

PNASC Policy and Procedure

SUBJECT: Nomination/Election		POLICY NO. N2	
EFFECTIVE DATE: June 2008		REVIEW DATE: Jan 8, 2012	
POLICY OWNER: Immediate Past President	EB APPROVAL DATE: February 20, 2014	REVISED DATE: November 2021, Sept 19, 2019 Jan 8, 2012, Dec 2013	

PURPOSE:

To establish criteria and guidelines for a well-planned, organized nomination of candidates for elective positions and conduct a systematic election process as stipulated in the Constitution and By-Laws.

I. POLICY:

A. Nomination and Election Committee (NOMELEC)

1. The Nomination and Election Committee (NOMELEC) shall, consist of a chairperson, four (4) members necessary to carry out the functions and responsibilities of the committee.
2. The immediate Past President shall assume as the NOMELEC Chair after the completion of the term as President and appoint its members.
3. Any candidate running for elective office may not serve in the Nominations and Elections Committee.
4. The Committee shall have overall responsibility for the full implementation of the nomination and election processes according to established procedures and timelines
 - a. NOMELEC shall work with a contracted election management system, (i.e.: Election-Runner) in managing the election process.
 - b. NOMELEC shall insure that the integrity of the nomination and election process is maintained and conducted fairly and honestly.

B. Eligibility to Serve in an Elected Office:

1. To be eligible to serve for an elected office, except for the office of the President-elect, a nominee must **have an active membership status**

~~(paid) for two (2) consecutive years immediately preceding election~~ be a current active member on submission of intent to serve.

2. To be eligible to serve for the office of President-elect, a nominee must have served one (1) term (2 years) ~~and ELECTED, NOT APPOINTED~~ in the Executive Board immediately preceding the nomination-have an active membership status for two (2) consecutive years immediately preceding election.

C. Election:

1. Election shall be held biennially.
2. Election timelines must be in compliance with the current PNASC Constitution and By-Laws, Policy and Procedure, PNASC Standards and Rules of Conduct.
3. Official election results shall be announced at the PNASC General Assembly meeting during the election year.
4. General Assembly meeting date and venue shall be determined by the Executive Board.
5. Voting process shall be by email using approved election management system
6. No changes of the approved election timelines unless caused by natural disaster. Executive Board shall determine the timeline adjustment as time permits, practical and workable state.
7. Nomination/Candidacy packet shall consist of Nomination Form and Consent to Serve, an Abridged Curriculum Vitae (not to exceed 120 words ~~pages 2 single~~ using 12 calibri font size), Conflict of Interest Disclosure Statement, Photo Release Consent
8. Conflict Resolution: PNASC will resolve all conflicts fairly, objectively and timely. In the event a conflict is unresolved, PNASC will consult with the PNAA Vice President, Western Regional. An Ad Hoc Focus Group shall be appointed by the Executive Board to investigate, fact finding and make recommendations to the Executive Board.

III. PROCEDURE:

1. NOMELEC shall prepare a written Election Timelines and approved by the Executive Board at least one hundred twenty (120) days prior to the General Assembly meeting of the election year.
2. Completed candidacy packet must be emailed to the NOMELEC Chair on or before one hundred (100) days prior to the General Assembly Meeting of the election year.
3. Members-at large who have paid their membership dues at least sixty (60) days prior to the General Assembly meeting will be eligible to vote.
4. Eligibility to vote shall be validated against one (1) current and accurate list of member's roster with full names, mailing addresses and email addresses submitted to NOMELEC by the Treasurer ,certified by the President and Auditor at least fifty five(55) days prior to the General Assembly meeting.
5. Members without email address will be sent a reminder letter with instructions to provide email address for voting.

6. Election ballots shall be emailed at least 45 days before general assembly.
7. Eligible voters will vote via election management system with in the timeframe indicated on election timeline.
8. Final tally and count of returned election ballots shall be done at least three (3) days prior to the General Assembly meeting.
9. NOMELEC will monitor the total number of eligible voters, number of electronic ballots emailed out and number of completed electronic ballots.
10. Election official results will be announced by the NOMELEC Chair during the General Assembly meeting.
11. All official ballots will be deleted after 30 days following the official announcement of election results at the General Assembly meeting if no appeals are pending.