

DATE: September 16, 2010

TO: Active Fellows of the Federation and
 Medical Board Executive Directors/Secretaries

FROM: Humayun J. Chaudhry, DO, FACP
 President and Chief Executive Officer

RE: FIRST Call for Nominations

Nominations of Candidates for Elected Office

Martin Crane, MD, Chair of the FSMB's Nominating Committee, requests that Member Boards and Fellows of the FSMB submit names of individuals for the Nominating Committee to consider as candidates for elective office. Elections will be held at the FSMB's April 30, 2011 House of Delegates annual business meeting. Nominees may include physicians as well as non-physicians who are Fellows of the FSMB. The FSMB Bylaws state: *Individual members of Member Medical Boards shall be Fellows of the corporation so long as they serve as members of a Member Medical Board, and for a period of 36 months thereafter.* Instructions for recommending candidates, including eligibility requirements with responsibilities of elected positions, are attached for your information. **Please refer to this information when submitting your letters of recommendation for consideration by the Nominating Committee.**

Under the FSMB Bylaws, the Nominating Committee must nominate one or more candidates for each position. Nominations are also permitted from the floor during the annual business meeting. Positions to be filled in 2011 are as follows:

- Chair-elect 1 Fellow, to be elected for 3 years: one year as chair-elect; one year as chair; and one year as immediate past chair
- Board of Directors 3 Fellows, each to be elected for a three-year term
- Nominating Committee 3 Fellows, each to be elected for a two-year term*

The Nominating Committee requests that all recommendations for nominations be submitted by **January 7, 2011**. **No nominations will be accepted after January 7.**

***No two Nominating Committee members shall be from the same member board. Continuing members of the Committee will be from Georgia, New York PMC and West Virginia Osteopathic.**

INSTRUCTIONS FOR RECOMMENDING CANDIDATES FOR NOMINATION TO FSMB ELECTED POSITIONS

Eligibility

Any person who is or will be a Fellow of the FSMB at the time of the election on April 30, 2011 is eligible for nomination. The Bylaws of the FSMB define Fellows as: *“Individual members of Member Medical Boards shall be Fellows of the corporation so long as they serve as members of a Member Medical Board, and for a period of 36 months thereafter. Only Fellows may run for elective office.”*

Core Competencies of Candidates

A candidate for elective office should:

- Support the mission, vision and core values of the FSMB;
- Possess a positive outlook on the role and function of state medical boards in the medical regulatory field;
- Bring a broad, national perspective to specific issues;
- Have adequate time and commitment necessary to fulfill the responsibilities of the office; and,
- Demonstrate personal integrity.

Letter of Recommendation - Contents

The letter of recommendation to the Nominating Committee should specify (1) the name of the candidate to be considered; (2) the office for which the candidate is being recommended; (3) a description of the candidate's ability to demonstrate the core competencies as stated above; (4) the candidate's agreement to the submission of his/her name for potential nomination; and, (5) the candidate's mailing address, daytime telephone number, fax number and email address.

Attachments to Letter of Recommendation

The following materials should accompany the letter of recommendation:

1. **Candidate's General Information Questionnaire (form attached).** In the interest of uniformity and fairness to all candidates, the Nominating Committee requests that the information contained on the Candidate's General Information Questionnaire be limited to the space provided, *except where otherwise stated.*
2. **Candidate's photograph – color or black/white.** Copies of the photos will be included in the Nominating Committee agenda book. If the nominee is selected, the photos will also be used in the Election Manual that is distributed to Voting Delegates and placed on the Candidates Website. **Questions regarding photos should be directed to David Torres, Communications Coordinator, at 817-868-4076 or dtorres@fsmb.org.**
3. **Personal statement by the candidate (sample attached) – an *electronic* copy no greater than 500 words.** The candidate should state why he/she wants to serve in the particular position in which he/she will be campaigning for election; how he/she fulfills the core competencies of candidates, and what he/she will contribute to FSMB. The personal statement will be included in the Election Manual and placed on Candidates Website.

4. ***Electronic* copy of the candidate's curriculum vitae (CV) (a maximum of five pages) and a one-page bio or summary CV. Please provide relevant information including important appointments, honors and awards received, etc. Please note these documents will be published on the Candidates Website; therefore, social security numbers and all other private information must be removed prior to forwarding with letters of recommendation.**

Deadline for Submission of Letters and Materials

The members of the Nominating Committee request that all recommendations for nominations be submitted in writing by mail, fax or email to:

Martin Crane, MD, Chair
Nominating Committee
c/o Pat McCarty, Director of Leadership Services
Federation of State Medical Boards
400 Fuller Wiser Road, Suite 300
Eules, TX 76039-3855
Fax: (817) 868-4167
Email: pmccarty@fsmb.org

The National Office should receive letters and accompanying materials by **January 7, 2011**. **No nominations will be accepted after January 7.**

A confirmation acknowledging receipt of nominations will be sent within one week. If you do not receive confirmation, please contact Pat McCarty at (817) 868-4067 or at the email above.