

## **Guidelines Governing the Conduct of Campaigns For ISDS Offices**

Campaign Guidelines for ISDS Offices (Res. # 13-2006, Res. # 14-2012, Res. #19-2022, Res. #8-2023)

### **1. Committee**

A. An Election Review Committee, consisting of the ISDS President, President-elect, Vice President, Treasurer and Secretary shall oversee and adjudicate all issues in races for ISDS offices. The ISDS President shall be the chair of the Election Review Committee. In the event that a member of the Election Review Committee is a candidate in a contested race, that member shall be excused from any Committee deliberations involving their campaign.

B. The Election Review Committee shall be responsible for determining if any violation(s) of these guidelines occurred and providing notice of such violation(s), in accordance with Section 9.

### **2. Announcement**

A. Candidates shall not formally announce for office until the final day of the ISDS Annual Session House of Delegates meeting immediately preceding their candidacy. Prior to this formal announcement, candidates may only campaign within their own ISDS component or Chicago Dental Society (CDS) branch. Associate members of CDS shall not campaign within any branches prior to formal announcement.

Campaign activities outside a candidate's own ISDS component or CDS branch shall not begin before the last day of the ISDS Annual Session House of Delegates in the year prior to the election.

B. A candidate shall have been deemed to have "formally announced" when they submit a written, signed statement of candidacy to the Secretary of the ISDS House. The signed statement shall be comprised of this House policy on Guidelines Governing the Conduct of Campaigns for ISDS Office and shall include the candidate's name and the office that the candidate is seeking. Once a formal announcement is received at ISDS headquarters, the Secretary of the House will certify the member's candidacy by first verifying eligibility and then sending a notice to the ISDS membership and posting on the ISDS website [www.isds.org](http://www.isds.org).

### **3. Presentations**

A. During the year of their candidacy, candidates are expected to address the ISDS membership during the ISDS Capital Conference and the ISDS Annual Session. The Election Review Committee will determine the process to randomly select the speaking order of the candidates. The speaking order from the ISDS Capital Conference will be reversed for the ISDS Annual Session. Each candidate is allowed up to five minutes for their speech at each event.

B. A "Formal Presentation" is considered a speaking or presentation opportunity of any type (i.e. direct or indirect, formal or informal) by a candidate pertaining to the position the candidate is seeking. Candidate is allowed one Formal Presentation per campaign cycle per district, component, or branch. Candidate is responsible for coordinating with a district, component, or branch to schedule a formal presentation, and districts, components, and branches are requested to provide an appropriate opportunity for the candidates to meet with their members. It is recommended that such forums be structured to allow:

- 1) All candidates to make presentations;
- 2) Districts, components, and branches freedom to assess candidates; and
- 3) Each candidate to respond to questions.

C. Notwithstanding any of these Guidelines, nothing in these Guidelines shall prevent a candidate from traveling on a personal basis or attending a meeting, conference or other event as an official ISDS representative. Campaigning while personally traveling or attending events as an ISDS representative is strictly prohibited.

D. All candidates are strongly encouraged to follow these same guidelines for Formal Presentations towards any dentally-related fraternal groups or study clubs, formal or informal, that are not districts, components, or branches.

#### 4. Campaigning

Each candidate shall be limited to \$3,000 in expenses to campaign for office. For expenses related to costs to communicate with members in any manner, including but not limited to printing, postage, telephone, hospitality, electronic media and promotional novelties, but does not include personal expenses related to travel, hotel and meals. The manner and frequency in which the candidates contact delegates and alternate delegates is at the discretion of the candidates.

#### 5. Profile

Candidates' campaign statements and profiles will be formally printed in the August edition of the-Illinois\_Dental News. Prior to that time, candidates' statements and profiles will also be posted on the ISDS website, [www.isds.org](http://www.isds.org). The Election Review Committee will annually determine the question(s) asked of candidates to be published in the August edition of the Illinois Dental News, as well as any limits on the length of response or otherwise.

#### 6. Distribution of Materials at House of Delegates

A candidate's brochure may be distributed at the ISDS House of Delegates on the final day of House business in the year immediately preceding their election, on the opening day of the House of Delegates in the election year, and at ISDS Capital Conference during the election cycle. Brochures can be brought to the Formal Presentation at a specific district, component, or branch meeting, provided that the candidate is present. No material may be distributed within the ISDS House of Delegates without first obtaining permission from the Secretary of the House.

A candidate's brochure shall be sized so that if printed the literature is no larger than an 8 ½ x 11 inch piece of paper, which can contain content on both sides.

#### 7. Agreement to Campaign Guidelines

A candidate's signature at the bottom of the guidelines shall constitute acknowledgement that they have received these guidelines and agree to abide by the provisions contained herein.

#### 8. Questions

Any questions regarding these Guidelines should be directed to the chair of the Election Review Committee and the Secretary of the House of Delegates for clarification.

#### 9. Violations

A. With candidates ultimately seeking to serve ISDS in a fiduciary capacity, all candidates

should strive to run an ethical campaign that steers clear of committing any violations against the Guidelines Governing the Conduct of Campaigns for ISDS Offices. If a potential violation is believed to have occurred, the candidates should make a good faith effort amongst themselves to resolve the violation in a way satisfactory to all candidates for the elected position. If a potential violation cannot be satisfactorily resolved, such potential violation should be reported to the chair of the Election Review Committee and Secretary of the House of Delegates for review.

B. Because a policy is nearly impossible to be explicitly all encompassing, a candidate should first look to reach a consensus and agreement with the other candidates for the elected position when a guideline is not specifically outlined or unclear. If no consensus and agreement can be reached by the candidates, one candidate should be designated to contact the chair of the Election Review Committee and Secretary of the House of Delegates. The Election Review Committee will rule on the interpretation of the situation, which will then serve as a Guideline Governing the Conduct of Campaigns for ISDS Offices and to be followed by the candidates.

C. In the event a violation of the Guidelines Governing the Conduct of Campaigns for ISDS Offices is determined by the Election Review Committee and was officially reported more than fourteen (14) days prior to the House of Delegates convening, the Election Review Committee, if it cannot resolve the violation between the candidates, shall post a report of the violation in the House of Delegates section on the ISDS website, [www.isds.org](http://www.isds.org). In addition, an email reporting any such violations will be sent by the Election Review Committee to each certified delegates and alternate delegates with a working email address on file with ISDS on or about fourteen (14) days prior to the convening of the House of Delegates.

D. In the event a violation of the Guidelines Governing the Conduct of Campaigns for ISDS Offices is determined by the Election Review Committee and was officially reported in the period from fourteen (14) days prior to the convening of the House of Delegates through the elections, then the Election Review Committee, if it cannot resolve the violation between the candidates, shall report those violations to the House of Delegates. The report will be given orally by the Election Review Committee chair (or a designee of the Election Commission if the chair is absent from the House of Delegates session) at the first meeting of the House.

E. Should an allegation of a violation of the Guidelines Governing the Conduct of Campaigns for ISDS Offices be made against an individual or entity not affiliated with a campaign, the Election Review Committee shall review the allegation and determine if a violation has occurred. If so, the candidate affected by the infraction will be notified, and shall be responsible for contacting the individual or entity involved and using their best efforts to curtail the violation.

F. In addition to the foregoing notifications of violations, all violations of the Campaign Rules that occur shall be reported orally at the House of Delegates meeting by the Election Review Committee.

### **Candidate Agreement**

I acknowledge that I have reviewed these Guidelines Governing the Conduct of Campaigns for ISDS Offices and agree to abide by its provisions during the period of my candidacy.

Candidate's Name (Printed) \_\_\_\_\_

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Candidate is Seeking \_\_\_\_\_