# Candidate Handbook 2017 - 2018

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>1</td>
</tr>
<tr>
<td>Code of Conduct Policy and Full Disclosure Policy</td>
<td>1</td>
</tr>
<tr>
<td>Candidate Resource Person</td>
<td>2</td>
</tr>
<tr>
<td>Nominating Committee Contact Information</td>
<td>3</td>
</tr>
<tr>
<td>Nominating Committee Member/Candidate Relationship</td>
<td>3</td>
</tr>
<tr>
<td>Photograph Submission</td>
<td>4</td>
</tr>
<tr>
<td>Election Statement for the <em>AORN Journal</em></td>
<td>5</td>
</tr>
<tr>
<td>AORN Revised 2017 Statement on Campaigning Acknowledgement</td>
<td>5</td>
</tr>
<tr>
<td>AORN Candidate Tips</td>
<td>6</td>
</tr>
<tr>
<td>Biographical Information for the Pre-Congress <em>Journal</em></td>
<td>6</td>
</tr>
<tr>
<td><em>AORN Journal</em> Timeline</td>
<td>7</td>
</tr>
<tr>
<td>Formal Speech Preparation</td>
<td>7</td>
</tr>
<tr>
<td>Video Recording in Chicago</td>
<td>9</td>
</tr>
<tr>
<td>Candidates’ Q&amp;A at Expo</td>
<td>9</td>
</tr>
<tr>
<td>Networking</td>
<td>10</td>
</tr>
<tr>
<td>Candidates’ AORN Web Page</td>
<td>10</td>
</tr>
<tr>
<td>Online Candidate Questions</td>
<td>10</td>
</tr>
<tr>
<td>Member-Asked Candidate Questions</td>
<td>11</td>
</tr>
<tr>
<td>Board Mailings</td>
<td>11</td>
</tr>
<tr>
<td>Expo/Congress Week Time Obligations</td>
<td>11</td>
</tr>
<tr>
<td>Expo Reminders</td>
<td>12</td>
</tr>
<tr>
<td>Post Conference Meetings/Travel Schedule</td>
<td>12</td>
</tr>
<tr>
<td>Candidates’ Checklist</td>
<td>13</td>
</tr>
<tr>
<td>Candidate Resources</td>
<td>14</td>
</tr>
<tr>
<td>AORN Revised 2017 Statement on Campaigning Acknowledgement</td>
<td>15</td>
</tr>
</tbody>
</table>
OVERVIEW

This handbook is intended to support our candidates for national office and includes an informational timeline of important activities and deadlines. Please use the checklist on page 13 to guide your activities and prepare for your candidacy and Expo week activities. You may find it helpful to highlight the deadlines on your personal calendar.

Your personal statement and candidate application have been completed and received by AORN. You may want to refer to them as you prepare your election statement and candidate’s speech.

Your biographical information, election statement, and photograph will be published in the pre-conference issue of the AORN Journal, on the AORN website, and in the Expo app. Headquarters Publications Department staff will work with you to ensure accurate information is published. You are a leader in our organization and we want to showcase your accomplishments.

Elected candidates will be required to adhere to AORN’s Conflict of Interest and Full Disclosure Policy. If this may present a problem for you, please let us know now.

CONFlict OF INTerest AND FULL DISCLOSURE POLICY

A. 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.

B. Board members must represent loyalty to the interests of the Association. 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.

C. Board members must avoid conflict of interest and act in the Association’s best interest. A conflict of interest may exist when the interest or concerns of any Board member, or the Board member’s related parties, may be seen as competing with or in conflict with the interests or concerns of AORN. Related parties include the Board member’s family members, as well as any other organizations in which the Board member has a financial interest and/or serves as an employee, advisor, officer, or director.

D. Board members will annually and in good faith disclose their involvement with other organizations, with vendors, or with any other associations that might produce a conflict. Disclosure should be presented to the Secretary and the Finance and Audit Committee in writing at the initial Board meeting and thereafter during each Board member’s term when the conflict arises.

E. When the Board is to decide upon an issue about which a member has a conflict of interest, that member shall announce the conflict of interest. The members with a conflict of interest shall not be present or participate in Board deliberation or vote on the matter giving rise to such conflict and may not attempt to otherwise influence the deliberation or voting on the matter giving rise to the conflict. The existence and resolution of all conflicts shall be documented in the Association’s records, including the minutes of any meeting at which the conflict was discussed and/or voted upon. Any transaction that involves a related party must be determined by the Board to be fair, reasonable, and in the Association’s best interest at the time of the determination.

F. Board members should avoid the real or perceived appearance of using their position or the Association’s assets in a way that would result in monetary gain or endorsement.
G. When representing AORN, Board members interacting with the public, the press, or other entities must speak based upon AORN’s stance.

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

I. Each Board member will sign the AORN Board of Directors Confidentiality Non-Disclosure and Conflict of Interest Policy and the Code of Ethics Policy for AORN Board of Directors at the first Board meeting post-election.

J. The Board of Directors will not be eligible to receive any of the following:
   - Individual AORN awards
   - AORN Global Surgical Conference and Expo prizes
   - Scholarships or grants

CANDIDATE RESOURCE PERSON

(July - Expo/Congress)
A Nominating Committee member will be assigned as a resource to assist you throughout your candidacy. You are encouraged to contact him or her throughout the process.

<table>
<thead>
<tr>
<th>Office/Candidates</th>
<th>Resource Person</th>
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</thead>
<tbody>
<tr>
<td><strong>President-Elect (one to be elected):</strong></td>
<td>Brandy Miller</td>
</tr>
<tr>
<td>Missi Merlino</td>
<td>Brandy Miller</td>
</tr>
<tr>
<td>Dawn Yost</td>
<td>Brandy Miller</td>
</tr>
<tr>
<td><strong>Vice President (one to be elected)</strong></td>
<td>Brandy Miller</td>
</tr>
<tr>
<td>Holly S. Ervine</td>
<td>Brandy Miller</td>
</tr>
<tr>
<td>Carrie Simpson</td>
<td>Brandy Miller</td>
</tr>
<tr>
<td><strong>Secretary (one to be elected)</strong></td>
<td>Nikki Washington</td>
</tr>
<tr>
<td>Elizabeth S. Pincus</td>
<td>Nikki Washington</td>
</tr>
<tr>
<td>Mary C. Russell</td>
<td>Cheryl Langford</td>
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<tr>
<td><strong>Board of Directors (three to be elected)</strong></td>
<td>Cheryl Langford</td>
</tr>
<tr>
<td>Elizabeth A. Austin</td>
<td>Cheryl Langford</td>
</tr>
<tr>
<td>Lisa A. Bailey</td>
<td>Nikki Washington</td>
</tr>
<tr>
<td>J. Stephen Balog</td>
<td>Connie Garrett</td>
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<tr>
<td>Laura Gayton</td>
<td>Cheryl Langford</td>
</tr>
<tr>
<td>Merideth Lewis-Cooney</td>
<td>Karen Knapp</td>
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<tr>
<td>Darlene Murdock</td>
<td>Karen Knapp</td>
</tr>
<tr>
<td>Kristy Simmons</td>
<td>Connie Garrett</td>
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<tr>
<td><strong>Nominating Committee (three to be elected)</strong></td>
<td>Nikki Washington</td>
</tr>
<tr>
<td>Nanette Hanauer</td>
<td>Nikki Washington</td>
</tr>
<tr>
<td>Nicole M. Meredith</td>
<td>Cheryl Langford</td>
</tr>
<tr>
<td>Ramie Miller</td>
<td>Connie Garrett</td>
</tr>
<tr>
<td>Heidi Nanavati</td>
<td>Karen Knapp</td>
</tr>
<tr>
<td>Shirley Pollard Ramsey</td>
<td>Nikki Washington</td>
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<tr>
<td>Jamie Ridout</td>
<td>Connie Garrett</td>
</tr>
<tr>
<td>Leilani A. Salimone</td>
<td>Karen Knapp</td>
</tr>
</tbody>
</table>
NOMINATING COMMITTEE MEMBER/CANDIDATE RELATIONSHIP

Your identified Nominating Committee member will serve as a resource for you, sending reminders of upcoming important dates and deadlines. We are here to answer your questions and help guide you through the candidacy process.

We do encourage you to:

- View past video recorded forums.
- Review previous years’ AORN Journal biographical information and election statements.
- Practice your speech in front of your chapter, staff, family, friends, and even the mirror. Practice as much as possible to become more comfortable with public speaking.
- Have friends and family ask you questions similar to the forum questions; impromptu questions help you to grow in your ability to think on your feet.
• We cannot:
• Read your speech or edit your AORN Journal statement.
• Show you any favoritism at any time.
• Endorse any candidate.

PHOTOGRAPH SUBMISSION

Deadline: September 5, 2017

Submit a **professional quality, color photograph taken within the last year** in digital format (jpeg or tif) via the Candidate Bio Form: [www.aorn.org/member_apps/form/CreateorEditForm?formTypeID=56](http://www.aorn.org/member_apps/form/CreateorEditForm?formTypeID=56). Hard copies are no longer required. You will need your AORN Membership Profile information to login. Please contact Lindsey Christopher at [lchristopher@aorn.org](mailto:lchristopher@aorn.org) with any questions.

Business attire is required. Your photo will be used for the Candidate’s Display at Expo and for publication in the Journal, on the AORN website, and in Expo publications. By submitting your photograph, you are representing to AORN that you own the copyright to the photo and are also permitting AORN to use your photo in connection with your candidacy.

- Keep in mind when choosing the picture for the Journal that many members will recognize you by this picture when you meet them at AORN Global Surgical Conference & Expo. (For example: if you will be wearing glasses during Expo week, make sure you are wearing them in your picture.)
- Take the examples below to your photographer to provide him or her with the information necessary to set up the shot.
- **All photos are subject to approval by AORN.**
ELECTION STATEMENT FOR THE AORN JOURNAL

Deadline: September 5, 2017

The written election statement is your chance to speak to the membership about current issues facing professional nursing and their impact on perioperative nursing. **Statements for candidates running for President-elect and Vice President are not to exceed 400 words. Statements for candidates running for Secretary, the Board, or the Nominating Committee are not to exceed 250 words.**

When preparing your communications to the membership throughout the election process, **remember to convey why you are qualified for the office you are seeking.**

If the word count submitted is more than allowed, the statement will be edited for the correct number of words by the Publications Department staff. Please submit your statement in a Word document, via the Candidate Bio Form: [www.aorn.org/member_apps/form/CreateorEditForm?formTypeID=56](http://www.aorn.org/member_apps/form/CreateorEditForm?formTypeID=56). You will need your AORN Membership Profile information to login. Please contact Lindsey Christopher at lchristopher@aorn.org with any questions.

After editing for Journal style, publications staff will return your election statement and biographical information to you by **October 6, 2017.** You will have until **October 13, 2017,** to review, suggest changes, and return it to Headquarters.

WRITTEN AND VERBAL CAMPAIGNING

Deadline: September 5, 2017

The Nominating Committee understands that candidates and non-candidates will talk about the ballot and elections. For 2018 candidates, we have revised the AORN Statement on Campaigning to make you aware of what is and is not acceptable. Please read and return the AORN Revised 2017 Statement on Campaigning Acknowledgment on **page 15** of this handbook by **September 5, 2017.**

By mail to: AORN
Attention: Hannah Campbell
2170 S Parker Rd, Suite 400
Denver, CO 80231-5711

By email to: hcampbell@aorn.org

Any infractions of this policy will be addressed by the Nominating Committee with recommendations to the AORN Board of Directors, potentially resulting in the candidate’s removal from the AORN ballot.

For questions or clarification of the above policy, please contact the Nominating Committee Chair, Brandy Miller, at 309-212-1527.
AORN CANDIDATE TIPS

Actions that may enhance your candidacy:

- Attend local, state, and national AORN events to increase your visibility. You may identify yourself as a candidate for national office.
- Discuss your experience, abilities, skills, and talents.
- Discuss your ideas and goals for AORN.
- Network with other AORN members regarding professional and perioperative issues on ORNurseLink and other social media sites.
- If invited, attend chapter and state council meetings throughout the year and at Expo.
- Attend other professional nursing association events and meetings.
- Continue to serve on appointed committees or task forces (if applicable).
- Continue to serve on the AORN Editorial Board (if applicable).
- Continue to serve on the CCI Board or committees (if applicable).
- Be visible and accessible at the AORN Global Surgical Conference & Expo.

Actions that will compromise your candidacy:

- Including “Candidate for AORN National Office” (or something similar) in your email/other signature.
- Identifying yourself as a candidate when speaking at the House of Delegates or Forum sessions or having others do so for you.
- Engaging in unprofessional behavior in person or on social media.
- Speaking of or comparing another candidate’s qualifications instead of focusing on your own qualifications.
- Having others spread paper campaign propaganda for you at Expo.

BIOGRAPHICAL INFORMATION FOR THE PRE-CONFERENCE JOURNAL

(September/October)

The Journal editors will send you a draft of your biographical information for your approval. To be fair to all candidates, the editors follow strict guidelines regarding what may be included. Only information from the past 10 years is included (2009-2018) except for Awards/Honors.

Biographical information is listed in the following order:

1. Office you are seeking.
2. Name, credentials, current position, primary employer, secondary employer (if applicable), city, and state.
3. Completed education: The name of the highest degree is spelled out, followed by the name of the school and city/state where the degree was earned. Studies in progress and candidate degree statuses are not listed here.
4. Education in progress: Studies in progress may be written out here if the candidate is actually enrolled in a course of study leading to a degree. This applies to all academic degree studies (ie, bachelors, masters, doctorate). PhD(c) will not be used as a credential. Other training routinely required is not included as a credential (eg. ACLS, ATLS).
5. Credentials: Only nationally recognized licenses and certifications are listed.
6. Number of years as a perioperative nurse and member of AORN (document under AORN affiliations).
7. AORN affiliations: All chapter, member-at-large, state council, and specialty assembly memberships. The year(s) of membership is included. NOTE: This includes memberships only; offices held, awards, etc, are not documented here. This information can be included in item 9 & 12 (see below).

8. Expo/Congress activities: Number of Congresses attended; number of times as delegate, alternate, and moderator/session attendant.

9. Progressive organizational leadership and service within AORN (non-work related): May include up to 15 organizational leadership positions within AORN (national, chapter, council, or specialty assembly). May include committees, task forces, and offices held. 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 is not.

10. Progressive community leadership and volunteer community service outside AORN: May include up to 5 leadership activities from outside AORN and nursing. The year(s) is included, but the description is not.

11. Progressive organizational leadership outside AORN: May include up to 5 organizational leadership activities outside AORN. The year(s) is included, but the description is not (ie, management progression, CCI activities, process improvement projects, patient safety initiatives, UBC leadership).

12. Awards/honors and other activities: Writing, speaking, and research activities (this information is not included in the biographical data information printed in the Journal).

13. Awards/honors: Only awards/honors awarded by professional or community service organizations are recognized. The date of the award is included, but the description (on the form) is not. Scholarships should not be listed. Include all awards and honors regardless of the year awarded.

The biographical information is followed by the candidate’s election statement. When the editors return your draft for approval, please review the information, including dates, carefully. The draft will be emailed to you by October 6, 2017. You will have until October 13, 2017 to make changes or approve it.

**AORN Journal Timeline**

1. **September 5, 2017** – Complete and submit biographical information, election statement for the AORN Journal, and a professional quality color digital photo via the Candidate Bio Form: [www.aorn.org/member_apps/form/CreateorEditForm?formTypeID=56](www.aorn.org/member_apps/form/CreateorEditForm?formTypeID=56).

2. **October 6, 2017** – The Publications Department will email the edited biographical information and election statement for your approval.

3. **October 13, 2017** - Submit edits and/or approval of biographical information and election statements back to the Publications Department.

**Formal Speech Preparation**

*(September-December)*

This is a very important appearance; while you will present your speech to a camera, it will be available for all members to watch. The videos will be posted online prior to Expo and will run continuously near the voting booth in New Orleans. Candidates running for President-Elect are allowed five minutes to present. All other candidates are allowed three minutes. The video shoot of your speech may be daunting but we will help you through it. Viewing this will enable members to get to know you and see how you present yourself.
For your formal speech, you may want to include some of the following:

- Your personal and professional accomplishments
- Your AORN involvement
- Your qualifications for the position/office
- Items you would like to accomplish
- Perioperative issues
- AORN vision

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 beyond the camera will hold up a sign indicating the amount of time remaining. When time runs out, another sign will be held up and the microphone/video will be turned off. The speech time limit will be enforced.

Speech Tips
The following tips have been compiled from the experiences of past candidates. You may find these helpful as you prepare your speech:

- We suggest you seek the assistance or advice of a mentor to review and possibly critique your speech. Please remember that this person cannot be a current Nominating Committee or Board member.
- After you have written your speech, ask yourself the following questions:
  - Did I highlight why I am qualified to serve in this office?
  - Did I convey my personal vision as it relates to AORN’s Vision, Mission, and Values?
  - If I were watching this video, how would I respond?
- Finalize your speech at least one month before the video shoot so that you have time to practice the final version; continuous changes may confuse your presentation.
- Practice delivering your speech rather than reading it. If memorizing works for you, spend time fine tuning it before the video shoot.
- Be sure you use various voice inflections and avoid using a monotone.
- As you practice, time your presentation with a stopwatch or clock.
- Practice in front of a mirror or with personal recording devices.
- A voice or video recording is the most useful tool for feedback. Look for variations in speed or tone, or for the dreaded audible pauses (ums, ers, “likes,” and “you knows”).
- 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.
- Practice speaking at a podium or lectern.
- Stand with your hands placed directly on the podium or at your sides.
- Wear professional business attire. Choose colors that “work well” with a green screen; do not wear any green clothing.
- Do not wear accessories or jewelry. Light can cause a reflection on plastic or metallic pins and jewelry. These items should be removed during the Candidates’ video session.
- Look directly into the camera (or at the teleprompter) as if it is your audience and SMILE.
- AORN staff will be available during video recording to ensure candidates look professional.
- A teleprompter will be available for candidate use; brief rehearsal time will be provided.
- The time clock does not start until your speech begins.
- Ensure that you are “looking at the audience” as you practice; not down at your paper.
- Pretend you are talking to your friends or your chapter.
- Copies of previous Candidates’ Q&As are available on DVD from Hannah Campbell.
VIDEO RECORDING IN CHICAGO

(January 15-16, 2018)

The video recording of your speech will take place in Chicago; an email from Hannah Campbell will assist you with travel arrangements. Each candidate will be scheduled in a specific time slot. Time will be allowed for wardrobe prep and teleprompter practice. A Headquarters staff member will be available to ensure everyone’s professional appearance. The speech time limit will be enforced.

AORN will provide a teleprompter for the recording of your speech. To use this option, you must email a copy of your final speech to hcampbell@aorn.org before December 8, 2017.

CANDIDATES’ Q&A AT EXPO

Candidates will answer questions posed by members of the Nominating Committee. Candidates for each office will be secluded. All candidates for the same office will answer identical questions.

Candidates for President-Elect, Vice President, Secretary, and the Board will answer two questions during the live Q&A, and Nominating Committee candidates will answer one question. The time limit to answer questions will be two minutes. The time will start when you begin answering the question.

The Q&A is an opportunity to build a rapport with the membership. 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 situational and geared to the office you are seeking. You will receive a written copy of the question(s) at the podium on stage; a pen and paper will be available.

Rehearse mock questions and answers with colleagues or with chapter associates. Request that they ask you questions appropriate to your potential office and practice keeping your responses within the time limit. Your ability to respond spontaneously to questions will improve with practice. Rehearsing will help you avoid post-question regret: “I cannot believe I forgot to say…!”

Other Tips:

• Remove any reflective items from your apparel, including plastic or metal pins and your Expo badge.
• As you prepare for your candidacy, develop “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 Expo week.
• Be aware of nonverbal communication such as low energy or poor posture.
• Smile at the audience. Pay attention while waiting for your question to be asked.
• Sit/stand up straight. Practice strong confident body language.
• A pen and paper will be provided on stage. You may want to write down a few key parts of the question to help organize 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 - AORN Global Surgical Conference & Expo/Congress)*

The majority of your networking efforts will be accomplished with the following activities:
- *Journal* biographical data that reveals your chapter and committee activities and other offices held
- *AORN Journal* election statement
- Attendance at conferences, state council activities, and meetings of other chapters
- ORNurseLink participation throughout the year
- Candidates’ Q&A at Expo
- Informal conversations with Expo attendees
- Invitations to specialty assembly and state council meetings during Expo

Throughout your candidacy, try to read any/all AORN information available via emails (e.g., Periop Insider, ASC Newsletter) to be informed on key member issues and events in case members ask questions.

During Expo week, be visible. Get out and circulate. Members take notice of candidates who are approachable and accessible.

Ride the bus, sit with someone you don’t know, and 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 can easily read your name tag.

When attaching your ribbons to your name badge, place your candidate ribbon first under your badge, then follow with your other ribbons.

Consider volunteering to moderate a session at Expo (do this in December/January). This will increase your visibility and give you an additional speaking opportunity.

Volunteer to serve as a session assistant to increase your visibility.

Be prepared to answer the questions, “Why should I vote for you?” and “Why are you qualified for the position you are seeking?” Remember your talking points.

Seek the advice of your mentor(s) and colleagues within AORN.

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’ AORN WEB PAGE
*(August – AORN Global Surgical Conference & Expo/Congress)*

- The Ballot is posted soon after the Nominating Committee’s meeting in July.
- Each candidate’s color professional photo will be posted with the election statement and biography by December 15, 2017.
- Videos will be added to the AORN website candidates page.

ONLINE CANDIDATE QUESTIONS
*(December)*

As a candidate you will receive a set of questions pertaining to the office you are running for by December 1, 2017. All candidates must email their answers to hcampbell@aorn.org no later than December 8, 2017.

NOTE: All answers from the candidates will be posted unedited on the web page on approximately December 15, 2017. No answers will be accepted after December 8, 2017.
MEMBER-ASKED CANDIDATE QUESTIONS

(February 26 – March 16, 2018)

“Members Ask the Candidates”: The Nominating Committee will solicit questions for the national candidates from various sources. You will receive your member question via email and will have 24 hours to respond. Candidate answers will be posted on the AORN Facebook page.

BOARD MAILINGS

(January – AORN Global Surgical Conference & Expo/Congress)

In January, you will begin receiving the Board Bulletin by e-mail when available. This bulletin is prepared for the current Board members. It is confidential and informational only for candidates as you pursue your elected position.

We recommend you pay particular attention to information that will affect the position you are seeking and enhance your understanding of perioperative nursing and other issues affecting AORN. It may be helpful in preparing you for the Candidates’ Forum questions and as you develop your speech.

EXPO/Congress Week Time Obligations

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

Live Candidates Q&A Rehearsal

What: At the Candidate Orientation, you will have the opportunity to stand at the podium and microphone for a brief sound check (not a speech rehearsal). Step stools will be available upon request.
Where: Theater A, Convention Center
When: Saturday, March 24, 7:15 am – 8 am

Live Candidates Q&A Session

What: An opportunity for the candidates to be on stage and show off their quick thinking and presentation skills.
Where: Theater A, Convention Center
When: Saturday, March 24, 2:15 pm - 3:45 pm

Second House of Delegates – Teller’s Report

What: Election results are announced by the President.
Where: Hall F, Convention Center
When: Wednesday, March 28, 11:45 am – 1:15 pm
Action: Ballot announcement. At the conclusion of the House of Delegates, all candidates please find your Nominating Committee Resource Person at the front of the Hall by the stage to receive a letter and election results. Plan to be available immediately for official photos.
**Closing Ceremony**

*When:* Wednesday, March 28 – (immediately following the Second House of Delegates Session)  
*Action:* Newly elected Officers, Board members, and Nominating Committee members will be called on stage prior to the closing of this session to be introduced to the membership. *Do not* leave the room until after the official Board of Directors and Nominating Committee pictures are taken. The reception line immediately follows (please take this opportunity to congratulate your peers).

**Expo Reminders**

*Registration for the 2018 AORN Global Surgical Conference and Expo/Congress.*  
The registration fee will be waived for all candidates. All additional fees including travel and hotel, Pre-Conference registration, social events, tours, and other outside conference activities are the financial responsibility of the candidate. Hannah Campbell will register you for 2018 Expo in December/January. You will receive a confirmation email from the AORN Experience Services Department.

*Travel:* New Orleans: Be sure to check the weather in New Orleans for that week.  
*Food:* Healthy food and beverages. On Saturday, have breakfast before coming to the convention center.  
*Hotel:* Arrange to stay in an Expo hotel close to the convention center or on the bus route. AORN will set aside a **block of rooms for candidates** at the Headquarters hotel. To secure your room, send your arrival and departure dates and times to Hannah Campbell by **January 19, 2018.** Rooms will be released after January 19, 2018, and candidates will be responsible for securing their own hotel.  
*Clothing:* **Business attire** for all Expo meetings and comfortable shoes. Since the pictures for the Board and Nominating Committee are taken on Wednesday after the election results, plan wear an outfit in which you would like to be photographed.

**Post Conference Meetings/Travel Schedule**

When making return travel reservations, plan as if you will be elected and will be required to attend the post Conference meetings/orientations on Thursday, **March 29, 2018,** from 8 am to noon. Do not book your returning flight before 3 pm on Thursday (plan for at least two hours of travel time prior to departure). If you are elected, AORN will reimburse you for the additional Wednesday night hotel and food expenses.
Candidates’ Checklist

Nominating Committee Resource Person ____________________________________________________________
Phone/Email __________________________________________________________________________________

August 2017 to January 2018
❑ Make hotel reservations or notify Hannah if you would like a candidate room.
❑ Sign and email/mail AORN Statement on Written Campaigning Acknowledgement

September 5, 2017
❑ Complete and submit the Online Candidate Bio Template and Election Statement. This will also include an electronic professional photo submission! (new this year)

October 6, 2017
❑ Review and confirm the candidate biographical information is correct and respond appropriately to publications staff by October 13, 2017.

December 8, 2017
❑ Respond to online (candidate office-related) questions and return them to Hannah Campbell.
❑ Email formal written speech to Hannah Campbell.

December 2017 /January 2018
❑ Review Board mailings (read only, do not respond to any requests) – do not share this material with others.
❑ Prepare a schedule of specialty assembly meetings, educational sessions, state council meetings, speaking engagements, and specialty interest group meetings at Expo.

January 15-16, 2018
❑ Attend video speech recording in Chicago.
❑ Continue to organize your personal Expo schedule. Watch for emailed/ORNurseLink invitations.
❑ Prepare talking points: why should members vote for you?

February 26 - March 16, 2018
❑ Watch for emails from Hannah Campbell and reply; you have 24 hours to answer Member-Asked Questions.
❑ Continue to organize your personal Expo schedule.

April 30, 2018
❑ Complete and mail the Candidate Evaluation to Hannah Campbell (Hannah will email this post-Expo).
CANDIDATE RESOURCES
Leadership, Speech Writing, and Speech Presenting

Publications

- Sladek SL. *The End of Membership As We Know It: Building the Fortune-Flipping, Must-Have Association of the Next Century*. Washington, DC; ASAE: The Center for Association Leadership; 2011.

Websites

- Competency & Credentialing Institute (CCI) – [www.cc-institute.org](http://www.cc-institute.org)
- Cuddy A. *Your Body Language May Shape Who You Are* (TED Talk). [https://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are](https://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are)
- Toastmasters International – [www.toastmasters.org](http://www.toastmasters.org)
  - Tips and Techniques for Public Speaking
  - 10 Biggest Public Speaking Mistakes
AORN REVISED 2017 STATEMENT ON CAMPAIGNING ACKNOWLEDGEMENT

The AORN Nominating Committee understands that candidates and non-candidates will discuss the ballot. For the 2018 Candidates, there have been some revisions to the AORN Statement on Campaigning and we want to make you aware of what is and is not acceptable.

Acceptable:
- All candidates should conduct themselves and their campaigns in an honest and ethical manner.
- The candidates’ bios will be published in AORN publications.
- The candidates’ speeches will be recorded and the link shared with all voting-eligible AORN members.
- The Candidate Q&A will take place at the 2018 Expo.
- Candidates may identify themselves as a candidate at any local, regional, state, or national AORN function or activity and elsewhere and may ask for votes.
- You may campaign electronically using social media.
- Campaign only on your own qualifications and vision for AORN.

Actions that may risk your candidacy:
- Candidates speaking about other candidates or another’s qualifications.
- Candidates endorsing other candidates.
- Handing out printed materials at Expo, with the exception of business cards.

I have read and understand that any infractions of this Statement on Campaigning will be addressed by the Nominating Committee with recommendations to the AORN Board of Directors and could result in my immediate removal from the AORN slate of candidates. I will maintain the confidentiality of the AORN Board Bulletin and related information provided to me during AORN in connection with my candidacy.

_________________________________  ______________________________________
Name (printed)  Ballot Election Position

______________________________  ________________________________
Signature  Date