



POLICIES REGARDING NOMINATIONS & ELECTIONS FOR TNA OFFICES

Developed by the Texas Nurses Association Board of Directors

Adopted by TNA House of Delegates, April 24, 2010

Revised by the TNA House of Delegates, April 12, 2014

Revised by the TNA Board of Directors, July 29, 2016

Editorial Revisions, September 6, 2018 to reflect changes made to the TNA Bylaws April 13, 2018

I. Background - Excerpt TNA Bylaws Article IX Section 4 Relating to Election Policies

- a. Nominations and elections for TNA offices shall be conducted in accordance with policies developed by the TNA Board and approved by the TNA House. These policies shall, at a minimum provide for:
 1. submitting of names of potential candidates to the Leadership Succession Committee by TNA members, districts and other structural units.
 2. nominating of at least two candidates for each office except offices in which two candidates who meet the eligibility criteria for the office cannot be located with reasonable effort;
 3. placing of candidates on ballot by random selection;
 4. publishing of proposed ballot;
 5. publishing of qualifications of the candidates;
 6. timetables for distributing, collecting and counting the official ballot;
 7. write-in candidates;
 8. procedures for challenging the ballot or election to be resolved by the Leadership Succession Committee in consultation with the TNA parliamentarian; and
 9. maintaining the secrecy of the ballot

II. Compliance with State and Federal Law; Bylaws Amendments

A. Any policies shall comply with state and federal law and if not in compliance, shall be automatically changed to be in compliance.

B. Any amendment of the TNA Bylaws affecting nominations and elections shall automatically be incorporated into these policies, and the Board of Directors should revise these policies to reflect those amendments. These revisions shall be reviewed and approved by the Bylaws Committee to assure that they reflect the intent of the bylaws amendment.

III. Implementation

The Leadership Succession Committee (“the committee” and TNA staff shall implement these policies and Board adopted procedures regarding TNA elections.

IV. Timelines

The committee will establish annually a timeline for developing; distributing, collecting and



counting the official ballot that comply with the following minimum time periods.

- A. President-Elect and Leadership Succession Committee Chair
 1. At least 30 days shall be allowed between the call for nominations and the submission of potential candidates to the committee
 2. At least 10 days shall be allowed between a call for additional qualified nominees and the submission deadline of additional potential candidates
 3. At least 15 days shall be allowed between the publication of the proposed ballot and the deadline for challenges to the proposed ballot
 4. At least 15 days shall be allowed between the distribution of the official ballot and deadline for casting a ballot.
 5. The date set for the end of the voting period shall allow sufficient time for the tabulation of the results and the notification of the results to all candidates prior to the official announcement of the results at the TNA House of Delegates
 6. Any runoff election will completed within 30 days of the final tabulation of the original ballot.
 7. The time period for challenging the election results shall end no later than 30 days before the convening the House of Delegates.
 8. The results of the election will be communicated to the TNA Secretary within 48 hours of the end of the election period to be recorded in the minutes of the next annual TNA House of Delegates.
 9. The TNA Executive Director will contact all elected candidates by telephone to congratulate them on their election.
 10. All candidates will receive an official email with the final election results within 72 hours of the end of the election.
 11. At least 10 days shall be allowed for after notification of election for an elected write-in candidate to consent to serve.

- B. Secretary, Treasurer, Board Directors and Leadership Succession Committee Members
 1. At least 30 days shall be allowed between the call for nominations and the submission of potential candidates to the committee
 2. At least 10 days shall be allowed between a call for additional qualified nominees and the submission deadline of additional potential candidates
 3. At least 15 days shall be allowed between the publication of the proposed ballot and the deadline for challenges to the proposed ballot
 4. At least 15 days shall be allowed between the distribution of the official ballot and deadline for casting a ballot.
 5. The election will occur at TNA's annual House of Delegates.
 6. Voting begins and ends promptly as scheduled.
 7. The Leadership Succession Committee Chair will share the results with the TNA Secretary immediately following the ballot tally.
 8. If a runoff election is required, the TNA Secretary will notify members of the HOD of the new voting period.
 9. Candidates will be notified of the outcome of the election prior to the announcement by the TNA Secretary to the House of Delegates.



10. Candidates must not disclose the outcome of the election and must wait until the announcement by the Secretary to the House of Delegates.
11. All candidates will receive an official email with the final election results within 72 hours of the end of the House of Delegates.
12. The time period for challenging the election results shall end no later than 30 days after the adjourning of the House of Delegates.

V. Members Eligible to Vote

President-Elect, Leadership Succession Committee Chair and ANA Membership Assembly Representatives: Members eligible to vote shall be those members on the official TNA membership roster as December 31st or any other date permitted by the Texas Business Organization Code and selected by the TNA Board.

Secretary, Treasurer, Board Members and Leadership Succession Committee Members: Only credentialed delegates may vote.

VI. Call for Nominations/Submission of Names of Potential Candidates/Proposed Ballot

- A. The Leadership Succession Committee will issue an Official Call for Nominations to the entire TNA membership in accordance with the minimum time periods indicated in section I.A of this policy.
- B. Nominations may be made by
 - Self-nomination
 - District nomination
 - Individual nomination
- a. Nomination of a potential candidate may be received by the committee subsequent to its annual call for nominations and up to the selection of ballot candidates
- b. The Official Call for Nominations shall include:
 - A list of offices to be filled
 - The effective timeline for the current election cycle
 - Information on how to access:
 - TNA Board of Directors adopted and House of Delegates approved Policies Regarding Nominations and Elections for TNA Offices
 - Appropriate nomination and consent forms
 - The Guidelines on Fiduciary Duties & Conflict of Interest Situations for Elected/Appointed TNA Members
 - Other information pertinent to the current election cycle

VII. Selection of Candidates for the Ballot

- A. The committee shall establish criteria for the selection of the candidates that include consideration of the nominee's previous service to TNA and their ability to carry out the functions of the office being sought.
- B. The committee should strive to compose a total ballot that reflects a representational balance according to:



- Service areas within nursing
 - Various nursing educational levels attained
 - Geographical locations
 - Ethnic balance representative of the general Texas nursing population
- C. The committee shall prepare a ticket of all candidates who meet eligibility criteria for each office to be filled including representatives to the ANA Membership Assembly.
- D. No candidate will be slated who has not given their consent to be placed on the ballot. The consent will include notice that agreeing to be considered for ballot placement does not guarantee that a member will be slated for the position.
- E. In the event that two candidates who meet the eligibility criteria cannot be located with reasonable effort, the committee may nominate only one candidate provided all TNA members are given:
- i. Appropriate notice that only one candidate who meets the eligibility for an office can be located
 - ii. Notice is given to submit additional qualified nominees for the committee's consideration in accordance with the committee's established timeline that includes the minimum time period indicated in this Section IV.
- F. The committee will distribute the proposed ballot to the membership.
- G. The committee will use a random selection (example: drawing by lot) to determine placement position of candidates on the official elective ballot.

VIII. Distribution/Tabulation/Tie Votes/Runoffs/Challenges

- A. The committee shall establish procedures for the preparation, distribution, collection and tallying of ballots in accordance with the minimum time periods indicated in these policies Section IV.
- B. The final slate of candidates will include the candidate's biographical data and qualifications.
- C. The ballot will provide for write-in candidates for each elective position
- D. Any elected write-in must give written consent to serve in accordance with the committee's established timeline that includes the minimum time period indicated in Section IV.
- E. In the event an elected write-in candidate fails to give the consent to serve then a vacancy will be declared.
- F. In the case of a tie vote, the candidates (or designee) shall draw lots in the presence of the TNA president (or designee) and the committee chair (or designee). The winner of the drawing shall be the winner of the election.
- G. In the case no candidate gets more than 50% of the vote there shall be a runoff of the two candidates receiving the most votes.
- H. Results of the election shall be:
- i. Communicated to the TNA Secretary/Treasurer
 - ii. Communicated to all the candidates on the final slate
 - iii. Announced at the TNA House of Delegates
 - iv. Reported to the TNA membership

IX. Maintenance of Ballot Secrecy

The Board and Leadership Succession Committee shall adopt a procedure for maintain



confidentiality of an individual's vote appropriate to the method of voting. For example, procedures to maintain a mail ballot may be different from an electronic ballot.

X. Challenges

- A. **Proposed Ballot:** Any challenge to the proposed ballot must be received in writing and received at the TNA headquarters in accordance with the committee's established timeline that includes the minimum time period indicated in Section IV.
- B. **Election Results:** Any challenge to the election results must be received in writing and received at the TNA headquarters in accordance with the committee's established timeline that includes the minimum time period indicated in this policy Section IV.