INTERNATIONAL TRAUMA LIFE SUPPORT

2018 Board Candidate Campaign Rules

1. **Candidate Materials:** Candidate materials will be posted on the ITLS website www.itrauma.org 30 days prior to the opening of the 2018 International Trauma Conference.

    Candidate materials will be made available to delegates on the conference app that will be made available prior to the ITLS business meeting. Except as otherwise noted, candidates must submit all written material electronically in Word or rich text format.

    All written material must be submitted exactly as the candidate wishes it published except for formatting necessary for publication. If material exceeds the space allotted, it will be cut off at the appropriate point regardless of placement. No editing or other formatting will be done by ITLS staff.

2. **Data Sheet:** Candidates must complete a candidate data sheet to be included in the business meeting materials. (Note editing/formatting provision above.)

3. **Curriculum Vitae**: Candidates must provide a CV limited to **two (2)** pages (8.5 X 11 size).

4. **Photo:**   Candidates are requested to submit an electronic head and shoulders shot photo (JPEG preferred) for inclusion in the delegate materials.

5. **Video**:   Candidates may submit a video no longer than three minutes running time to introduce themselves to the delegates. The videos will be posted on the ITLS website with other campaign materials. The video should be provided in MP4 format to ensure compatability.

6. **Presentation to Delegates**: The Board candidates will be introduced at the business session and each will have five minutes to make a presentation to the delegates. The presentation must include a response to the following question:

    "What skills would you bring to advance the mission of the organization? Please provide an example."

    The presentation may include slides or other audio visuals. ITLS will have a computer and projector available. Candidates are responsible for any other equipment needed.

The business session will be held Thursday, November 8, 2018 from 3:00 – 5:00 PM CST at the Hilton St. Louis at the Ballpark, St. Louis, Missouri, USA.

7.   **Conflict of Interest Disclosure Statement:** Candidates must complete a candidate disclosure statement using the form provided. The completed disclosure statement will be included in the business meeting materials. (Note editing/formatting provision above.)

8.   **Floor Nominations:** Any delegates seeking nomination from the floor may nominate themselves or be nominated by another delegate when the floor is opened for nominations. It is the candidate's responsibility to have 250 copies of his/her written materials, data sheet, and disclosure statement prepared to distribute to the delegates. Upon receipt of this notification, the candidate is considered a "declared floor candidate" and has all the rights and responsibilities of candidates otherwise nominated by the Nominating Committee.

9.   **Other Campaign Rules:** No other campaign items (printed material, buttons, pins, signs, etc.) may be distributed or displayed inside or outside the business session meeting room, or at any ITLS sponsored function. No posts in support of or in opposition to any candidate will be allowed on ITLS social media sites including Facebook and Twitter.

10. Only the Board Chair, Vice Chair, Speaker or Vice Speaker may address the delegates during the voting process. Board candidates are not excluded from faculty or other positions at the Trauma Conference but should not solicit votes during any presentations.

11. **Elections: The Board election will be held at the business session will be held Thursday, November 8, 2018 from 3:00 – 5:00 PM CST at the Hilton St. Louis at the Ballpark, St. Louis, Missouri, USA. NB: There is only one session of the business meeting in 2018.**

12. The Chair of the Nominating Committee is the arbiter of questions or any violations of these Candidate Campaign Rules. Disagreements may be appealed to the Chair of the Board who will have final authority.