

## **FSMB BYLAWS ARTICLE V**

### **NOMINATION BY PETITION FOR BOARD OF DIRECTORS AND NOMINATING COMMITTEE**

#### **SECTION A. SUBMISSION OF A PETITION**

1. At the time the Nominating Committee's roster of candidates is distributed to the Member Boards, the Boards will be informed that a Fellow who is qualified for nomination, but not otherwise nominated by the Nominating Committee, may seek to run for a position on the Board of Directors as an Officer or Director-at-Large, or for a position on the Nominating Committee.
2. In order to be placed on the ballot, the Fellow seeking nomination is required to present a petition to Administrative Staff that is signed by at least one Fellow from at least four Member Boards as well as a Fellow from the Board of the member seeking nomination.
3. The deadline to submit petitions to the Administrative Staff is 21 days prior to the Annual Meeting.

#### **SECTION B. VALIDATION AND PLACEMENT ON BALLOT**

1. The Administrative Staff shall verify that all signatures on the petition are valid. "Valid" is defined as the person who is seeking nomination and the persons who signed the petition are Fellows as defined in the FSMB Bylaws.
2. Once verified, the petitions are deemed valid and the candidate is placed on the ballot.
3. The names of those seeking to run by petition whose petitions are deemed valid shall be distributed to the Voting Delegates not fewer than 14 days prior to the Annual Meeting.
4. Once a candidate seeking to run by petition is added to the ballot, the candidate shall be afforded the same privileges and be bound by the same rules in the campaign process as candidates who were nominated by the Nominating Committee.



- Meeting.
- **Board of Directors:** Significant experience on a non-profit Board of Directors or Foundation may be considered equivalent for one of the recommendations stated above.

### **Responsibilities**

The *Responsibilities of Elected Positions* can be found on pages 3-5. Additionally, newly elected members of the Board will take part in the Investiture of the Board at the 2025 Annual Meeting on **Saturday, April 26**, and join the Board at its first meeting of the year on the following morning, **Sunday, April 27**.

### **Documentation Requirements**

1. **Complete Nomination by Petition Signatory Page (see page 9).**
2. **Photograph – color (jpg).** A head shot of the nominee is preferred. Questions about photos may be directed to Lauren Mitchell, Manager, Board of Directors Liaison and Governance Support at [lmitchell@fsmb.org](mailto:lmitchell@fsmb.org).
3. **Personal Statement (sample on page 6) (maximum 500-word limit).** The nominee should state why the nominee wants to serve in the position for which the nominee will be campaigning for election; how the nominee fulfills the core competencies and/or additional position-specific qualifications, and what the nominee will contribute to FSMB.
4. **Bullet Points.** The nominee should submit **6-8** bullet points (**maximum 200-word limit**) reflecting accomplishments for which the nominee wishes to be recognized.
5. **CV Summary (maximum 5 pages) and/or bio.** Please provide relevant information including the nominee’s education, current profession, FSMB activities, important appointments, honors, awards,

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### **SUBMISSION OF DOCUMENTATION (no later than March 30, 2025):**

**Materials will need to be submitted electronically via DocuSign. Please contact Lauren Mitchell, Manager, Board of Directors Liaison and Governance Support at [lmitchell@fsmb.org](mailto:lmitchell@fsmb.org) or 817-868-4060 to request the **DocuSign Uploading Tool for submitting Nominations by Petition.****

**A confirmation acknowledging receipt of the nomination materials will be sent within two business days. If you do not receive confirmation, or for questions, please contact Ms. Mitchell as outlined above.**

**NOTE: Based on time constraints, materials and photos for those nominated by petition may not be included in the Election Manual but will be distributed to the Voting Delegates by April 10, 2025. Social security numbers and all other private information must be removed from the documents prior to submission.**

## **RESPONSIBILITIES OF ELECTED POSITIONS**

### **BOARD OF DIRECTORS**

The FSMB Board of Directors is responsible for the control and administration of the FSMB and reports to the House of Delegates; the Board provides leadership in the development and implementation of the FSMB’s Strategic Goals and the Board’s Annual Action Plan; the Board is responsible for governing and conducting the business of the corporation, including supervising the President-CEO; and, under the leadership of the Chair and President-CEO, represents the FSMB to other organizations and promotes recognition of the FSMB as the premier organization concerned with medical licensure and discipline. The Board of Directors is the fiscal agent of the corporation.

## GENERAL RESPONSIBILITIES

The Board of Directors is responsible for the following:

1. Setting goals, objectives, and priorities necessary to achieve the FSMB Strategic Goals.
2. Setting goals, objectives, and critical success factors for the President-CEO.
3. Ensuring effective management of the FSMB's financial resources.
4. Approving systems for assessing and addressing needs of Member Medical Boards.
5. Implementing adopted Board of Directors professional development and self-assessment plans.
6. Promoting use of FSMB services among targeted customer groups.
7. Enhancing communication with and among Member Medical Boards.
8. Enhancing support and education for Member Medical Board executives and their staff.

## TIME COMMITMENT

### Board Meetings

The Board of Directors will meet five times from 2025-2026:

**April 27, 2025 (2-3 hrs)** – Seattle, WA (*immediately following the 2025 Annual Meeting*)

**July 9-13, 2025** – Harwich, MA (*a board retreat, includes travel days*)

**October 22-25, 2025** – Washington, DC (*includes travel days*)

**February 4-7, 2025** – Dallas, TX (*includes travel days*)

**April 29, 2026 (approx. 1-5 pm)** – Baltimore, MD (*in conjunction with the 2026 Annual Meeting*)

**May 3, 2026 (2-3 hrs)** – Baltimore, MD (*Immediately following the 2026 Annual Meeting*)

### 2026 Board of Directors Hill Visits

The Board of Directors may be asked to participate in "Hill Visits" (dates TBD) in Washington, DC in the spring of 2026. This is usually 2 days total including travel dates.

### New Directors Orientation

Newly elected directors will be asked to participate in a New Directors Orientation in **June 2025** with the FSMB Chair, President-CEO and other select leadership (*June 24-25, 2025 in Euless, TX*). This will be preceded by a one-hour virtual session with FSMB support staff (*date TBD*).

### Subcommittees of the Board of Directors

All directors will be appointed to one (1) subcommittee of the Board of Directors, which include the Awards, Governance, and Planning Committees. Additionally, three (3) directors will be eligible for election by the Board to participate on the Executive, Compensation, and Investment Committees with the officers of the Board.

## **NOMINATING COMMITTEE**

The charge of the Nominating Committee as currently set forth in the FSMB Bylaws is to submit a roster of one or more candidates for each of the offices and positions to be filled by election at the annual meeting of the House of Delegates. The Committee will mail its roster of candidates to Member Medical Boards not fewer than sixty days prior to the annual meeting of the House of Delegates.

## GENERAL RESPONSIBILITIES

The Nominating Committee is responsible for the following:

1. Soliciting nominations from Member Medical Boards for Board Member Fellows interested in seeking an elected FSMB position;

2. Assertively recruiting individuals who have the core competencies set forth on page 2 and who represent diversified backgrounds, experiences, and cultures;
3. Educating potential candidates on core competencies for FSMB leadership roles and the responsibilities associated with respective leadership positions;
4. Reviewing letters of nomination and supporting material for each individual nominated or recruited as a candidate for election;
5. Verifying that candidates have the core competencies for FSMB leadership positions;
6. Verifying that queries of the FSMB Physician Data Center have been completed on physician and physician assistant candidates and that no board actions have been reported that could call into question an individual's fitness for FSMB leadership;
7. Affirming that all candidates for elected leadership have disclosed any potential conflicts of interest.
8. Considering the importance of public member representation on the FSMB Board of Directors and assure the roster of candidates provides for election of adequate/qualified public representation;
9. Selecting and narrowing the roster of candidates to those who best demonstrate the core competencies outlined; have the necessary qualifications and eligibility for a position; and bring valuable talents and perspectives to the FSMB;
10. Preparing a report to the House of Delegates, which includes a roster of candidates for positions to be filled by election at the House of Delegates annual business meeting; and
11. Determining process for notifying candidates of the Nominating Committee's decisions as soon as possible following the Committee's winter meeting and provide the Nominating Committee report to the FSMB Board of Directors for information.

#### TIME COMMITMENT

Members of the Nominating Committee serve a single two-year term. Our newly elected Nominating Committee members are invited to join the incoming Committee Chair, outgoing Committee Chair, FSMB President & CEO, returning members of the Nominating Committee, and those who are rotating off the Committee for an informal **Nominating Committee Social (4:30-5:00 pm)** on **Saturday, April 26, 2025**, preceding the Inauguration of the Chair, during the Annual Meeting. The Committee will meet again via videoconference in **August 2025** and **April 2026 (dates TBD)** as well as in person or via videoconference in **January 2026**. In preparation for the January meeting, the Committee members will each interview three to six nominees. Members of the Committee will also receive scholarships to attend the FSMB's 2026 Annual Meeting, so they are onsite to solicit membership interest in elected and appointed positions.

## **SAMPLE PERSONAL STATEMENT**

NAME: \_\_\_\_\_

CANDIDATE FOR: [Chair-elect, Board of Directors or Nominating Committee]

[SAMPLE TEXT – please describe your own experiences using your own words]

**(maximum 500-word limit)**

I am a candidate for [elected office]. Since beginning my medical career in a small rural town over 20 years ago, I have been involved in professionalism and upholding the higher standards of being a physician. Currently, I am the Chairman of the Department of [specialty] at the School of Medicine in [city].

My experiences with medical licensure began in 2015 when I was appointed to the advisory committee for athletic trainers of the [Member Medical Board]. Subsequently, I was appointed as a member of the [Member Medical Board] in 2018. I was elected Vice President in 2019 and have been serving as President since January 2020.

Since being appointed to the [Member Medical Board], I have been serving the [Member Medical Board] in many capacities, which have included [committee/workgroups, etc.].

Additionally, I have worked as [other professional experiences and associations].

It is with great anticipation that I am running for [elected office]. I have the energy, enthusiasm, and experience to represent the FSMB. My qualifications are broad and strong, which will allow me to function well within a system that is focused on licensure, discipline, and protection of the public.

## FSMB STRATEGIC PLAN (Approved May 6, 2023)

### Our Vision

A medical regulatory system in which patients have access to high-quality health care, and the integrity of the practice of medicine is protected.

### Our Mission

To serve as a national voice for state medical boards, supporting them with services and initiatives that promote patient safety, the integrity of the practice of medicine, access to high-quality health care, and regulatory best practices.

### Values

The FSMB, an organization of state medical boards, embraces these equally important values:

**Public Protection:** We promote the health, safety, and welfare of the public by providing outstanding service to the nation's state medical boards, which remains our highest priority.

**Leadership:** We demonstrate accountability, unity of purpose, resilience and commitment as we advance our mission and vision.

**Integrity:** We incorporate honesty, ethical behavior, consistency, open communication and transparency in our activities, seeking to build trust with those we serve.

**Excellence:** We maintain the highest standards of performance and a commitment to continuous improvement while demonstrating adaptability and innovation in developing new products and initiatives.

**Collaboration:** We build strong, mutually beneficial relationships, seeking new partners and opportunities for engagement and participation while placing an emphasis on the value of diversity, equity and inclusion in our work together.

**Service:** We provide timely, responsive, high-quality service to our stakeholders, including our member boards, external partners and the public, continually seeking their input as we strive to meet changing needs.

### Strategic Goals

- **State Medical Board Support:** Serve state medical boards by promoting regulatory best practices and providing operational resources that add to their effectiveness.
- **Advocacy and Policy Leadership:** Strengthen state medical regulation through impactful advocacy and policy development.
- **Engagement:** Build engagement and participation with state medical boards and other state, national and international organizations and government entities, seeking and advancing shared goals and outcomes.

- **Communication:** Raise awareness of the vital role of medical regulation and the work the FSMB, serving as a trusted source of information for state medical boards and the public.
- **Education:** Advance understanding of key issues in medical regulation by providing targeted educational programming and resources that meet the needs of state medical boards and the public.
- **Technology and Data:** Enhance the FSMB's data integration and research capabilities, developing technology and data solutions that benefit state medical boards and promote the sharing of valuable information.
- **Organizational Strength and Excellence:** Enhance the FSMB's efficiency, effectiveness and adaptability, strengthening resources in support of its mission while sustaining a diverse, equitable and inclusive workforce.



**NOMINATION BY PETITION**

(to be submitted by the Nominee)

Nominee's Name: \_\_\_\_\_

Nominated for:    Chair-elect     Board of Directors     Nominating Committee

***MEMBER MEDICAL BOARD ACTIVITIES***

On which Member Medical Board are you currently serving (or have you served)?  
\_\_\_\_\_

When did your term begin? **Month, Day and Year:** \_\_\_\_\_

If not serving, when did your term end? **Month, Day and Year:** \_\_\_\_\_

- I will be a Board Member Fellow as defined by the FSMB Bylaws at the time of the election on **Saturday, April 26, 2025**, and understand that only an individual who is a Board Member Fellow at the time of the individual's election shall be eligible for election. Board Member Fellows of the FSMB are defined in the Bylaws, Article II, Section B as: *"A Board Member Fellow is an individual member who as a result of appointment or confirmation is designated to be a member of a Member Medical Board. A Board Member Fellow shall be a Fellow of the FSMB during the member's period of service on a Member Medical Board, and for a period of thirty-six months thereafter.*
- I am aware of the time commitment for the position I wish to be elected.
- I am disclosing any potential conflict(s) of interest.

Potential Conflict(s) of Interest (attach separate sheet if necessary):  
\_\_\_\_\_

**CANDIDATE'S SIGNATURE:** \_\_\_\_\_

*We the undersigned Fellows nominate the above-named Board Member Fellow for candidacy as indicated (include Fellow from the Board of the member seeking nomination): (signatures will be verified)*

Name/ Medical Board: \_\_\_\_\_

Name/ Medical Board: \_\_\_\_\_

Name/ Medical Board: \_\_\_\_\_

Name/ Medical Board: \_\_\_\_\_

Name/ Medical Board: \_\_\_\_\_

**Additional signatures may be obtained and attached to this petition.**

**SUBMISSION DEADLINE IS SUNDAY, MARCH 30, 2025**

**This document with other petition materials are to be submitted via DocuSign. See page 3.**