



**COP-720**  
**Community of Practice**  
**Executive Committee Election Policy**

**Purpose and Scope**

Community of Practice Executive Committee (COP EC) membership is managed via an annual election process. This policy establishes a clear set of rules and timelines to promote integrity and transparency in the COP EC Election Process.

Communities of Practice (COPs) are authorized by the AST Board of Directors to work with the Board, committees, and task forces to accomplish AST's strategic goals and objectives, and empower and support AST membership. COPs provide a mechanism for AST to respond quickly to the evolving field of transplantation and create opportunities for members to share knowledge and to learn from one another. The COPs harness the knowledge base and intellectual power in AST to drive progress in the field of transplantation, and to create greater organizational efficiencies.

**Definitions**

- Community of Practice:  
A Community of Practice is a group of self-selected AST members with a common interest, which has been formalized by the AST Board of Directors.
- COP Executive Committee:  
The COP Executive Committee (COP EC) serves as the elected leadership of the COP.
- Member in good standing:  
A member who has paid their dues for the current membership year, the year in which the election will occur.
- Eligible COP member:  
An AST member in good standing as well as a member of the applicable COP.
- Online Community:  
When approved by the Board of Directors, each COP is set up with a virtual community, an online tool that members of the COP can use to collaborate for advancement of COP initiatives, exchange of knowledge, collective problem-solving, and networking.

**Policy Statement**

To be a candidate in a COP Election, an individual must be an AST member in good standing and a member of the applicable COP by December 31<sup>st</sup> of the previous year, with the following exceptions:

- No individual may serve in more than one COP EC position at a time.

- No individual may be nominated for a position they have previously filled, with the exception of someone who has served less than half of a term to fill a vacancy.
- No individual may run for more than one COP EC position at a time.
- No individual currently holding COP EC position may run for an alternative COP EC position within a second COP.
- No current AST Board member may be nominated for a COP EC position which will overlap with their board term.

A call for nominations is held to solicit interest in the open COP EC positions publicly, approximately four months prior to the annual meeting. Nominations will remain open for a minimum of two weeks.

To vote in a COP election, an individual must be an AST member in good standing and a member of the applicable COP by the conclusion of the AST membership grace period.

Voting will be open for a minimum of two weeks for all Eligible COP members to participate.

During the COP EC election process, if a tie occurs for the winner of an open position, the election shall be re-opened for that position only. Positions with clear winners shall not be revoted.

- The election shall be re-opened between the tied individuals only, with the other candidates removed from the process.
- The election shall be re-opened to the eligible COP membership for one week to resolve the tie.
- If the tie is repeated in the second round of voting, the AST President-elect, in consultation with the highest-ranking COP officer(s) not currently being elected, will appoint one of the candidates tied for the position to the COP Executive Committee.

If an individual wins the Co-Chair position while already serving as COP EC Member-at-Large, they must give up the Member-at-Large position. The COP EC would then fill the position according to the Vacated Position information below.

If an individual wins a Board position while serving as a COP EC member of any type, they must relinquish their COP EC position, with the exception of the Past Chair position. Past Chairs may retain their positions but give up the ability to vote on COP matters. COP EC positions vacated in this manner must be filled according to the Vacated Position information below.

Winners of the COP elections must complete Conflict of Interest forms and the AST Code of Conduct Acknowledgement within ten days of receiving the request for completion, and must subsequently be evaluated by the AST Conflict of Interest Committee prior to assuming office (See AST's Conflict of Interest Policy for further information).

New COP EC members assume their responsibilities at the AST business meeting, known as the "Town Hall." This meeting takes place at the annual American Transplant Congress.

<b>Position</b>	<b>Term</b>	<b>Number of Members</b>
Chair	2 years	1
Co-Chair	2 years	1
Past Chair	2 years	1
Members-at-Large (number determined by COP EC, changes reported to Board)	2 years (staggered)	3-5
Early Career-Member-at-Large (optional COP EC position)	1 year	1

A COP has the autonomy to ensure continuing EC representation of a particular area when the representation is crucial and ongoing. In a year when electing this representation is required, the ballot for that COP will have a designated opening.

During the initial elections for new COPs, at least half of the committee members are asked to serve one additional year to ensure leadership continuity. The inaugural COP Chair and Co-Chair work with staff to select these members.

### **Chair Positions**

The Chair position is part of a three-stage position, typically with a six-year term (two years each as Co-Chair, Chair, and Past Chair). The Trainee and Young Faculty COP operates with a three-year rotation for the Co-Chair, Chair, and Past Chair to keep their COP EC connected to the needs of their membership.

### **Vacated Positions**

If a COP Member-at-Large position or Early Career Member-at-Large is vacated prior to the end of the elected term for any reason, the COP EC would appoint someone to fill the vacated position for the remainder of the term or consider elimination of the position, if the COP EC is large enough.

If a COP Past Chair position is vacated prior to the end of the elected term for any reason, the position will remain vacant for the duration of the term.

If a COP Chair position is vacated prior to the end of the elected term for any reason, the COP Co-Chair shall succeed immediately to the Chair position. If serving less than half the vacated Chair term, the new Chair shall also serve the full two-year Chair term.

If the COP Co-Chair position is vacated prior to the end of the elected term for any reason, the COP EC will appoint one of the Members-at-Large to fill the vacated position for the remainder of the term.

Serving less than half of a vacated COP EC term does not preclude an individual from running for a full COP EC term in the future.

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