoi and Washington.

II. Election Procedure

The TMA election procedure is governed by the TMA Bylaws and the TMA Election Rules established by the Board of Trustees. Following those policies, annual elections of TMA leadership will proceed as follows:

September 1	Deadline for each region's elected trustee to certify the representatives on the Nominating Committee from each region.
November	President calls the meeting of the Nominating Committee
December 1	Deadline for Nominating Committee to submit all nominations to TMA Chief Executive Officer (CEO)
December 2	TMA will distribute candidate profiles forms to all nominees
December 10	Candidate profile forms are due at TMA headquarters by 5:00 p.m. CST
January	Publication of candidate profiles online and in TMA newsletter
February 1–29	TMA General Election. Ballots open
March 1	The Elections Committee will certify the elections If needed, runoff ballots will be prepared Election Committee will notify results to all candidates Election results will be posted on <i>TNMED.ORG</i>
March 21-28	Runoff election (if needed). Runoff ballots due by 5:00 p.m. CST on March 28

III. Open Positions 2024

A. Statewide Positions:

- 1) **President-elect** (One-year term) – The President-elect is the member who will serve as president of the Association during the following year. The President is the head of the Association during his/her term of office. The President serves as official spokesperson on important medical issues with the media and meets as called upon with state and federal governmental officials regarding medical policy and the position of the TMA. The President-elect serves on the Board of Trustees for three years, one each as President-elect, President, and then Immediate Past-President. He/she also serves as chairman of the Board's Executive Committee. The Board meets quarterly. The Executive Committee also meets quarterly.

Eligibility Requirement: To be eligible to serve as President-elect, one must be a member in good standing of the TMA for the five years immediately preceding the election. *[Bylaw IV, Sec. 3].*

Term of Office: One year as President-elect, one year as President, one year as Immediate Past-President.

- 2) **Speaker and Vice-Speaker of the TMA House of Delegates** - The Speaker's official role is to preside over the TMA House of Delegates, moderate debate, make rulings on parliamentary procedures. The Speaker represents the House as the voice of the body in ceremonial and other situations. The Vice-Speaker is designated to fill in when the Speaker is not available or when he/she delegates.

Eligibility Requirement: To be eligible to be speaker or vice-speaker of the House of Delegates, one must have attended meetings of the House of Delegates as a delegate or alternate delegate for a minimum of five years. *[Bylaw IV.A.Sec.6].*

Term of service: One year; may serve up to three consecutive terms.

Nominations for Speaker and Vice-Speaker will be submitted to the House of Delegates and the election of those positions will be conducted by the House of Delegates not by vote of the membership at large.

B. Regional Positions

- 1) **Judicial Council**– Each region shall have one councilor to serve on TMA's Judicial Council. The Judicial Council is required to meet once a year after the TMA Annual Meeting and at other times as deemed necessary, generally via conference call. The Judicial Council has the power to censure, expel, suspend or take other action against officers or component medical societies via formal disciplinary action. Councilors investigate each matter of alleged improper conduct. Each regional Councilor also assists the component medical societies in maintaining their viability in the region.

Eligibility Requirement: TMA Bylaws specify that one must have been a TMA member for three years prior to election. *[Bylaw IV, Sec. 2].*

Term of Office: Two years. No Councilor may serve more than four consecutive years

Region	Current Officer	Eligible for Re-election	
		YES	NO
Region 1	Autry Parker, MD		✓
Region 3	Keith Lovelady, MD		✓
Region 5	James Batson, MD		✓
Region 7	Tim Wilson, MD	✓	

- 2) Trustee** – TMA members who serve on the TMA Board of Trustees. The Board of Trustees determines the policy and details of management of the Association between meetings of the House of Delegates. The Board makes decisions over the expenditure of the funds of TMA. The Board fulfills and carries out the responsibilities and directives given to it by the House of Delegates. Trustees are not compensated but are reimbursed for reasonable travel expenditures. The Board generally meets on a quarterly basis, usually during a weekend in January, July and October and also in conjunction with the Annual Meeting each Spring. The Executive Committee of the Board convenes quarterly between Board meetings.

Eligibility Requirement: Only members in good standing for two previous years prior to election are eligible to be a trustee. [Bylaw IV, Sec. 6].

Term of Office: Two years. A trustee shall be eligible to succeed himself or herself for a subsequent two year term if they have attended at least 50% of Board meetings and submitted self and board evaluations to the Board chairman in a timely manner during his/her term.

Region	Office	Current Officer	Eligible for Re-election	
			YES	NO
Region 2	One Trustee	Pamela Murray, MD		✓
Region 4	One Trustee	Adrian Rodriguez, MD		✓
Region 5	One Trustee	Leslie Treece, MD	✓	
Region 7	One Trustee	Daniel Bustamante, MD	✓	

Regional Board of Trustees Election Schedule 2024-2029

The following chart reflects the current membership of the Board of Trustees and shows the election schedule of each office:

Region	Current BOT Member	2024	2025	2026	2027	2028	2029
Region 1	Walter Rayford, MD		Elect		Elect		Elect
Region 2	Pamela Murray, MD	Elect		Elect		Elect	
Region 3	Laura Andreson, DO		Elect		Elect		Elect
Region 4	Adrian Rodriguez, MD	Elect		Elect		Elect	
Region 5	Leslie Treece, MD *	Elect		Elect		Elect	
Region 6	Joseph Huffstutter, MD		Elect		Elect		Elect
Region 7	Daniel Bustamante, MD *	Elect		Elect		Elect	
Region 8	Allan Colyar, MD		Elect		Elect		Elect
Elections		4	4	4	4	4	4

* Eligible for re-election

IV. TMA Election Rules and Procedures

Nomination Process

- A. The members of the Nominating Committee shall be certified and reported to TMA by the elected board members from each of the eight TMA regions no later than September 1. The Board member is tasked with contacting every component medical society in their region to promote the process and recruit and confirm the participation of a member willing to serve on the Nominating Committee.
- B. The Nominating Committee shall ensure that there are enough candidates to fill the slate of open positions for all offices. In the event no candidate is located for an office, the CEO shall note this on the ballot.
- C. Nominations of regional positions (Judicial Council and Board of Trustees) shall come from the Nominating Committee member representing that region. The Nominating Committee member shall communicate to the leadership of component medical societies in the Region that nominations will be accepted and that members with interest in being nominated should communicate this to the Nominating Committee member by a designated date, with the default being the end of October.
- D. The TMA President will convene the Nominating Committee meeting during the month of November. The President is an ex-officio and non-voting member of the Nominating Committee.
Prior to the Nominating Committee meeting, the regional members shall contact each person nominated in their region for election and re-election to confirm that he/she agrees to be nominated.
- E. The nominations shall take into account considerations encouraged by TMA policies. The President will communicate the desired attributes of candidates for office and other criteria to be considered to help the Nominating Committee in its task to identify and recruit diverse members of the association to serve in leadership roles.
- F. The Nominating Committee may convene any meeting by electronic means at the discretion of the President.
- G. The Nominating Committee shall report its list of candidates by December 1, pursuant to the TMA Bylaws.
- H. No candidate profile may be posted by TMA to its elections page unless the candidate has been certified by the Nominating Committee. Such reports shall be in writing with the signature of the President and reported to the TMA Chief Executive Officer (CEO). The CEO will notify each nominee of his/her nomination.
- I. The Nominating Committee's certifications shall be in writing on an official certification/election form developed by the TMA. It is permissible to fax or email certification forms to the TMA.
- J. Any reasonable expenses associated with Nominating Committee meetings will be paid by the TMA according to its established reimbursement policies.

Process and General Rules for Elections

- A. The CEO shall create and make available to all members the ballots of nominees.
- B. Balloting shall begin on February 1 and conclude on last day of February at 5:00 p.m. CST.
- C. The CEO must receive all completed ballots by the date and time indicated. Ballots received after the deadline will not be counted. "Receive" means electronically received at the TMA headquarters or such other place as may be designated.
- D. In the event that no nominee for President-elect obtains over 50 percent of the total votes cast for that office, there shall be a runoff between the top two (2) vote recipients. In the event of a tie vote for Councilor or Board of Trustees, there shall be a runoff election in the same manner and within the same period as that which would be conducted for a President-elect runoff.
- E. All ballots shall be designed to allow members to indicate "write-in" votes for each office.
- F. In the event of a vacancy of any Councilor with an unexpired term, the Board of Trustees shall appoint a qualified member as defined in the TMA Bylaws to fill the balance of the term. [Chapter IV, Sec. C.4]
- G. In the event of a vacancy of a Board of Trustees member, the Regional Nominating Committee in the region which the vacancy occurs shall fill the unexpired term. [Chapter V, Sec. 8]
- H. Election rules shall be reviewed annually by the TMA Board of Trustees and amended as needed.
- I. Nothing in these rules shall preclude a nominee for any office or position, or component medical society, or any other person on the nominee's behalf, from contacting TMA members in support of such nominee's candidacy.

However, no TMA funds shall be used for the purpose of such contact. This does not preclude the TMA from providing electronic information for addresses and emails for leadership election purposes only at no cost to any candidate at the request of the candidate. This rule also applies to elections for Speaker and Vice Speaker. The request for data may only be fulfilled by TMA staff.
- J. Any disputes in the election procedure shall be addressed by the TMA Constitution & Bylaws Committee. To resolve disputes, the Committee may convene electronically. The decision of the Constitution & Bylaws Committee is final.
- K. All votes will be cast using the electronic voting technology approved by the Board of Trustees. No ballots or votes will be accepted and counted if received by telephone, mail, fax or other means. In the event of technology failure, the Board of Trustees shall determine the mechanism by which to submit votes.
- L. Where needed and appropriate in order to provide for efficiency and balance, this election process may provide for staggered terms for Trustees.
- M. The President, President-elect, and Immediate Past President shall comprise the Election Certification Committee to certify the count the votes as presented by the CEO and notify all of the candidates and the membership of the results of each election. However, the number of votes and percentage of votes received by each candidate will not be released.

- N. Ballots for TMA Leadership Elections will be available online beginning February 1 each year. Members may access all information about elections and instructions for voting on the TMA website. The Election page will contain a direct link to the voting platform.
- O. Members eligible to vote will receive a personalized email with voting credentials and a link to enter the voting platform. Those members without valid email addresses in the member database will receive a personal correspondence with instructions and voting credentials.
- P. The election website page and/or ballot will contain a hyperlink to each candidate's profile, allowing the voting member to view brief personal information submitted by the candidates. TMA members may only vote one time. Changes cannot be made once a vote has been cast.

If there are any runoff elections, TMA membership will be notified.

- Q. Active dues-paying members, retired-status members, and resident and fellow members are eligible to vote in the election if they are members of the TMA on January 15, the date that eligible voter data is uploaded to the voting platform.

VI. Nominating Work Sheet — please add additional pages for nominations if needed

A) Enter the name of the nominee(s) for President-elect.

1.	
2.	
3.	
4.	

B) Enter the name of the nominee(s) for Speaker of the TMA House of Delegates: (election held in House of Delegates)

1.	
2.	
3.	
4.	

C) Enter the names of the nominee(s) for Vice Speaker of the TMA House of Delegates: (election held in House of Delegates)

1.	
2.	
3.	
4.	

D) Enter the names of nominee(s) for Judicial Councilor from the indicated regions. There are spaces below for four (4) nominees; however, the committee may nominate more or less than four candidates. *Nominees must be from the regions indicated below.*

Nominee(s) for Judicial Councilor Region 1	
1.	
2.	
3.	
4.	

Nominee(s) for Judicial Councilor Region 3	
1.	
2.	
3.	
4.	

Nominee(s) for Judicial Councilor Region 5	
1.	
2.	
3.	
4.	

Nominee(s) for Judicial Councilor Region 7	
1.	
2.	
3.	
4.	

- E) Enter the names of the nominee(s) for Board of Trustees from the indicated regions. There are spaces below for four (4) nominees; however, the committee may nominate more or less than four (4) candidates. *Nominees must be from the regions indicated below.*

Nominee(s) for Board of Trustees Region 2	
1.	
2.	
3.	
4.	

Nominee(s) for Board of Trustees Region 4	
1.	
2.	
3.	
4.	

Nominee(s) for Board of Trustees Region 5	
1.	
2.	
3.	
4.	

Nominee(s) for Board of Trustees Region 7	
1.	
2.	
3.	
4.	

- F) TMA Bylaw Article III, Section 4 requires the nomination of 1 delegate for every 50 active, veteran, and intern and resident members who have joined the TMA directly.

Direct Member Delegates to the House of Delegates	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	