



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

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IMPORTANT NOTICE

To: Accredited Institutions, Accredited Programs, and Other Interested Parties

From: India Tips, Executive Director

Date: February 23, 2022

Subject: Notice of Appointments and Elections

The ABHES Commissioner Nominating Committee is pleased to announce that it is seeking nominations of potential candidates for appointment or election to the ABHES Commission. The committee is seeking candidates to fill three seats for Commissioners whose current terms expire June 30, 2022.

The Commissioner Nominating Committee invites you to nominate yourself or other qualified individuals for the positions described below. All terms are for three years beginning on July 1, 2022 and ending on June 30, 2025. **Interested individuals must complete and return the [Nomination Form](#) and all required documents outlined on the Nomination Form by March 25, 2022, to elections@abhes.org.**

Description of Open Membership-Elected Commissioner Seats

Bylaws Section 4.5.1. Categories and Qualifications of Elected Commissioners.

Administrator in a Healthcare Related Area. Requires at least five (5) years of administrative experience in a member institution or program, including active participation in an administrative capacity in the day-to-day operations of a member institution or program during the three (3) years immediately preceding election (those three (3) years may count toward the five-year experience requirement).

Educator in Specialty Area. Must be recently (within five (5) years) or directly engaged in a significant manner in an academic position at a postsecondary institution accredited by an agency recognized by the Secretary of the U.S. Department of Education in a health-care related field for which ABHES is recognized as a programmatic accreditor by the Secretary of the U.S. Department of Education.

Description of Open Commission-Appointed Commissioner Seats

Bylaws Section 4.6.1. Categories and Qualifications of Appointed Commissioners.

Distance Education Specialist. Requires at least three (3) years of experience in an academic position designing or developing, teaching and/or evaluating distance education courses at a postsecondary institution accredited by an agency recognized by the Secretary of the U.S. Department of Education.

Requirements and Responsibilities of an ABHES Commissioner

The requirements and responsibilities of an ABHES Commissioner can be found on the [ABHES Commissioner Position Description](#). A sincere commitment to higher education, combined with high standards of integrity and impartiality, is mandatory. A signed statement regarding conflicts of interest and confidentiality is required prior to a commissioner taking office.

Travel expenses for all Commission-related activities are reimbursed by ABHES and a modest honorarium is provided for Commission meeting attendance to those individuals not employed by an ABHES accredited institution or program.

Election and Appointment Process

The Commissioner Nominating Committee will meet to consider the experience and qualifications of the submitted nominations, conduct interviews, and complete a reference and background check to assure each individual is able to properly serve ABHES in a fiduciary capacity.

The elected Administrator in a Healthcare Related Area and Educator in Specialty Area seats will be filled through the membership election process outlined in Section 4.5.3. Procedures for Election by the Members of the ABHES *Bylaws*.

The appointed Distance Education Specialist seat will be filled by the Commission following the Procedures for Appointment by the Commission outlined in Section 4.6.2. of the ABHES *Bylaws*.

Election Details

The Committee will formally name the most qualified individual(s) for each open seat to be elected and their names will appear on the ballot to be distributed to the membership or the Commission on **May 4, 2022**. The election will take place electronically through www.simplyvoting.com on **May 18, 2022**, starting at 9:00 a.m. and ending at 5:00 p.m., Eastern Time.

Eligibility to Vote – Membership Election

Only institutions and programs accredited by ABHES are eligible to vote for elected commissioners. The number of votes that may be cast is as follows:

Accredited Institutions: Each main campus or non-main campus receives two (2) votes.

Accredited Programs: Each address identified on record as having one or more accredited programs receives one (1) vote.