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Policy and Procedure

Section
VOLUNTEER GROUPS

NOMINATING COMMITTEE ROLE DESCRIPTION

POLICY

The purpose of the Nominating Committee is to:

1. Identify, solicit and nominate at least two, when possible, qualified current AAACN members as candidates to run for each elected office and, per the bylaws, present the slate to the Board of Directors (BOD) for their information prior to the distribution of the ballot to the membership.
2. Oversee the annual and any special election processes following the bylaws and procedures adopted by the BOD. Elections are governed by the AAACN bylaws.
3. Review the annual Awards and Scholarship applications and select the award recipients in accordance with Policy 5.5 Scholarship and Research Fund.

PROCEDURE

COMPOSITION:

1. The Immediate Past President serves as the Chairperson.
2. One Director appointed by the President on behalf of the BOD, acts as a committee member. This member should be appointed for a minimum of two years to provide continuity.
3. Three members elected by the membership for staggered two-year terms or until they are elected to a second term. No member shall serve more than two consecutive terms on the committee.

QUALIFICATIONS OF ELECTED MEMBERS:

1. Active member of AAACN.
2. Broad organizational experience, e.g., served on Special Interest Groups (SIGs), committees, task forces, etc., which provides a general knowledge of members who are active within the association. Qualified candidates will have the skills to be able to identify leadership qualities in individuals, and be willing to encourage and motivate members to run for office. (See individual position policies for specific responsibilities for each national office.)

TRANSITION OF COMMITTEE RESPONSIBILITIES:

The transfer of committee responsibilities takes place prior to the annual conference. The “new” committee is responsible for beginning the solicitation of candidates prior to and at the annual conference.

CHAIRPERSON RESPONSIBILITIES:

1. Ensures solicitation of candidates is begun prior to the conference per the ballot cycle and that all activities related to the ballot are completed on time.
2. The incoming and outgoing Chairpersons hold the first meeting of the Nominating Committee at the annual conference to begin the process of identifying nominees for the next slate by discussing candidates who have run in the past and did not win, members who have expressed an interest in serving, and soliciting members with leadership experience for possible candidates. Following the conference, the business of the committee is conducted by e-mail or conference call.
3. Schedules a conference call meeting to reach a consensus on the qualified members nominated for the slate in May/June as identified on the "Annual Ballot Process (page 4 of this policy); or other appointed deadline set for submission of candidates. Per the bylaws, the slate is presented to the BOD for their information in June/July and prior to letters being mailed to those who will/will not be placed on the ballot. The ballot will be prepared and distributed by November 1.
4. Proofs the ballot for accuracy.
5. Personally notifies winners/losers via phone, upon receiving results of the election. The Chairperson also notifies the Nominating Committee members by e-mail or phone, and then announces election results to the BOD and general membership. The Chairperson then mails a letter to all candidates notifying them of their win or loss.
6. Oversees the scholarship and awards process and ensures a fair and timely review of award applications by the committee.
7. Prepares and gives a formal presentation of the awards at the annual conference.

COMMITTEE MEMBER RESPONSIBILITIES:

1. Reviews this policy to understand all expectations of serving as a member of the Nominating Committee.
2. Identifies active members of AAACN interested in serving the association in a leadership role through their candidacy for a national office. Potential candidates are usually found through an active member's expression of interest and the committee member's awareness of members with leadership skills and demonstration of leadership qualities through previous service in the organization.
3. Ensures that candidates are qualified for and know the responsibilities and time commitment of the position they are considering, by providing them with the "*Information for Elected Positions*" pamphlet **and** the appropriate policy and procedure covering the office the candidate is considering. Solicits references from members/staff who have volunteered/served on various committees, SIGs, or task forces with the potential candidates who have submitted their names to run for office. Conducts the candidate evaluation process by phone as assigned by the chair.
4. The Staff Liaison will assist the Chairperson by ensuring that the candidates identified and approved for the ballot submit their information for the ballot on time, including, CV/resume, photo, candidate statement and listing of previous AAACN committee involvement.
5. Nominating Committee members are required to serve their full term and present a slate of qualified candidates to the BOD. Therefore, Nominating Committee members agree not to run for a position on the AAACN BOD during their term on the

committee. If the Nominating Committee member wishes to run for a second term on the committee, the member will need to recuse themselves from the Nominating Committee selection process.

AWARDS APPLICATION REVIEW:

The Nominating Committee also reviews the annual Awards and Scholarship applications for all scholarships and awards and selects the award recipients. Winners are announced at the annual conference. The Chairperson has the option of appointing an awards sub-committee to review research applications when appropriate.

ANNUAL BALLOT PROCESS

January/February	Election results published in the Jan/Feb <i>ViewPoint</i> . Ballot candidates not elected will be invited to Leadership Symposium at annual conference.
January-Conference	Current committee begins solicitation for candidates through personal contact with potential candidates. Notification of open offices should also be communicated via E-news, <i>ViewPoint</i> , etc.
At the Conference	The Incoming committee: <ul style="list-style-type: none">• meets for first time. Outgoing chair attends meeting to transition candidate solicitation information to new committee and mentors committee in ballot process.• monitors conference for potential candidates and• provides information to those who show interest in running for office.
May/June	Committee works to confirm candidates for each open position. Conference call held to reach consensus on final candidates.
June/July	Per the bylaws, the slate is presented to the Board of Directors for their information. Letters mailed to those who will be placed on the ballot, regrets letter sent to those who will not be on ballot. Personal information, photo, and candidate statement requested from candidates.
August	Candidate Information Template and digital color head shot photograph due to the National Office.
September	National Office staff prepares online ballot and coordinates distribution to members via selected electronic ballot company.
November 1:	Ballot sent to the membership.
December 6:	Deadline for votes cast by members.
Mid-December	Chairperson: <ul style="list-style-type: none">• immediately notifies candidates of their win/loss via phone and then notifies committee by e-mail or phone, before announcing election results to the board and the general membership.• follows-up with a letter to candidates notifying them of their win or loss.

BALLOT & CANDIDATE CYCLE
Ballot sent by 11/1 annually - Ballot closes 12/6 annually

BALLOT YEAR/ DATE BALLOT IS SENT	President-Elect Opening Note: Elected by the Board and announced with ballot results.	Director Openings with Terms	Nominating Committee Openings with Terms
		3 Year Term Cycle	2 Year Term Cycle
2018 BALLOT Sent Nov. 1, 2017	1	2 OPENINGS TERM: 2018-19 2019-20 2020-21	1 OPENING TERM: 2018-19 2019-20
2019 BALLOT Sent Nov. 1, 2018	1	3 OPENINGS TERM: 2019-20 2020-21 2021-22	2 OPENINGS TERM: 2019-20 2020-21
2020 BALLOT Sent Nov. 1, 2019	1	0	1 OPENING TERM: 2020-21 2021-22
2021 BALLOT Sent Nov. 1, 2020	1	2 OPENINGS TERM: 2021-22 2022-23 2023-24	2 OPENINGS TERM: 2021-22 2022-23
2022 BALLOT Sent Nov. 1, 2021	1	3 OPENINGS TERM: 2022-23 2023-24 2024-25	1 OPENING TERM: 2022-23 2023-24