

NATIONAL EMERGENCY NURSES ASSOCIATION



Board Policy	Nominations Process
Number of Pages	1
Approval Date	February 2016
Past Revision Dates	November 2009, November 2012, February 2016
Next Revision Date	November 2018

The Board of Directors will appoint a Nominations Committee to develop and propose a slate of candidates to fill Board vacancies in accordance with NENA Governing By-Laws.

1. The Nomination Committee will consist of three people, a Chair and two committee members. They shall be appointed by the NENA Board of Directors for a two year term, which may be extended by mutual agreement between the committee members and the Board.
2. A Call for Nominations may go out in the fall publication of CJEN and electronically to the NENA membership 90 days prior to the Annual General Meeting (AGM). Completed nomination forms may be submitted electronically, by Fax, or Canada Post and must be received by the Chair of the Nominations Committee 8 weeks prior to the AGM.
3. Nomination forms will be available for download on the NENA website. Candidates for nomination must be nominated by two (2) members, with all being NENA members in good standing.
4. Developing the slate of candidates involves confirmation of eligibility for the office, i.e.:
 - ✓ a NENA member, be willing to have his/her name stand for office,
 - ✓ understand the job description and ability to meet requirements of the position,
 - ✓ past experience with a non-profit group is desirable
5. This proposed slate of candidates shall then be presented to the NENA Board of Directors for approval, as per Bylaw 5.03 and 5.04
6. A NENA election announcement, with the slate of candidates and online voting instructions will go out electronically to the NENA membership at least one (1) month prior to the AGM. Online, confidential voting will be open for two (2) weeks and will close at 2400 hours on the identified date, two (2) weeks prior to the AGM. Votes will be received by the Secretary or as designated by the Board of Directors.
7. The online voting results will be presented to the NENA Board of Directors by the Secretary and/or the Chair of the Nominations Committee, prior to the AGM. The election outcome will be announced by the Nominations Chair to the membership during the AGM and will be subsequently posted on the NENA website and announced in the next publication of CJEN.
8. Any NENA member may submit a written request to the Chair of the Nominations Committee, for a recount of the online votes, up to thirty (30) days following a NENA AGM election results announcement.
9. A record of all online votes shall be retained by the Secretary for a period of (30) thirty days following the NENA AGM election of officers' announcement, and then shall be destroyed/ deleted.