



THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

President-Elect Standard Operating Procedures

Mission: The primary roles for the President-Elect of CPDD are to ensure a smooth transition to become the President of College on Problems of Drug Dependence by actively participating in the Executive Committee.

Operations:

Serves as Member of the Executive Committee: The President-Elect is involved in any correspondences, decision-making and meetings involving the Executive Committee. This Committee is comprised of the Executive Officer, President, President-Elect, Past-President, and Treasurer.

Chairs the Nominating Committee: The President-Elect is responsible for filling any new openings for elected officials. These include the President, Treasurer, and open positions for members of the Board of Directors.

- The Nominating Committee shall consist of seven (7) members as follows:
 - Two (2) members of the Board of Directors – (two (2) appointed by the President)
 - President-Elect
 - two (2) Fellows (elected by the Fellows)
 - two (2) Regular Members (elected by the Regular Members and Associate Members)
- The elected members of the Nominations Committee will be chosen at the Business Meeting held at the Annual Meeting in June.
- The President-Elect should consult with the President to identify the two BOD members appointed to the Nominating Committee such that the entire committee is constituted by September 1.
- NOTE: No member of the Nominating Committee may be a candidate for elected office or Board membership in the year(s) that person serves as a member of the Nominating Committee.
- **Selection of the Slate:**
 - The President-Elect will serve as Chair.
 - Guidelines for eligibility for each office are in the CPDD Bylaws.
 - The President-Elect will solicit nominations for open positions from members via mail by August 15. Names and qualifications of retiring members shall be sent to members of the College, along with a request for nominations for Board members, sixty (60) days in advance of the deadline for nominations (October 14). Suggestions of candidates may be submitted to the Nominating Committee by any member of the College.
 - Nomination materials must include a short biographical sketch, full mailing address, telephone and fax numbers, and e-mail address. The nominator should be advised to ascertain the candidate's willingness to run and to serve, if elected. The term for elected Board of Director members is four years.
 - Solicitation for nominees for the Board of Directors is based on the discipline represented by the member who is ending his/her term on the Board and the Committee will make a strong attempt to assure that there is appropriate diversity on the Board across gender, race, ethnicity and home institution.

- Send received nomination materials to Nominating Committee by October 22.
- Arrange a conference call with Committee Members shortly thereafter (November 3) to discuss and make recommendations for the slate of candidates.
- Prior to the conference call, the Chair will request that the members of the Nominating Committee rank order the nominees.
- **Slate Requirements:**
 - A Nominating Committee shall submit a slate of not more than two candidates for each office to be elected (President-Elect and Treasurer) and not more than three candidates for each open Board of Directors position.
 - The Chair of the Committee will request a brief statement from each of the presidential candidates describing their vision for the organization and their goals.
 - The chosen candidates, their qualifications and a brief vision statement written by presidential candidates, shall be submitted by mail or electronic ballot to all Fellows, Regular, and Associate Members of the College who will elect each officer by majority vote and BOD members by majority vote if there are two nominees and plurality vote if there are three nominees.
 - In the event that more than two candidates are nominated for a single office and no candidate receives a majority on the first vote, the two candidates with the largest number of votes will be resubmitted to the Fellows, Regular, and Associate Members of the College for a run-off election.
 - This vote shall be taken in November by mail or electronic ballot (as specified in Article II, Section 11).
- **Timeline (specific dates are provided as a guideline):**
 - August 1 – Committee Chair consults with President to complete composition of Nominating Committee
 - August 15 – solicit nominations from membership [call must allow 60 days for response from College members]
 - October 14 – call for nominations closes
 - October 22 – send nomination materials to Committee
 - October 30 – request ranking of candidates from Committee members
 - November 4 – Committee conference call to select slate
 - November 10 – the vote shall be taken in November by mail or electronic ballot (as specified in Article II, Section 11)

Selects Chairs and Members of Committees: The President-Elect is responsible for selecting new Committee members and Chairs to fill expired terms. The term of these individuals can be found on the current Committees List (posted on CPDD Web site under “Members”) or in the CPDD membership database system. The following guidelines are recommended for the selection process:

- Solicit nominations for committee membership via the listserv and the members-only Web site.
- Request that nominees state their preferred committee assignment.
- Review the membership of each Committee with the Chair and solicit their advice on new members.
- Assure that each Committee roster (see exceptions below) retains an In-Training Member of the College.
- In the case of a Chair who will rotate off after the next Annual Meeting, work with that Chair to identify an incoming Chair so that the transition to the new Chair can occur seamlessly. The outgoing Chair will also remain as the Past Chair on the Committee for one additional year.
- Discuss the potential list with the Chairs of the Committee and develop tentative updated list.
- Present draft of the updated list at the meeting of the Executive Committee that takes place prior to the Interim Meeting of the BOD.
- The entire selection process should be substantially completed by the Spring (April) meeting of the Executive Committee.
- Notify members that they have been selected to serve on a particular Committee.

- Send the updated list to the Chair of the Electronics Committee to post on the CPDD Web site.

Committee	In-Training Members Allowed?
Animals in Research	Yes
Awards for Excellence	No
Code of Conduct	No
Communications	Yes
Public Policy	Yes
Human Research	Yes
International	Yes
Long-Range Planning	No
Membership	No
Early Career Members	Yes
Program	Yes
Rules	No
Travel Awards	No
Underrepresented Populations	Yes

Writes reports of the activities of the College leadership to be published in the Newslines. The President-Elect is responsible for two brief (1-2 page) reports which summarize the outcomes of the Executive Committee meetings in the Fall and Spring and the BOD Interim meeting in December. These reports will be submitted to the editor of Newslines within two weeks of the meetings for publication in each of the two annual issues of Newslines.

Assumes additional duties assigned by the President.