

AAHOA ELECTION GUIDELINES

Purpose

The purpose of these Election Guidelines is to ensure an impartial and unbiased election for all candidates, and not provide any candidate with an unfair advantage during the campaigning process.

Any infractions of these guidelines or failure to strictly adhere to these guidelines shall be grounds for discipline and/or disqualification of the candidate.

For any alleged or actual deviation, violation, or infraction of these Election Guidelines, or failure to strictly adhere to these Guidelines (individually or collectively referred to as "Violation"), for which a candidate promptly took action to correct and remedy such Violation, the Elections Committee may issue a warning as necessary and appropriate. If there is evidence to support a claim that the candidate's alleged or actual Violation was intentional or knowing, was a repeat of a Violation for which the candidate had previously received one or more prior warnings, or was significant and would likely impact the final election results, the candidate may be disqualified if so ruled by the Elections Committee.

The Elections Committee, in its sole and absolute discretion, shall be the final arbiter and ruling authority concerning any alleged or actual Violation. A candidate waives and releases any and all legal, ethical, or other related claims he/she might have or file against the Elections Committee, any member thereof, or any advisor or witness thereto.

The Election Guidelines apply to election candidates, and, any and all authorized and/or unauthorized supporters of the candidates. As it relates to these guidelines, references to the "candidate" include such supporters and candidates shall be held fully responsible for the actions of such supporters.

Campaigning and Distribution of Authorized Election Collateral Prior to the Convention

Prior to the Convention, candidates will be allowed to distribute "Authorized Election Collateral" (as defined below).

- Mail. Candidates will be allowed to distribute "Authorized Election Collateral" to AAHOA members via mail by purchasing the services of an AAHOA approved Mailing House (see Access to the AAHOA Member Database below).
- AAHOA Website. Candidates will also be allowed to post a 150-word "Profile" piece with a photo on a designated area of aahoa.com, which shall be subject to the approval of the office.
- Social Media. Candidates may use social media and the candidates shall exercise appropriate and proper discretion in the use of such media.
- Events. Candidates will be allowed to campaign by attending AAHOA-sponsored or related community events and communicating with AAHOA members in an appropriate and professional manner. For example, no candidate or any of his/her supporters will organize, host or promote an AAHOA Regional or Town Hall meeting for the purpose of campaigning for the candidate. As stated in the AAHOA Town Hall Meeting Policy: "The mission or purpose of the Town Hall meeting must be industry related or involve a pressing issue concerning the local members, and a majority of the Officers must approve the Town Hall meeting."

However, it is acceptable for candidates to discuss AAHOA business but they cannot engage in self-promotion. Thus, currently-serving Directors can take the podium within 60 days of the Convention at their own Regionals or Town Halls but only to discuss “business as normal.”

Other than posting the Profile and photo on the website, at no point during the campaign, however, will any candidates be authorized to use, or make use of, any AAHOA resources including, but not limited to, funds, materials, ALB magazines, or the time of any staff members to promote their candidacy or further their campaigns. Further, candidates will be prohibited from using their positions as current Board members, Ambassadors, or recognized AAHOA leaders to organize meetings, obtain podium time, or otherwise gain any unfair advantage in their bid for an open Officer or Board position.

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Access to the AAHOA Member Database

The AAHOA Member Database shall not be accessible to Candidates and shall only be available to the AAHOA approved Mailing House for the purpose of mailing out “Authorized Election Collateral” (as defined below), or other related campaign or election materials, to AAHOA members. The approved Mailing House information is available from the AAHOA staff. Please note that any material containing the use of the AAHOA logo or marks submitted to the Mailing House shall be subject to review and approval by the AAHOA staff prior to publishing and/or distribution.

If a candidate and/or a supporter obtains or receives a member database from any source including directly from the AAHOA staff, or for any reason other than campaigning purposes (i.e., to recruit members, or to invite members to attend a meeting or event), the candidate and/or the supporter will not use such member database for any campaign purposes. Convention attendee lists will not be provided to any candidate, supporter or AAHOA member.

Contents of the Authorized Election Collateral

In the “Authorized Election Collateral” (as defined below), candidates will set forth their specific goals and objectives for AAHOA if they are elected to an open Board or Officer position. Any candidate provided and/or candidate approved contents containing any AAHOA logo or marks in the use of such media shall be subject to prior review and approval of the AAHOA staff.

Campaigning and Distribution of Authorized Election Collateral During the Convention

During the Convention, candidates will at all times act in a professional manner befitting of a person who is running for an open AAHOA Board or Officer position.

Based on the foregoing, by signing these Elections Guidelines below, the candidate confirms and agrees that, during the Convention, the candidate may only distribute authorized election collateral:

1 which is limited to:

- a. A single- or double-sided written flyer, that is comprised of no more than two (2) sheets, that are no larger than 8½ x 11 inches in size
- b. Campaign buttons, and
- c. Pins;

2 in the following areas:

- a. Outside of the Convention halls in the pre-function areas,
- b. On the trade show floors,
- c. In the food service area so long as candidates personally distribute the Authorized Election Collateral or place it on the “campaign table” as described below,
- d. In the lobby, common areas, and the hallways of the Convention Center, and
- e. In the lobby areas of the designated Convention Center hotels.

By signing these Elections Guidelines below, the candidate further confirms and agrees that, during the Convention, the candidate will NOT:

- 1 Distribute anything other than Authorized Election Collateral;
- 2 Distribute any Authorized Election Collateral that features the AAHOA logo, unless the Candidate has received prior written approval from the AAHOA office to use the AAHOA logo on such Authorized Election Collateral;
- 3 Campaign or distribute Authorized Election Collateral in the voting area;
- 4 Distribute Authorized Election Collateral in the general session areas;
- 5 Pre-place Authorized Election Collateral in the food service area, except on a “campaign table” that is set up in the food service area for the placement of all Authorized Election Collateral;
- 6 Distribute Authorized Election Collateral in the registration area, but will be allowed to speak to members about his/her campaign in this area,
- 7 Campaign or distribute Authorized Election Collateral in the education session meeting rooms,
- 8 Campaign door-to-door in the hotels, or slide any Authorized Election Collateral under guest room doors at the hotels,
- 9 Post any Authorized Election Collateral in the bathrooms, on bathroom doors, exit/entrance doors, stairwell doors or walls of the Convention Center or the hotels,
- 10 Transfer, promise, cause, or agree to cause the payment of money or anything of value in exchange for a vote or votes. Examples of prohibited actions include providing free transportation,

accommodations, food, beverages, or refreshments in return for an agreement to vote for or against a particular candidate. This does not prohibit the dissemination of Authorized Election Collateral with a candidate's name or message appearing thereon; and

11 Do any campaigning of any sort once the voting begins.

All Authorized Election Collateral (i.e., flyers, buttons and pins) will be removed by the candidate from the Convention Center grounds immediately following the election, and in any event no later than 12 hours thereafter.

Candidate Photos in the AAHOA Lodging Business Magazine (ALB)

For approximately four (4) months prior to the election date, to the extent possible, the AAHOA staff shall avoid placing photos of any candidates in issues of the ALB magazine. Since the deadline for submitting an application to run for an open Board seat is not until sixty (60) days prior to the election date, however, there might be times when the AAHOA staff is unaware that a candidate is or will be running for an open Board seat, and the AAHOA staff shall authorize that a photo of a candidate be included in an issue of ALB before the candidate's nomination form is submitted. Further, there might be limited or rare occasions when a particular candidate's photo, either displaying the candidate individually or as part of a group, will be important or necessary to include in the magazine in connection with a story about AAHOA related business, and AAHOA reserves the right to include any candidate's photo in the ALB magazine in its sole and absolute discretion.

By signing these Elections Guidelines below, each candidate confirms that he/she understands and agrees with this provision, and will not object, assert that the election process was unfair, or otherwise seek to disqualify another candidate whose photo might be included in ALB during this four-month time period.

Candidate Presentation at the General Session

Board Candidates

Each candidate will have the opportunity to address the AAHOA membership at the general session on **[the morning of the elections]**. The candidate will be allowed to present a 3-minute speech to the membership. The candidate will not have access to or be allowed to use any technology support, displays, or props to assist in the speech. The order of the candidate's speeches will be in alphabetical order, based on the candidates' last names and then their first names. The speeches will begin with the candidates running for the Director at Large positions, and then the candidates running for the Regional Director positions.

AAHOA Secretary (Officer) Candidates

Following the Board candidate presentations, an approximate 30-minute presidential style debate shall be held for the candidates for AAHOA Secretary and when necessary for other open Officer positions. The debate shall be conducted, in general, as follows:

1 The Debate will open with each Secretary candidate presenting opening remarks of up to 2 ½ minutes in length.

2 The opening remarks will be followed by 4-6 questions posed by a moderator to each candidate.

3 The candidates will be allotted up to 1 minute to respond to each question.

4 Following the questions, each candidate will be allowed to make a closing statement of up to 1 minute in length.

5 The moderator will strictly adhere to the time allotments.

6 Following the Secretarial Debate, the polls will be opened for voting.

Categories of Questions:

The questions that will be asked of each candidate by the moderator may fall under the following categories:

1 Franchise Relations

2 Governance

3 Advocacy and increasing our political presence

4 Accomplishments achieved during the past year

5 Membership benefits

6 Financial freedom and economic issues

7 Independent hotelier issues

8 Other relevant topics

Withdrawal from the Election

Any candidate for AAHOA elected office who withdraws within thirty (30) days of Election Day shall be ineligible to run for any AAHOA elected office in the current election and the following election. The withdrawn candidates may seek to be reinstated by the Elections Committee.

Results of the Election

Votes shall be tallied immediately upon the closure of the voting booths. Election results shall be declared immediately after all the votes are tallied. The announcement will take place in the pre-function area after the close of the election balloting. Individual voting information shall remain the sole possession of the 3rd party vendor conducting elections. No AAHOA member or staff member shall view or request such information. Any agreement with a 3rd party vendor shall include a prohibition of sharing individual voting information.

Compliance

Each candidate shall receive from AAHOA staff a copy of these Election Guidelines, the AAHOA Board of Directors Functions and Responsibilities, and the Affirmation of Qualifications to Serve on the Board of Directors. By signing the several documents identified above as indicated, each candidate certifies that

he/she has read these documents and promises to abide by them. Upon learning of any potential or actual deviation from or violation of these Guidelines by a candidate or his/her supporter, the candidate agrees to take immediate action to correct such deviation or violation. Any alleged violation at the Convention shall be reviewed, investigated and ruled on by the Elections Committee. Any alleged violation submission after the Convention, and no later than thirty (30) days after the end of the Convention, shall be submitted in accordance with the Ethics and Enforcement Complaint Submission guidelines.