



**Supplemental
Election Manual
for the 2020
National Elections**



Introduction

This Supplemental Election Manual for the 2020 National Elections (“Supplemental Manual”) will only come into effect in the event that the Special Meeting of the Membership Assembly scheduled to take place on June 1, 2020, adopts a proposed Bylaws proviso that will allow the 2020 Annual Membership Assembly to be held virtually and the 2020 ANA elections to be held by remote voting.

This Supplemental Manual amends certain provisions of the 2020 Election Manual and must be read in conjunction with it. All other sections of the 2020 Election Manual that are not affected by this Supplemental Manual will remain the same and will continue to apply.

If you have questions about ANA’s nominations or elections processes or the interpretation of policies relating to nominations and elections, please send an e-mail to nec@ana.org.



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Section I: Nomination Process

Nominations from the Floor

Nominations from the floor will be permitted only when:

- The Nominations and Elections Committee (NEC) did not identify two nominees for each elective position with the established qualifications and desired competencies for placement as candidates on the election slate;
- The NEC receives a complete nomination package by 12:00 pm ET on June 5, 2020, two weeks before the Membership Assembly; and,
- The NEC deems the nominee qualified.
- The NEC will review the nominations from the floor by June 12, 2020 and inform nominees if they will or will not be placed as a candidate on the election slate.



Section III: Campaigning

Campaign Guidelines

1. Candidates may:
 - a. network with professional colleagues via face-to-face meetings, one-on-one telephone calls, mailings (electronic or hard copy), or use of alternative electronic means and methods;
 - b. accept invitations from individual ANA Membership Assembly Representatives, C/SNAs, or the IMD to present their campaign platform, complete questionnaires, and/or be interviewed;
 - c. request that ANA distribute campaign communication via email to ANA Membership Assembly Representatives; (NOTE: There is a fee for this service);
 - d. submit a video up to three minutes in length to ANA for posting to the online ANA Membership Assembly meeting workspace; (NOTE: There is no fee for this service);
 - e. use personal social media accounts (e.g., Facebook, Twitter, LinkedIn), blogs, online discussion boards, etc.; and
 - f. host webinars and conduct presentations.

Request for ANA to Distribute Campaign Materials

Via Email

At the request of either a candidate or campaign manager, ANA will disseminate campaign materials via email at cost. Please note:

- Candidates are responsible for the content of their campaign messages; ANA will not edit the message in any way.
- Candidates must provide the message in the format requested by ANA.
- There will be a \$30.00 charge for this service, which must be paid by credit card in advance.

To request that ANA distribute campaign materials via email, please:

1. Complete the [*Distribution of Campaign Materials to Membership Assembly Representatives*](#) Form.
2. Send the campaign message to be distributed to nec@ana.org.



3. Contact Bianca Fornari to provide your credit card information.

All campaign materials can be distributed as soon as this Supplemental Manual is approved by the ANA Board.

Posting of Campaign Video

At the request of either a candidate or campaign manager, ANA will post up to a three-minute campaign video to the ANA Membership Assembly meeting workspace. Please note:

- Candidates are responsible for the content of their campaign video; ANA will not edit the video in any way.
- There will be no charge for this service.

To request that ANA post up to a three-minute campaign video, please:

1. Complete the *Distribution of Campaign Materials to Membership Assembly Representatives Form*; and
2. Send the video **and** the *Distribution of Campaign Materials to Membership Assembly Representatives Form* to nec@ana.org.

All videos can be posted as soon as this Supplemental Manual is approved by the ANA Board of Directors.



Section IV: Election-Related Events at the Membership Assembly

The ANA Membership Assembly agenda will contain the dates and times of campaign and election-related activities.

Nominations and Elections Committee Office Hours

During scheduled office hours, NEC members will be available to provide additional information on and/or respond to questions about ANA's nominations and elections processes. The NEC will be available for questions via teams one hour before the MA starts.

Meet the Candidates

In 2020, the Meet the Candidates event will not be held in an interactive format. Candidates can post longer videos, at no cost to them, on the Membership Assembly meeting workspace and are allowed to post their contact information, if they so desire, so they can be contacted by voters through a means of their choosing.

Candidate Forum

The Candidate Forum **will not** be held in 2020.



Section V: Elections Process

Elections

Elections will be held remotely, if the 2020 Membership Assembly takes place by means other than a face-to-face meeting. Remote voting operations will be administered by an independent vendor, under the supervision of the NEC and the ANA Office of General Counsel, using an appropriate Internet-based voting application capable of ensuring full protection of the integrity and secrecy of the vote. Per the ANA Bylaws (Article VII, Section 2.b):

1. A majority¹ vote of those members of the ANA Membership Assembly present and voting shall elect officers of ANA's Board of Directors, and a plurality vote² of those present and voting shall elect the directors of ANA's Board of Directors and members of the NEC.
2. In the event that a majority vote is not accomplished in the first ballot, a runoff election shall be held with the two candidates who received the highest number of votes for an officer position.
3. A tie shall be determined by lot.
4. The term of office for all elective positions shall begin on January 1.

Procedures for the Conduct of the ANA Elections

ANA staff verify that the ANA Membership Assembly Representatives are members of ANA in good standing.

The NEC Chair, or designee, serves as the Head Teller. The Head Teller:

- a. has official oversight responsibility for compliance with ANA's election procedures;
- b. supervises the conduct of the election with the assistance of the Election Administrator; and
- c. performs other functions as referenced in these procedures.

¹ A majority vote is defined by *Roberts' Rules of Order Newly Revised, 11th edition* as "more than half of the votes cast by persons entitled to vote, excluding blanks and abstentions..."

² A plurality vote is defined by *Roberts' Rules of Order Newly Revised, 11th edition* as "the largest number of votes to be given any candidate or proposition, when three or more choices are possible..."



Eligibility to Vote in ANA Elections

- Only C/SNA, IMD and Organizational Affiliate (OA) ANA Membership Assembly Representatives and members of the ANA Board of Directors who have been verified by June 5 may vote.
 - C/SNA, IMD Membership Assembly Representatives, OAs and Board Members vote in the election for officers and directors of the ANA Board of Directors and in the election for NEC members.

- The verification closes on June 5 and the list of eligible voters will be provided to the election administrator for use when the polls open.

Candidates' Placement on the Ballot

Candidates for each elective position will be listed on the ballot in alphabetical order by last name, with candidates who nominated from the floor listed last.

Voting

The Head Teller and the Election Administrator assist in conducting the election, certify that the election was conducted in accordance with ANA's election procedures, and certify the election results.

- Voting will be conducted using electronic means or automated voting machines.
- Voting hours will be communicated to ANA Membership Assembly Representatives prior to the ANA Membership Assembly.
- All verified voters will receive an email with instructions and a voting code from the vendor (Elections America).
- Voting will be online. Voting will open June 19, 2020, immediately after the adjournment of Membership Assembly and remain open until June 25, 2020, at 11:59PM Eastern Time.

Each Representative may cast one weighted vote for each of the open positions available, pursuant to the Apportionment Policy.

Tabulation

The count will proceed at the conclusion of the designated voting period. Any



remaining questions pertaining to the voting process will be resolved by the Head Teller and Election Administrator. A printout of the tabulation is retained by ANA in a secure area for a minimum of one year following the election.

Breaking a Tie

In the event of a tie, the candidates will be notified. The NEC will use an appropriate online tool to break the tie through the generation of random numbers, under the supervision of the ANA Office of General Counsel.

Announcing the Results

Results of elections are confidential until announced on June 26, 2020.

- The Office of General Counsel will notify the ANA President, Chief Executive Officer, Chief Nursing Officer, Vice President of Governance and Planning and Assistant Director of Governance and Planning of the election results once tabulation is complete.
- The official announcement of the election results will be made after all elections (initial and any required runoff), have been conducted, tallied, and certified by the Election Administrator and the Head Teller.
- Candidates are notified of the election outcomes before the official announcement of the elections results. The results will be shared with the candidates via phone and email by June 26th.
- Candidates are asked to keep this information confidential until the official announcement of the election results.
- Candidates or his/her campaign manager will be able to obtain the tally of votes via phone only.
- ANA will not provide the tally of votes in writing under any circumstances.