



Roles and Responsibilities

Nominations and Elections Committee

SUMMARY

The ANA Nominations and Elections Committee, a standing committee of the Membership Assembly (Assembly), functions autonomously in the selection of nominees within the guidelines set forth in the ANA *Bylaws* and the *Election Manual*. The Nominations and Elections Committee is composed of individual members of a Constituent or State Nurses Association (C/SNA) or the Individual Member Division (IMD) elected by the Membership Assembly. All business of the Nominations and Elections Committee is confidential.

ANA *Bylaws* Article V, Section 5.c., stipulates that “The Nominations and Elections Committee shall –

1. Seek input from the ANA Board of Directors and the CEO on the needed professional and personal competencies for each election cycle for members of the ANA Board of Directors and the Nominations and Elections Committee.
2. Determine professional and personal competencies deemed minimally necessary for ANA Board of Directors officers and directors-at-large and members of the Nominations and Election Committee.
3. Disseminate a Call for Nominations that includes needed professional and personal competencies for the current election cycle and provides a reasonable period of time for the submission of nominations.
4. Prepare a slate of, optimally, at least two candidates for each elective office and publish such slate at least 90 days prior to the election date.
5. Present the slate of nominees to the Membership Assembly.
6. Implement the policies and procedures for nominations and elections as established by the ANA Board of Directors and as specified in these bylaws.
7. Assume other responsibilities for nominations as provided for in these bylaws.

SPECIFIC ROLES

1. Issue a Call for Nominations for elective office.

2. Solicit nominations from ANA members with the established qualifications and desired competencies and a commitment to advancing nursing practice, the profession of nursing, and the association.
3. Solicit potential nominees from current and past leaders within ANA and encourage well-regarded leaders within ANA and those with related entities to seek election.
4. Assess the information provided by each nominee against the established qualifications and desired competencies. For certain elective positions, the Nominations and Elections Committee also may check the nominee's references, including with C/SNA or IMD leadership and/or interview the nominee. **NOTE: The Nominations and Elections Committee is not required to slate all nominees as candidates.**
5. Inform nominees of their placement on the initial slate of candidates.
6. Prepare a slate of, optimally, at least two candidates for each elective office.
7. Present the slate of candidates to the Membership Assembly.
8. Provide information and clarification on the nomination and election process.
9. Facilitate the Candidates' Forum at the Membership Assembly.
10. Report the election results once they have been tabulated by the election vendor.
(Note: This is done by the Head Teller, who is the chair of the Nominations and Elections Committee or his/her designee)

TERM OF OFFICE

Elected by a plurality vote, members of the Nominations and Elections Committee shall serve staggered two-year terms or until their successors are elected. Members shall serve no more than two consecutive terms. The candidate slated as a potential chairperson-elect receiving the highest number of votes shall be the chairperson-elect and shall serve one year as chairperson-elect, and succeed to the office of chairperson for one year. **(NOTE: Candidates must indicate willingness to serve as chairperson-elect on the nomination application.)**

QUALIFICATIONS

1. Current joint ANA-C/SNA membership or IMD membership.
2. Demonstrated prior active involvement or participation with ANA; ANA's C/SNAs; or the IMD.

3. Not concurrently serving as an officer or director of another organization, if such participation might result in a conflict of interest with ANA.
4. Prior experience attending or serving as a representative to ANA's Membership Assembly.
5. Should have experience in sourcing and interviewing candidates.
6. Should have prior experience ensuring proper conduct of elections and reporting results to the membership of an organization.
7. Should have prior knowledge of ANA election process.

TIME COMMITMENT

The following is an estimate of time spent in fulfilling the duties of this office:

1. One 2-hour conference call every other month, as needed.
2. Minimum of 4-hour conference calls to vet nominees and determine the initial slate.
3. Participation at the Membership Assembly annual meeting.