

# **CANDIDATES HANDBOOK 2009 - 2010**

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## OVERVIEW

This booklet has been developed as a guide for candidates for national office. The Nominating and Leadership Development Committee (NLDC) has created a timeline of important activities and information for candidates. Please utilize the checklist to assist you as you organize activities and prepare for your candidacy and Congress week activities.

Your personal statement and candidate application has already been completed and received. You may want to refer to these as you write your election statement and prepare your candidate's speech.

Your candidate's biographical information, election statement, and photograph are published in the *Pre-Congress Journal*, the *Congress Resources* book, and on the AORN website. Editorial staff and other Headquarters staff will work with you to ensure that accurate information is published. *You are a leader in our organization and we want to showcase your accomplishments.*

## ELIGIBILITY FOR NATIONAL OFFICE

Taken from the AORN Bylaws – Article VII Section 1: Eligibility

- A. To be eligible for elective office as a member of the Board of Directors or as a member of the Nominating and Leadership Development Committee, a nominee must currently provide or have previously provided perioperative nursing care that addresses(ed) the needs of patients preoperatively, intraoperatively, and postoperatively.
- B. To be eligible for elective office as a member of the Board of Directors or a member of the Nominating and Leadership Development Committee, a nominee must have been a member of the Association continuously for two (2) years immediately prior to being nominated and may not be an employee of AORN Headquarters.
- C. To be eligible for the office of President-Elect or Vice President, a nominee must have served at least one (1) year as a member of the Board of Directors, be a CNOR, and must possess a minimum educational preparation of a BSN or bachelor's degree in a related field.
- D. The members of the Nominating and Leadership Development Committee may not be listed as candidates for election on a slate that they have prepared.

### **CODE OF CONDUCT POLICY/FULL DISCLOSURE POLICY** (APPROVED 4/91; REVISED 07/07)

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

Board members must represent unconflicted loyalty to the interests of the membership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any board member acting as a consumer of the organization's services.

Board members must avoid conflict of interest with respect to their fiduciary responsibility.

When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall announce the conflict of interest. Voting privilege shall be determined by the Board.

Board members will annually disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict. Disclosure should be presented to the President in writing at the summer Board meeting or when the conflict arises.

Board members should avoid using their position or the Association’s assets in a way that would result in pecuniary or monetary gain.

When representing AORN, Board members interacting with the public, the press, or other entities must speak based upon AORN’s stance.

Board members will respect the confidentiality appropriate to issues of a sensitive nature.

This policy shall be distributed to all candidates for elected office at the time the candidates are informed of their nomination.

**NOMINATING AND LEADERSHIP DEVELOPMENT COMMITTEE RESOURCE PERSON**

*(July-Congress)*

Candidates will have a member of the NLDC available as a resource to assist you throughout the entire process. We advise you to take advantage of this opportunity and feel free to contact your resource person at any time. We also encourage candidates who would like a mentor to contact the Leadership Development Task Force through Headquarters.

**Office/Candidates .....Resource Person**

**President-Elect (one to be elected)**

Anne Marie Herlehy.....Maureen Pennington  
Deborah G. Spratt.....Callie Craig

**Vice-President (one to be elected)**

Beverly Kirchner.....Donna Ford  
Rosemarie Schroeder.....Callie Craig

**Secretary (one to be elected)**

Jane A. Kusler-Jensen.....Kevin Metzging  
Martha D. Stratton.....Kevin Metzging

**Board of Directors (three to be elected)**

David A. Wyatt.....Kevin Metzging  
Rose E. Seavey.....Callie Craig  
Rena N. Battie.....Karen Moser  
Denise Jackson.....Maureen Pennington  
Deborah Farina Mulloy.....Karen Moser  
Annette Wasielewski.....Kevin Metzging  
M. Renee Khalar.....Callie Craig

**Nominating and Leadership Development Committee (three to be elected)**

Claire R. Everson.....Karen Moser  
Jill A. Gerhmann.....Donna Ford  
Judith L. Goldberg.....Maureen Pennington  
Marisa “Missi” Merlino.....Maureen Pennington  
Sandy Albright.....Karen Moser  
Trudy Kenyon.....Donna Ford

The contact information for the members of the NLDC is listed below. Any written information should be sent to Rhonda Minthorn at AORN headquarters.

<p><u>Chair:</u>  Donna Ford, RN-BC, MSN, CNOR  Stewartville, MN  Cell (507)269-6070  Work (507) 266-1951  Email: <a href="mailto:ford.donna@outdrs.net">ford.donna@outdrs.net</a>  Email: <a href="mailto:ford.donna@mayo.edu">ford.donna@mayo.edu</a></p>	<p>Callie S. Craig, RN, MS, CNOR  Oklahoma City, OK  Cell (405) 208-2241  Work (405) 945-5079  Fax (405) 951-2797  Email: <a href="mailto:Callie7@cox.net">Callie7@cox.net</a>  Email: <a href="mailto:callie.craig@integris-health.com">callie.craig@integris-health.com</a></p>
<p>Kevin J. Metzging, RN, BS, CNOR  Orlando, FL  Cell (407) 376-4570  Home (407) 650-8155  Email: <a href="mailto:km2736@aol.com">km2736@aol.com</a></p>	<p>Maureen Pennington, CAPT, NC, RN, USN  BSN, MSN, CNOR  San Diego, CA  Cell (760) 910-2057  Home (760) 365-7780  Email: <a href="mailto:Maureen.Pennington@med.navy.mil">Maureen.Pennington@med.navy.mil</a>  Email: <a href="mailto:mpennington007@gmail.com">mpennington007@gmail.com</a></p>
<p>Karen Moser, RN, BSN, CNOR  Madison, WI  Cell (813) 546-9617  Home (608) 467-8383  Email: <a href="mailto:chef_moz@hotmail.com">chef_moz@hotmail.com</a></p>	<p>Advisor:  Susan Banschbach, RN, MSN, CNOR  Tulsa, OK  Home (918) 288-6821  Work (918) 494-1987  Email: <a href="mailto:skbanschbach@saintfrancis.com">skbanschbach@saintfrancis.com</a></p>
<p>Ex Officio:  Linda Groah RN, MSN, CNOR, CNA, FAAN  2170 S Parker Rd, Ste 300  Denver, CO 80231-5711  Work: (800) 755-2676 ext. 220  Fax: (303) 750-2927  Email: <a href="mailto:lgroah@aorn.org">lgroah@aorn.org</a></p>	<p>Staff Consultant:  Rhonda Minthorn  2170 S Parker Rd, Ste 300  Denver, CO 80231-5711  Work: (800) 755-2676 ext. 487  Fax: (303) 368-6248  Email: <a href="mailto:rminthorn@aorn.org">rminthorn@aorn.org</a></p>

## Pre-Congress Planning

### PICTURE SUBMISSION

*Deadline: September 4, 2009*

- ❏ Two 5x7, black & white, **professional quality photographs taken within the last five years.** Please mail these photos to Rhonda Minthorn, AORN 2170 S. Parker Rd., Ste. 300, Denver, CO 80231-5711. One will be used for the candidate display at Congress; the other will be used for publication in the *Journal* and *Congress Resources*. **NOTE: Black and white photos take more time to be developed, so consideration should be given to completing this as early as possible should retakes or reprints be necessary. Photos are to be of the same pose with a professional solid background.**
- **Your photographer must sign a copyright release form and this form must be returned with the photos to Rhonda Minthorn.** *A copy of the AORN photo release form is included in this handbook (Attachment 1). If no copyright release is received your photo cannot be used by AORN for publication or display.*
- Keep in mind when choosing the picture to send to the *Journal* that many members will recognize you by this picture when you meet them at Congress. (For example: if you will be wearing glasses during Congress week make sure you are wearing them in your picture.)
- Consider color contrasts when selecting an outfit for your black & white photo.
- In addition to the two printed copies you provide of your photo, it is also suggested that you submit them in a digital format (**jpeg or tif**) via email or a copy on CD to [\*rminthorn@aorn.org\*](mailto:rminthorn@aorn.org)

## **AORN Statement on Written Campaigning Acknowledgement**

*Deadline: September 4, 2009*

In order to increase the pool of nominees for national office, AORN does allow sharing lists and photos of potential candidates for consideration for the ballot between chapters, councils, specialty assemblies, etc., as long as the information sharing is not in the form of a written campaign statement.

To promote fairness and equity among the candidates, the AORN Nominating and Leadership Development Committee prohibits written campaigning **after** the ballot has been established and/or published. This includes, but is not limited to, promoting the candidacy of any individual by soliciting votes for any individual via written or electronic letters, cards, e-mails, list-serve communications, text messages, blogs, and advertisements.

Any infractions of this policy will be addressed by the Nominating and Leadership Development Committee with recommendations to the AORN Board of Directors and could result in immediate removal from the AORN slate of candidates.

For questions or clarification of the above policy, please contact the Nominating and Leadership Development Committee Chair, Donna Ford at (507)269-6070 or (507) 266-1951.

Please return signed statement (Attachment 2 at the end of the handbook) by September 4, 2009 to:

AORN  
Attention: Rhonda Minthorn  
2170 S. Parker Road, Suite #300  
Denver, CO 80231-5711

## AORN Candidate Campaigning Do's and Don'ts

### DO.....

- Attend local, state, and national AORN events and make yourself visible
- Answer verbal questions about your abilities and talents as a candidate.
- Answer verbal questions about your ideas and goals for AORN.
- Network with other AORN members regarding professional perioperative issues on *MemberTalk* and the Communities of Practice (COP).
- Submit professional manuscripts for the *AORN Journal* and/or *Connections*.
- Present educational programs.
- Attend local chapter and state council meetings. Answer questions about your qualifications and goals if asked.
- If invited, attend chapter, State Council, and Specialty Assembly (SA) meetings at Congress. Answer questions about your qualifications and goals if asked.
- Attend other professional nursing association events and meetings.
- Continue to serve on appointed committees and/or task forces (if applicable)
- Continue to serve on the AORN Editorial Board (if applicable)
- Continue to serve on the CCI Board (if applicable)

### Don't.....

- Distribute (or allow others to distribute) any written material or electronic media identifying or promoting yourself as a candidate for national office, including written letters, cards, e-mails, list-serve communications, photos, text messages, blogs, or advertisements.
- Distribute business cards that identify you as a candidate.
- Identify yourself as a candidate on *MemberTalk* or the Communities of Practice (COP).
- Identify yourself as a candidate when presenting professional or educational programs.
- Identify yourself as a candidate when submitting manuscripts to the *AORN Journal* and/or *Connections*.

**If elected, you are not allowed to serve on an appointed national committee or task force during your term of office on the Board or NLDC.**

### ELECTION STATEMENT FOR THE AORN JOURNAL

*Deadline: September 4, 2009*

The election statement is the candidate's chance to speak to the membership about current issues that are facing professional nursing and their impact on perioperative nursing. **Statements for candidates running for President-Elect & Vice President are allowed 400 words. Statements for candidates running for other offices, the Treasurer, Secretary, the Board, or the NLDC are allowed 250 words.** It is best to write your statement in a recognized word processing system (e.g., Word) and run a word count on the document before you send it to Headquarters. If the word count submitted is more than allowed, the statement will be edited for the correct number of words by the editorial staff. Please send your statement by e-mail. Address your statement to:

Liz Cowperthwaite

E-mail: [lcowperthwaite@aorn.org](mailto:lcowperthwaite@aorn.org)

After editing for *Journal* style, your election statement will be returned to you, along with your biographical information, by *approximately* October 1. You will have about 15 days to check it, make any changes, and return the approval form.

## NEWS RELEASES

(Optional)

At your request, if you are elected, AORN will provide a template of a press release for you to send to your hometown newspapers, hospital or place of employment public relations departments and specialty nursing journals (cc to candidates). Contact Rhonda Minthorn via email ([rminthorn@aorn.org](mailto:rminthorn@aorn.org)) for a copy of the news release template.

## BOARD MAILINGS

(Jan-Congress)

Starting **approximately** in January, you will begin receiving the Board Bulletin by e-mail *when available*. **Please note that the action items in this bulletin are intended for the Board members only.** This is an **informational** mailing for you as you pursue your elected position.

We recommend you pay particular attention to information that will impact the position that you are seeking, and that will enhance your understanding of perioperative nursing and other issues impacting AORN.

This information will keep you informed of the issues facing the Association. It may be helpful in preparing you for the candidates' caucus questions and may assist you as you develop your speech.

## BIOGRAPHICAL INFORMATION FOR PRE-CONGRESS JOURNAL

(October)

The editorial staff members draft the biographical information for the *Journal* from the information submitted on the Candidate Application form. You **do not have to re-submit** this information. The editors will send you a draft for your approval. To be fair to everyone, the editors follow very strict guidelines about what can be included.

Only information from the past 10 years is included (2000-2010). If dates of an activity were listed as 2000-2001, the editors change it to 2000 only. If a range of dates starts before 2000, the editors change the first date to 2000.

The biographical information is listed in the following order.

1. Office for which you are consenting (this information is not included in the biographical data information).
2. Name, credentials, current position, primary employer, secondary employer (if appropriate), city, and state.

Regarding credentials: Only highest academic degree earned is listed (unless a lower degree is necessary to clarify nursing studies). Studies in progress and candidate degree status are not listed here. Only nationally recognized licenses and certifications are listed.

3. Education and current specialty nursing certification.

The name of the degree is spelled out, followed by the name of the school and city/state where the degree was earned.

Studies in progress may be written out here, but only if the candidate is actually enrolled in a course of study leading to a degree. This would apply to all academic degree studies (i.e., bachelors, masters, doctorate). The letters "PhD(c)" will not be used as credentials with names. Other "training" routinely required is not included (e.g., ACLS, ATLS).

4. Number of years as a perioperative nurse and member of AORN.

5. Chapter, Member at Large, Councils, and Specialty Assembly affiliations.  
This can include any memberships with these AORN-affiliated groups.  
The year(s) of membership is included.  
NOTE: This includes memberships only -- Offices held, awards, etc, related to these groups is not included here. This information can be included in item 7 (see below).
6. Number of Congresses attended; number of times as delegate and alternate.
7. Awards/honors.  
Only awards/honors awarded by professional/community service organizations are recognized.  
The date of the award is included, but the description (on form) is not. Scholarships are not listed.
8. AORN Leadership and Service.  
May include up to 15 organizational leadership positions within AORN (National, Chapter, Council, or Specialty Assembly). May include committees, task forces, etc.  
National activities are listed first, followed by Specialty Assembly and Governing Council activities, State Councils, and Chapters.  
The year(s) is included, but the description (on form) is not.
9. Leadership and Service in nursing, outside AORN.  
May include up to 5 organizational leadership activities (non-work related) not including AORN.  
The year(s) is included, but the description (on form) is not.  
CCI activities are listed here.
10. Community Leadership outside AORN and nursing.  
May include up to 5 leadership activities (non-work related) from outside AORN and nursing.  
The year(s) is included, but the description (on form) is not.
11. Written, Speaking and Research (this information is not included in the biographical data information printed in the *Journal*). You may include up to 10 items total of your best efforts in these three categories. These items may be any combination but no more than 10.

Note: Information listed in #1 on the form (e.g., office for which consenting), #11 (e.g. publications, speaking, research) and #12 (e.g., miscellaneous competencies) are not included in the candidates' biographical information in the *Journal*.

The biographical information is followed by the candidate's election statement.

When the editors send your draft for approval, please check the information, including dates, carefully. **The draft will be mailed to you by *approximately* October 1, 2009. You will have *approximately* 15 days to check it and return it.**

#### **AORN Journal Timeline**

1. **September 4, 2009** - Mail two professional quality black & white 5 x 7 photos to Rhonda Minthorn at the Headquarters address.
2. **September 4, 2009** - Send election statement to *AORN Journal* via email to Liz Cowperthwaite at the email address below.
3. ***Approximately* October 1, 2009** - Editorial department will mail the biographical information and edited election statement for your approval.
4. ***Approximately* October 15, 2009** - Return approval forms for biographical information and election statements to Liz Cowperthwaite in the editorial department (see email address below).

#### *Questions?*

If you have any questions about the editorial procedure or appropriate content, please contact:  
Liz Cowperthwaite                      E-mail: [lcowperthwaite@aorn.org](mailto:lcowperthwaite@aorn.org)

## ELECTRONIC MEDIA

*(August-Congress)*

**The NLDC has developed an online Community of Practice (COP) forum for all Candidates. This is where the NLDC will be posting deadlines, tips, updates, schedule changes and answer questions. As a candidate please check the COP weekly and activate the notification option so that you are alerted when updates are posted. If you have difficulty accessing the COP, please contact Rhonda Minthorn at AORN Headquarters.**

If you are not a member of Membertalk, you can join by going to AORN's web-page at [www.aorn.org](http://www.aorn.org) and on the home page along the left margin, click on the button labeled "MEMBERTALK". MemberTalk, AORN's Listserve for members to discuss chapter issues, is an excellent forum for potential candidates to participate in electronic conversations with members across the country. .

You are permitted to participate on MemberTalk and the COP. In fact we encourage you to engage with the membership in this electronic forum. Posting on MemberTalk or the COP as an identified candidate or speaking directly about campaign issues constitutes written campaigning and is not permitted.

## FORMAL SPEECH PREPARATION

*(September-Congress)*

This is probably the most important and personally challenging public appearance that candidates will make during Congress week. It also can be the most exciting event, if you plan and prepare appropriately. Candidates running for President-Elect will be given five minutes. All other candidates will be allotted three minutes for their speeches. Possible suggestions to consider for your formal speech can include some of the following:

- ☐ Your personal and professional accomplishments
- ☐ Your AORN involvement
- ☐ **Your qualifications for the position!!**
- ☐ Items you would like to accomplish
- ☐ Perioperative issues
- ☐ AORN issues

When writing your speech think about what makes you different from the others running with you and capitalize on it. Plan to finish your speech 15-30 seconds before your allotted time. This will give you a comfortable cushion should you need it, or will allow you more time to emphasize a point. When you have 15 seconds left, the timekeeper in the front row will hold up a sign indicating the amount of time remaining. When time runs out, another sign will be held up and the microphone will be turned off.

**The speech time limit will be enforced.**

## Speech Tips

The following points have been compiled from the past experiences of candidates. You may find many of these helpful as you prepare for Congress.

- ☛ We suggest you seek the assistance or advice of a mentor to review and possibly critique your speech.
- ☛ Practice delivering your speech rather than reading it. If memorizing works for you, spend time fine tuning it before Congress.
- ☛ Be sure you use various voice inflections and avoid being monotone.
- ☛ As you practice, time your presentation with a stopwatch or clock.
- ☛ A tape recorder or videotape is the most useful tool for feedback. Look for variations in speed or tone, or for the dreaded 'um's (and the 'er's, 'like's and 'you know's).
- ☛ Record yourself periodically to help work on the areas or points you want to emphasize.
- ☛ Present your speech to anyone who is willing to listen to it, as often as you can.
- ☛ If you have access to a large hall or hospital auditorium, consider practicing your speech there.
- ☛ Practice speaking into a microphone, stand with your hands placed directly on the podium and speak directly into the microphone.
- ☛ Pack a second copy of your speech in a separate suitcase or give one to a friend.
- ☛ Print a copy of your speech in larger font with double-spacing to make reading or reference easier.
- ☛ At the Candidate Rehearsal, you will be offered the opportunity to test the podium and microphone and get a feel for the stage. Step stools are available upon request.
- ☛ Wear comfortable and professional business attire.
- ☛ Be aware that stage lights are very bright – do not look directly into lights if reading your speech.
- ☛ Be aware that when the presentation room is filled with people there may be an echo (voice feedback) when giving your speech.
- ☛ Light can cause a reflection on plastic and/or metallic pins and jewelry. All of these items, including your Congress nametag should be removed during the Candidate's Forum.
- ☛ Name badges should be worn on the right shoulder during Congress.
- ☛ Use caution when using the steps going up to stage. Please use handrail.
- ☛ If you have notes, carefully arrange them before going up on stage.
- ☛ Take a moment to look over your audience and to smile. The time clock does not start until your speech begins.
- ☛ No matter how nervous you feel, try to appear calm and relaxed.
- ☛ Speak to the entire audience; avoid the temptation to speak exclusively to one or two people.
- ☛ Copies of previous Candidate's Forums are available on DVD from Rhonda Minthorn.
- ☛ Speak to the audience, not to the camera.

## Question and Answer Session

After formal speeches are delivered, candidates for President-Elect will answer three questions and will be given two minutes to respond to each question. All other candidates will answer two questions and have one minute to answer each question. The questions will be posed by members of the Nominating & Leadership Development Committee. It is equally important to prepare for this part of the process.

The Q&A portion of the Candidates' Forum is an opportunity to build a rapport with the House of Delegates and others in the audience. It is also a chance to explore topics and give an opinion on issues you may not have had a chance to discuss in your speech. Questions will be geared to the office you are seeking. You should be able to anticipate general topics for questions to be asked.

It is recommended that you practice answers to those questions. Rehearse mock Q&A sessions with colleagues at work or in your chapter. Request that they ask you questions appropriate to your potential office and keep your responses within the time limit. Responses tend to be smoother when you have said them out loud two or three times. How you think you will say something and how you actually respond can be radically different. Rehearsing will help you avoid post-question regret: "I cannot believe I forgot to say....!"

### **Other Tips:**

- As you prepare for your candidacy, develop some "talking points" of your vision, qualifications and experiences that you can adapt as you answer these questions.
- These talking points will be beneficial as you interact with members throughout the week.
- Be aware of non-verbal communication.
- Smile at the audience. Pay attention while waiting for your question to be asked.
- Sit up straight. Practice strong confident body language.
- Lean in and speak clearly and slowly into the microphone.
- Remain composed and don't get thrown by the unexpected.
- Jot the question down on paper that will be provided for you as it is asked, especially if it has more than one part. You might also want to quickly write down a few key words or names to help you trigger your thoughts as you anticipate questions the committee may ask.
- Repeat or rephrase the question to allow you an opportunity to gather your thoughts.
- If you need a moment to form a response, pause for a few seconds. It is better to stop and think rather than stumble on your words until you find your direction.
- Keep your response simple. A concise and appropriate answer is better than rambling.

## NETWORKING

(September-Congress)

***AORN Statement on Written Campaigning*** (refer to page 5)

The majority of your campaigning efforts will be accomplished with the following activities:

- ☺☺☺ Chapter, Committee, and Offices held outlined in the *Journal*
- ☺☺☺ *AORN Journal* statement
- ☺☺☺ Candidate's Forum at Congress
- ☺☺☺ Informal conversations with Congress participants
- ☺☺☺ Participation in Specialty Assemblies & State Councils, ***as invited.***
- ☺☺☺ Attendance at conferences and meetings of other chapters

- ☺☺☺ Members take notice of candidates who are approachable and accessible to members.
- ☺☺☺ During Congress week, be visible. Get out and circulate.
- ☺☺☺ Ride the bus, sit with someone you don't know, introduce yourself as a candidate.
- ☺☺☺ Hit the exhibit floor, pound the pavement, get out and meet the membership.
- ☺☺☺ Wear your badge on your **right shoulder** so when you shake hands with someone they read your nametag and keep your name visible.
- ☺☺☺ When attaching your ribbons to your name badge place your candidate ribbon first under your badge, then follow with your other ribbons.
- ☺☺☺ Plan to attend the evening events and mingle with the membership. (You are not required to stay out late).
- ☺☺☺ Consider volunteering to moderate a session at Congress. This will increase your visibility and give you an additional speaking opportunity.
- ☺☺☺ You can also volunteer to serve as a session assistant to increase your visibility.
- ☺☺☺ During the process of networking, you may encounter other future potential candidates. Take the time to help these individuals by giving positive reinforcement.
- ☺☺☺ **When invited**, attend state council and specialty assembly functions. Be prepared to introduce yourself and possibly answer questions related to current issues and your candidacy. Be aware some functions may require prior reservations and/or fee payment.
- ☺☺☺ **Be prepared to answer the question, "Why should I vote for you?" and "Why are you qualified for the position you are seeking?" Remember your talking points.**
- ☺☺☺ Pace yourself- it is a full and busy week.
- ☺☺☺ There may be a lot on your mind this week but remember to Smile! Smile! Smile!

#### CANDIDATES WEB PAGE

*(October - December)*

- The Ballot is posted soon after the Nominating & Leadership Development Committee's post-Leadership meeting in July.
- The Candidate's Black & White professional 5 x 7" photo will be posted with the election statement by the end of the year.

*(January- March)*

- The Nominating & Leadership Development Committee requests questions from the membership to pose to the current year's candidates. The deadline for members to submit questions to [rminthorn@aorn.org](mailto:rminthorn@aorn.org) is December 1, 2009.
- The selected questions will be e-mailed to all candidates by December 11, 2009. Please confirm your current email address with Rhonda Minthorn. It is your responsibility to inform Rhonda of changes to your contact information anytime throughout this process.
- Candidates will answer only the questions that pertain to the position they are seeking election.
- All candidates must email their answers to [rminthorn@aorn.org](mailto:rminthorn@aorn.org) no later than **January 4, 2010**. **NOTE: All answers from the candidates will be posted on the web page on approximately January 15, 2010. No answers will be accepted after January 4, 2010.**

## Congress Week

### Congress Registration Fee

**The Congress registration fee will be waived for all candidates placed on the ballot.**

All additional fees including hotel fees, Pre-Congress registration, social events, tours and other outside Congress activities will be the financial responsibility of the candidate.

### Time Obligations

Candidates should block out the following times on their preliminary Congress schedules. (These times are subject to change prior to Congress Week.)

### Candidates Rehearsal/Orientation

What: Opportunity for candidates to familiarize themselves with the environment (microphone podium, etc)

Where: General Session Hall in the Convention Center

When: Saturday, March 13, 2010 from 1:00 p.m. – 4:30 p.m. Consider this when planning your travel and arrival to Denver

### Candidates Forum

What: An opportunity for the candidates to give their speeches and respond to questions during the same session. More information will be sent to the candidates and published in future issues of the *AORN Connections* and in the January issue of the *AORN Journal*.

Where: General Session Hall in the Convention Center

When: Sunday, March 14, 2010, starting at 10:00 a.m. - 12:30 p.m.

### Post Congress Meetings/Travel Schedule

**Please consider this schedule when making your return flights after Congress.**

- Friday, March 19 – Informal New Board and New Officers Orientation Breakfast Meeting with the President; 8:00 am – 9:30 a.m. (location to be announced)
- Board of Directors Meeting to follow 9:45 a.m. - 12:00 p.m.
- Friday, March 19 - New NLDC meeting 8:00 a.m.- 12:00 p.m. (location to be announced)

**When making reservations, plan that you will be elected and will be required to attend the post Congress meetings on Friday.** You will receive a letter from Headquarters advising you about this in time to make reservations. Do not book your returning flight before 5:00pm on Friday (plan for at least 2 hours of travel time prior to departure). If elected, AORN will reimburse you for the additional Thursday night hotel and food expenses.

### Healthy Tips

**Travel:** Plan to arrive a day early – Denver in March - need we say more?

**Food:** Have high protein snacks and water available to maintain you during those hectic times!

**Hotel:** Arrange to stay in a Congress hotel close to the convention center or on the bus route. On Sunday, consider having breakfast in your room before coming to the convention center to avoid spilling on your business attire.

**Registration:** Register for Congress in advance in order to obtain a packet with your name tag and ribbons. On your registration form, write “fee waived for candidate for national office”. If registering on-line, please contact Todd Fuhrman in Customer Service at AORN headquarters.

**Clothing:** Business attire for all Congress meetings **and comfortable shoes.**

### **Evaluation of Election Process**

At the completion of this handbook you will find a Candidate Evaluation form for review (Attachment 3). At Congress you will receive another copy of this form along with a stamped/addressed envelope and the election results. You will be asked to complete the evaluation at the end of the election process and return it to Rhonda Minthorn at Headquarters within ten days after Congress. Please make notes on how we can improve the experience for all nominees. **Your feedback is vital to continually improve the election process.**

## Checklist

Nominating Committee Resource Person \_\_\_\_\_

Phone# \_\_\_\_\_

Email \_\_\_\_\_

- Professional Photos obtained and submitted by deadline: **September 4, 2009**
- Photography copyright (Attachment 1) form obtained and submitted by deadline: **September 4, 2009**
- Journal statement prepared and mailed by deadline: **September 4, 2009**
- AORN Statement on Written Campaigning Acknowledgement (Attachment 2) signed and mailed by deadline: **September 4, 2009.**
- Review and confirm that candidate biographical information is correct and respond appropriately to editorial staff by deadline: **October 15, 2009.**
- Answers to questions for website submitted by deadline: **January 4, 2010.**
- Register for Congress and confirm hotel reservations.
- Board Mailings Received and Reviewed (**reading only**, do not respond to any request)
- Formal speech written.
- Prepare a schedule of Specialty Assembly meetings, educational sessions, State Council meetings, speaking engagements, and specialty interest group meetings at Congress
- Extra copy of your formal speech packed away for travel to Congress
- Candidate Evaluation completed and mailed to Rhonda Minthorn by deadline: **April 1, 2010**

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## Public Speaking

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# Request for Permission

## Attachment 1

I/We hereby grant AORN, Inc. permission to reprint and/or adapt

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for publication in the *AORN Journal*.

This permission is valid for all reprint rights for print and electronic media (including all alternative media currently in existence [eg, Internet, CD-ROM] or that may be developed in the future) and international publication rights (including translation).

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Name (Please Print)

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Title

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Company/Organization

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Signature

## ATTACHMENT 2

### AORN STATEMENT ON WRITTEN CAMPAIGNING ACKNOWLEDGEMENT

*Deadline: September 4, 2009*

In order to increase the pool of nominees for national office, AORN does allow sharing lists and photos of potential candidates for consideration for the ballot between Chapters, Councils, Specialty Assemblies, etc., as long as the information sharing is not in the form of a written campaign statement.

To promote fairness and equity among the candidates, the AORN Nominating & Leadership Development Committee prohibits written campaigning **after** the ballot has been established and/or published. This includes, but is not limited to, promoting the candidacy of any individual by soliciting votes for any individual via written or electronic letters, cards, e-mail, list-serve communication, text messages, blogs, and advertisements.

Any infractions of this policy will be addressed by the Nominating & Leadership Development Committee with recommendations to the AORN Board of Directors and could result in immediate removal from the AORN slate of candidates.

**I have read and understand that any infractions of Written Campaigning will be addressed by the Nominating & Leadership Development Committee with recommendations to the AORN Board of Directors and could result in immediate removal from the AORN slate of candidates.**

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Name (printed)

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Ballot Election Position

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Signature

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Date

For questions or clarification of the above policy, please contact the Nominating & Leadership Development Committee Chair, Donna Ford at (507) 266-1951.

Please return completed statement by September 4, 2009 to:

AORN  
Attention: Rhonda Minthorn  
2170 S. Parker Road, Suite #300  
Denver, CO 80231-5711

Attachment 3

**Candidate Evaluation**

**Please let us know how we can improve each aspect of the nomination/election process.**

1. Communication with Nominating & Leadership Development Committee Member throughout the process
  
2. Candidate's Notification Packet
  
3. On-line Candidate's Application
  
4. Ballot Notification
  
5. Candidate's Handbook
  
6. Information regarding Congress (registration, schedule, fees)
  
7. Congress Activities (Rehearsal, Forum, Meet the Candidates, etc.)
  
8. Election Results

Additional Comments: