Nominations Policies and Procedures Manual

INTRODUCTION

This manual provides information on the nomination and election process for positions on the VNA Board of Directors and the Nominating Committee.

Each year, a list of available positions on the Board of Directors and Nominating Committee will be provided to the VNA membership. The list will indicate whether or not the current board member is eligible for reelection.

The Nominating Committee looks forward to working with the Board of Directors, chapter leadership, and individual registered nurses wishing to serve VNA throughout the upcoming months. As we work together to complete the nominations process, staff and the Nominating Committee are available to provide guidance, answer any questions you might have, and work with you to facilitate the process.

If you have any questions about the interpretation of policies relating to the nomination and election, the following members of the VNA Nominating Committee will be pleased to assist you.

VNA NOMINATING COMMITTEE

Chair: Richardean Benjamin, Immediate Past VNA President
(757) 683-4960 / rbenjami@odu.edu

Elected in 2017, term expires October 2019

Shannon Brackett, DNP MBA CCRN NEA-BC
(804) 332-0409 / shannon.d.brackett@gmail.com

Catherine Cox, PhD, RN, CEN, CNE, Alumnus CCRN
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Elected in 2018, terms expire October, 2020

Tiffany Lyttle, BS, BSN, RN
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VNA Nomination & Election Process in Accordance with VNA Bylaws

The policy governing the nominations and elections process is stipulated in the **VNA Bylaws, Article IV**.

Article IV
Nominations and Elections

Section 1. Committee on Nominations

The Committee on Nominations shall:

A. Consist of five members who shall be elected as provided for in these bylaws.
   1. The term of office for each member of the Committee on Nominations shall be two years or until a successor is elected.
   2. The immediate past president will serve as a facilitator of the Committee on Nominations. If the immediate past president resigns prior to the end of the term, a replacement will be appointed.
   3. Every effort should be made to assure geographic representation on the committee
   4. Should a vacancy occur in the Committee on Nominations, the vacancy for the unexpired portion of the term shall be filled at the next Membership Assembly.

B. Prepare a slate of qualified candidates for each office to be filled including ANA representatives; and

C. Assure geographic representation on the committee.

Section 2. Nominations

A. Candidates for office shall meet established qualifications and shall consent to serve if elected.

B. VNA members shall be eligible to serve in only one elected VNA office at any one time.

C. An individual member who meets the established qualifications for an elective office must complete a Nomination form and submit it to the VNA Committee on Nominations.

D. At least one nominee for each elective position shall be placed on the ballot.

E. The slate of candidates shall be published in the summer call of the meeting issue of the *VNT*.

F. The floor shall remain open for qualified nominations until the established deadline determined by the Board of Directors which shall be at least 30 days prior to the start of voting.

Section 3, Elections

A. Each member in good standing of this association shall be entitled to a vote in elections.

B. The election process shall be as follows:
   1. Elections shall be held annually prior to the Membership Assembly.
   2. Voting shall be by secret ballot according to VNA policies and procedures. Members may vote by electronic, U.S. mail or fax ballot,
   3. In the election of officers and members of the Committee on Nominations of those candidates receiving a majority vote the candidates receiving the greatest number of votes shall be declared elected. Ties shall be decided by lot.
   4. All ballots and other records of the election shall be preserved until the next election.

C. In odd numbered years, the following shall be elected:
   1. President Elect,
   2. Vice President,
   3. Treasurer,
   4. Commissioner on Government Relations,
   5. Commissioner on Resources and Policy,
   6. Two (2) members of the Committee on Nominations, and
   7. Director-at-Large: Recent Graduate

E. In even-numbered years the following shall be elected:
   1. Secretary,
   2. Commissioner on Nursing Education,
   3. Commissioner on Workforce Issues,
   4. Commissioner on Nursing Practice,
   5. One Director-at-Large, and
   6. Three (3) members of the Committee on Nominations.

F. The election results shall be reported to membership in the manner prescribed by the Board of Directors.

G. Removal of elected officials.
   1. Any official elected by the members, may be removed by the members for just cause.
   2. Removal of an elected official requires a two-thirds (2/3) vote of the members at a meeting at which a quorum is present.

Step By Step Nominations Process

How Qualified Registered Nurses May Become Candidates

Qualified registered nurses may become candidates by submitting **Nomination and Consent to Serve Form** to the VNA Nominating Committee by **May 26, 2019.**

Call for Nominations

The VNA Nomination Committee issues the call for nominations to the membership, the VNA Board of Directors, and structural entities. The call encourages nurses to either recruit qualified registered nurses or seek elective office. The nomination information contained within this manual is also included on our website, www.virginianurses.com.

Nominations sent to Nominations Committee

To be considered for the initial slate of candidates prepared by the Nominating Committee, complete the Consent to Serve form and Nominations Portal available on our website.

Members who would like to submit their name to the Nominating Committee for consideration of an elected position are strongly encouraged to take the time to review the job descriptions as outlined on www.virginianurses.com.

Initial Slate of Candidates Developed by the VNA Nominating Committee

To prepare a slate of at least one nominee for each elective office, the Nominating Committee carefully reviews all **Nomination and Consent to Serve forms** received by VNA by **May 30, 2019**, and applies the following criteria:

1. Qualifications of each nominee for the position being sought or an alternate position
2. Previous VNA, ANA, and/or local chapter experience
3. For the slate as a whole, consider:

    - Nursing practice areas represented
    - Need for greater participation of frontline nurses
    - Diversity and inclusivity

If the slate has more than two nominees for each elective office or the slate as a whole needs rebalancing, nominees may be asked to consider an alternate position as specified by the Nominating Committee. The nominee has the right to choose which position to seek.

If a nominee chooses to run for an alternate position, s/he should e-mail this decision to rphillips@virginianurses.com and the chair of the Nominating Committee by **May 26, 2019**. An email will be sent confirming receipt of the nominee's decision to run for an alternate office.

Each registered nurse on the slate of candidates developed by the Nominating Committee will be published in *VNA News Brief*. Candidate profiles will include name and credentials, VNA chapter affiliation, current employment, current and past VNA, VNF, or ANA offices held, statement of views and photograph.

Nominating Committee Chairperson's Letters to Nominees

Nominees are informed of their placement on the slate of candidates developed by the Nominating Committee by **June 7, 2019**.

Preparation of Nomination and Consent to Serve Form and Policies and Procedures Manual

1. Read this Nominations Policies and Procedure Manual thoroughly to match your interests and experience with your position of choice, and ensure that you meet all of the appropriate qualifications.

2. Old forms and/or documents will not be considered.

Posting of the Slate of Candidates

The slate of candidates is posted on *www.virginianurses.com on* the webpage designated for nomination and election-related information.

Candidate Preparation for Contact with Members

The Nominating Committee suggests that candidates prepare for contacts with the members, including invitations to complete questionnaires, be interviewed and/or present their campaign platform to groups of registered nurses.

VNA Elections Committee

Procedures for the Conduct of VNA Elections

VNA uses an online voting tool and also offers paper balloting.

Notification of when voting begins will be e-mailed to each eligible member and posted on VNA's website.

The Nominating Committee Chair will certify the results and compliance with these procedures, and will report the results of the election at the VNA Membership Assembly.

Tabulation *(reference: **VNA Bylaws Article IV, Section 4-B**)*

In the election of officers and members of the Nominations Committee, of those candidates receiving a majority vote, the candidates receiving the greatest number of votes shall be declared elected. Ties shall be decided by lot.

Results of elections are shared with the general membership following the Membership Assembly. Candidates not in attendance at the Membership Assembly will be notified by email or phone.

Any challenge to an election must be filed with the secretary of VNA within 30 days after adjournment of the meeting of the Membership Assembly.

The ballot tabulation is retained by VNA in a secure area for one year following the election.

Campaign Practices and Campaign Information

1. No chapter monies shall be contributed or applied to promote a candidate.

2. VNA staff are not to package or distribute campaign literature or wear promotional materials for any candidate.

3. Promotional items may be used in candidates' campaigns.

4. VNA does not designate upper or lower expenditures for an election campaign.

5. VNA's official logo may not be used for other than official VNA business.

6. VNA board members and Nominating Committee members may not wear campaign material or actively support any candidate publicly other than self.

7. There shall be no mention of any opponent for office in any campaign literature.

8. Nominations from the floor will not be accepted at the Membership Assembly as electronic voting requires elections to be conducted prior to the Membership Assembly.

9. All candidates are responsible for knowing and following all rules.

2019 Nominations/Elections Timetable

Procedure	Projected Date
1. Nominations committee chair orientation with CEO	TBD
2. Call for nominations to be promoted via an e-blast to members and posted on website requesting suggestions for nominees for the upcoming elections. This manual and other nominating materials also posted.	April
3. Conference call w/ VNA Leadership & members interested in open positions	April 2
4. Nominations process open.	April 1-May 24
5. Call for Nominations published in *VNA Voice.*	April 1-May 24
6. Deadline for submission of Nominations, as printed in Call for Nominations. (Must be at least 30 days prior to the start of voting.)	May 24
7. Deadline for completed candidates' nominations packet to be returned to VNA headquarters.	May 24
8. VNA Nominating Committee meets via conference call. A slate is compiled to be considered at the June 3 VNA Board of Directors meeting.	May 28
9. Confirm inclusion on slate with all candidates, and fill in any gaps resulting from withdrawal.	June 4-7
10. The slate and candidates' biographical information is published on website, www.virginianurses.com	June 14
11. Announcement, via postcard, when balloting opens is mailed to all members not currently signed up to receive our emails.	June 14
12. Online and on request paper balloting begins.	June 24
13. Deadline for paper ballot requests.	August 16
14. Online and paper balloting ends.	August 26
15. The chairman of the Committee on Nominations presents the election results/report to the VNA Board of Directors.	Board Meeting September 20
16. The chairman of the Committee on Nominations presents the election results at the VNA Annual Meeting.	VNA Annual Meeting Sept 20

Position Descriptions

Position Title: **Vice President**

Position Summary: Assumes the responsibilities of the president in his/her absence. Assists the president in carrying out the functions of the office and performs specific delegated duties.

Responsibilities: Is a member of the board and executive committee.

Assumes responsibilities of the president in his/her absence.

Represents the association with other associations or organizations as requested by the President.

Serves on committees and/or task forces at the discretion of the president, board of directors.

Serves as an elected VNA Representative at the ANA Membership Assembly.*

Ensures passage of appropriate materials to incoming vice president.

Provides summaries, information, executive briefings to the president on activities and issues.

Contributes individual experience and expertise to further the work of the BOD.

***Position Summary and Responsibilities as ANA Representative:**

Responsible for being current on selected/assigned issues at national and state levels. Responsible for representing VNA membership during election process of ANA elected officers. Responsible for communicating actions/issues from VNA to members at the ANA Membership Assembly.

Participates in determining VNA strategies for submitting action proposals.

Assumes responsibility for reviewing assigned pre-convention written material for specific hearings and/or issues during term of office.

During ANA election year, may participate in candidate interviews as assigned during the ANA Membership Assembly meeting.

Attends state caucus meetings during ANA Membership Assembly.

Assumes responsibility for writing summaries of ANA Membership Assembly actions on assigned issues and delivering report at VNA Membership Assembly.

Position Title: **Treasurer**

Position Summary: Ensures the integrity of the fiscal affairs of the association. Serves on the Board of Directors and the executive committee and chairs the finance committee.

Responsibilities: Serves as a member of the board, the executive committee and chairs the finance committee.

Ensures that the association maintains accurate financial records.

Reviews association expenditures and financial status on a regular basis to ensure overall fiscal integrity.

Ensures that regular financial reports are submitted to the board and presents an annual financial report to the membership.

Chairs finance committee meetings and serves as liaison between the board and finance committee.

Provides annual report and interpretation of financial conditions to the board and membership at the Membership Assembly.

Performs other duties as may be assigned by the president.

Represents VNA at meetings and activities as requested.

Serves as the elected VNA Alternate at the ANA Membership Assembly.

Ensures orientation of incoming Treasurer.

Ensures passage of appropriate materials to incoming officer.

Contributes individual experience and expertise to further the work of the BOD.

Position Title: **Secretary**

Position Summary: Ensures that records are maintained of all association, board and executive committee meetings.

Responsibilities: Serves as member of the board and executive committee.

Ensures that records are maintained for all meetings of the association, the board of directors, and the executive committee.

Ensures that copies of the minutes of each meeting are provided to the president and others as appropriate.

Performs other duties as may be assigned by the president.

Represents VNA at meetings and activities as requested.

Ensures passage of appropriate materials to incoming secretary.

Contributes individual experience and expertise to further the work of the BOD.

Position Title: Commissioner on Government Relations

Position Summary: Responsible for maintaining organizational operation and efficiency in providing for maximum service to members.

Responsibilities: Is a voting member of the Board of Directors.

Serves as commission chair and as a resource to committees, councils and professional practice groups.

Communicates board activities to commission committee members.

Communicates commission and workgroup activities to the board.

Serves on committees and/or task forces at the discretion of the president and board.

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Represents VNA at meetings and activities as requested.

Ensures orientation of incoming commissioner including expectations with regard to commission meetings and attendance at major VNA meetings, e.g. Strategic Planning Retreat and Membership Assembly.

Ensures passage of appropriate materials to incoming commissioner.

Submits annual report of commission activities.

Contributes individual experience and expertise to further the work of the BOD.

Position Title: **Commissioner on Resources and Policies**

Position Summary: Responsible for maintaining organizational operation and efficiency in providing for maximum service to members.

Responsibilities: Is a voting member of the board of directors.

Serves as commission chair and as a resource to committees, councils and professional practice groups.

Communicates board activities to commission members.

Communicates commission and workgroup activities to the board.

Serves on committees and/or task forces at the discretion of the president and board.

Represents VNA at meetings and activities as requested.

Ensures orientation of incoming commissioner, including expectations with regard to commission meetings and attendance at major VNA meetings, e.g. Strategic Planning Retreat and Membership Assembly.

Ensures passage of appropriate materials to incoming Commissioner.

Submits annual report of commission activities.

Contributes individual experience and expertise to further the work of the BOD.

Serves as ex-officio member on the VNF Board of Trustees

Position Title: **Director-at-Large, Recent Graduate**

Position Summary: A nurse who has recently graduated and represents new nurses in all Board of Directors business and transactions.

Responsibilities: Is a voting member of the board.

Establishes a line of communication between the constituents and the board of directors to identify the new graduate nurse's needs and expectations of the association.

Establishes a line of ongoing communication between the constituents, members and board of directors to educate the staff nurse of VNA's goals, actions and activities.

Represents VNA at meetings and activities as directed.

Ensures the passage of appropriate materials to incoming director-at-large, recent graduate.

Submits annual report of activities.

Performs other duties as may be assigned by the president.