

**IMPORTANT:
PLEASE READ**

**NOMINATIONS FOR
NATIONAL OFFICE**



February 2018

Dear Fellow:

This letter outlines the procedures for members seeking to attain a national office of the American College of Obstetricians and Gynecologists and the ACOG Foundation (hereinafter referred to as “ACOG”). ACOG promotes and is committed to an environment of respect, fairness, integrity, and inclusiveness in its nomination process (see [Appendix A](#)).

The national offices to be filled for the term May 2019 to May 2020 are [President Elect](#), [Secretary](#), [Fellow-at-Large](#), and [Young Physician-at-Large](#). The [President Elect](#) automatically becomes the [President](#) and then the [Immediate Past President](#) the following year. Please review the position descriptions carefully, especially pertaining to responsibilities, time commitment, term of office, and qualifications.

To become a candidate for one of these offices, you must provide the following four items in PDF format to Leslie Smith, Administrator, Executive Board Affairs (lsmith@acog.org), no later than **April 1, 2018**:

1. A letter from you including the office(s) for which you would like to be a candidate, and your motivation and reasons for seeking office. Candidates may seek no more than two offices. (If you are interested in more than one office, please indicate your preference in priority order.)
2. A one-page, single-sided, summary of your curriculum vitae (CV) in the format shown in [Appendix B](#)
3. A complete CV
4. A signed [Candidates Agreement](#)

This material except, the Candidate Agreement, will be provided to the Committee on Nominations and first and second alternates before their meeting at the Annual Clinical and Scientific Meeting in Austin, TX. Only after candidates submit all four items, their names and office(s) for which they are running will be listed on ACOG’s website.

Candidates must attend the National Officer Candidates Forum at the Annual Meeting on Saturday, April 28, beginning at 2:30 PM, and a specific time will be set aside for each candidate. You will make a five minute presentation to the forum attendees about your qualifications for the specific office(s). Attendees will include the Committee on Nominations members and first and second alternates, along with the Executive Board and other interested ACOG members. The Committee is composed of one representative from each district, two at-large Fellows, and three past presidents. A past president serves as the committee chair. First and second alternates are elected to serve if a member is unable to serve. Presentations at the forum will be recorded and transcribed.

The one-page summary of your CV will be published on ACOG’s website between the Annual Meeting and the fall annual district or advisory council meetings. At the fall meetings, the qualifications of all candidates for office will be discussed. Campaigning by candidates is not permitted. Candidates are not allowed to orchestrate a campaign by others on their own behalf. For information about what constitutes campaigning, please see [Appendix C](#). The Committee on Nominations meets in November 2018 to select the slate of nominees.

If you have questions about this process, please contact Leslie Smith at lsmith@acog.org or Ivy Chou, Chief Human Resources Officer, at ichou@acog.org.

Sincerely,

A handwritten signature in black ink that reads "Hal C. Lawrence, MD". The signature is written in a cursive, slightly slanted style.

Hal C. Lawrence, III, MD, FACOG
Executive Vice President and Chief Executive Officer