



Nominations Policies and Procedures Manual

INTRODUCTION

This manual provides information on the nomination and election process of the VNA Board, Commissioners, ANA delegates and the Nominating Committee and the general membership pertaining to nominations of individuals to serve in elective offices of the association.

Each year a list of available positions within the VNA Board of Directors will be prepared by the Nominations Committee. The list will indicate whether or not the current officer/member is (1) eligible for reelection; (2) not eligible for reelection.

The VNA Nominating Committee looks forward to working with the VNA Board of Directors, Chapter contacts and individual registered nurses wishing to serve VNA throughout the upcoming months. As we work together to complete the nomination 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

Elected in 2015, term expires October 2017

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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. Nominations Committee

The Nominations Committee shall consist of five (5) members who shall be elected as provided for in the VNA bylaws.

- A. The term of office for each member of the Nominations Committee shall be two years or until a successor is elected.
- B. The immediate past president will become chair of the Nominating Committee. If the immediate past president resigns prior to the end of the term, a replacement will be appointed.
- C. Every effort should be made to assure geographic representation on the committee.
- D. Should a vacancy occur in the Nominations Committee, the vacancy for the unexpired portion of the term shall be filled at the next Membership Assembly.
- E. Prepare a slate of qualified candidates for each office to be filled two representatives and an alternate to the ANA Membership Assembly.
- F. The Nominating Committee shall serve year round to identify possible candidates for elected or appointed positions and other leadership opportunities.

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 Nominations Committee.
- D. At least one nominee for each elective position shall be placed on the ballot.
- E. The slate of candidates shall be published in *VNT* and *VNA Voice*.

Section 3. Ballots

- A. At least 30 days preceding the opening day of the Membership Assembly, notification of a ballot shall be mailed to each member of VNA who is eligible to vote.
- B. If a paper ballot is requested and not received, a second paper ballot shall be sent upon receipt of a statement signed by a notary public that the member submitting the statement has not received a paper ballot.
- C. All ballots shall be retained for one year after the election and destroyed thereafter.

Section 4. Elections

- A. Each member of the Virginia Nurses Association shall be entitled to only one vote and there shall be no proxy voting.
- B. The Chairman of the Nominating Committee shall be given a complete list of the members eligible to vote as of the cut-off date determined by the Board of Directors.

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

- C. Elections shall be held annually prior to the VNA Membership Assembly. Members will be able to vote either electronically or by mailed paper ballot.
- D. When using a paper ballot, it shall be sealed and mailed by the established deadline in the preaddressed envelope provided.
- E. All Delegates and their alternates to the ANA House of Delegates shall be elected in the odd number years by VNA members by secret ballot in accordance with the ANA bylaws.
- F. In odd numbered years, the following shall be elected:
 - President Elect
 - Vice President
 - Treasurer
 - Commissioner on Government Relations
 - Commissioner on Resources and Policy
 - Director-at-Large, Recent Graduate
 - Two (2) members of the Committee on Nominations
- G. In even-numbered years the following shall be elected:
 - Secretary
 - Commissioner on Nursing Education
 - Commissioner on Workforce Issues
 - Commissioner on Nursing Practice
 - Director-at-Large
 - Three (3) members of the Nominations Committee
- H. The election results shall be reported to membership in the manner prescribed by the Board of Directors.
- I. Any challenge to the election shall be filed with the Secretary and Chair of the Nominating Committee within 30 days after the adjournment of the Membership Assembly.

Section 5, Removal of elected officials

- A. Any official elected by the members, may be removed by the members for just cause.
 - B. Removal of an elected official requires a two-thirds vote of the members at a meeting at which a quorum is present.
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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 30, 2017**.

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 them, the individual nurses and other interested parties to either recruit qualified registered nurses or decide to seek elective office. A web page will be available at www.virginianurses.com as resource for accessing relevant nomination information, including the nomination process, job descriptions, forms and dates for VNA's receipt of completed nominee information. This manual contains the same information.

Nominations sent to Nominations Committee

To be considered for the initial slate of candidates prepared by the Nominations Committee, mail your completed Consent to Serve Form to VNA by May 30, 2017.

Virginia Nurses Association - Nominations Committee
6912 Three Chopt Road, Suite H
Richmond, VA 23226
Fax: 804-282-4916
Email: rphillips@virginianurses.com

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 the website 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, 2017**, and applies the following criteria:

1. Qualifications of each nominee for the position being sought or an alternate position
2. Consider for each nominee previous VNA, ANA, and/or local chapter organizational experience
3. For the slate as a whole, consider:
 - Nursing practice areas represented
 - Need for greater participation of staff nurses and minorities
 - Geographic distribution

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 verify continued interest in an alternate position as specified by the Nominating Committee and/or VNA Board of Directors. The nominee has the right to choose which position to seek. A designated member of the Nominating Committee may call a nominee to consider an alternate position.

If a nominee chooses to run for an alternate position, s/he should e-mail this decision to rphillips@virginiannurses.com and the chair of the Nominating Committee by **May 24, 2017**. A letter or email will be sent confirming receipt of the nominee's decision to run for an alternate office. The nominee should complete, sign and mail the acknowledgement page to the VNA Nominating Committee for receipt by **June 1, 2017**.

Each registered nurse on the initial slate of candidates developed by the Nominating Committee will be included in the slate for publication in the summer issue of *VNA Voice*. *VNA Voice* will feature the name and credentials, VNA chapter membership, current employment, current and past VNA or ANA offices held, statement of views and photograph of each slated candidate.

Nominating Committee Chairperson's Letters to Nominees

The chairperson informs nominees of their placement on the slate of candidates developed by the Nominating Committee by **June 7, 2017**.

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 slates of candidates are posted on www.virginiannurses.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 a third party for online voting and also provides paper balloting for its election of officers and directors of the VNA Board of Directors and the Nominating Committee.

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 letter of the appropriate election results.

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. Elected or appointed board members of VNA 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.

2017 Nominations/Elections Timetable

The following timetable has been established to facilitate the nomination/election procedure. This timetable summarizes the preceding information and puts the nomination and election activities into perspective.

Procedure	Projected Date
1. Nominations committee chair and staff liaison determines date for chair's orientation	November
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. Self-nominations through submission of Complete Nominee Packet to Nominating Committee Chair.	April 19 - May 30
4. Call for Nominations published in <i>VNA Voice</i> .	May-June
5. Webcast w/ VNA Leadership & members interested in open positions	May 8
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 30
7. Deadline for completed candidates' nominations packet to be returned to VNA headquarters.	May 30
8. Deadline date for write-in candidates.	May 30
9. VNA Nominating Committee meets via conference call. A slate is compiled for the VNA Board of Directors.	June 5
10. Confirm inclusion on slate with all candidates, and fill in any gaps resulting from withdrawal.	June 5-6
11. The slate and biographical information of candidates is published on website, www.virginianurses.com	June 10
12. Announcement, via postcard, when balloting opens is mailed to all members not currently signed up to receive our emails.	By June 10
13. Online and on request paper balloting begins.	June 19
14. Deadline for paper ballot requests.	August 9
15. Online and paper balloting ends.	September 6
16. The chairman of the Committee on Nominations presents the election results/report to the VNA Board of Directors.	Board Meeting September 15
17. The chairman of the Committee on Nominations presents the election results at the VNA Annual Meeting.	VNA Annual Meeting Sept 15

Position Descriptions

Position Title: President

Position Summary: The President serves as the volunteer leader of the association, representing the entire membership. This officer is the chair of the Membership Assembly, the Board of Directors, and the Executive Committee as well as an ex-officio member of all VNA committees and the Foundation Board of Trustees, excluding the Nominating Committee. The President serves as a representative at the ANA Membership Assembly, and delivers an annual address at each VNA Membership Assembly. With the CEO, the President represents VNA as an official spokesperson.

Responsibilities: Presides at all meetings of the board, Membership Assembly and executive committee and approves the content of the agenda for these meetings.

Keeps the board, executive committee, and association committees informed on the conditions and operation of the association either directly or via delegation.

Selects or approves chairs for all association committees and task forces. Outlines the purposes and duties of these committees, monitors their progress, and assists where necessary or upon request.

Provides direction to the board, executive committee and at the Membership Assembly in formulating policies and programs that will further the goals and objectives of the association.

Conducts an annual review of the Chief Executive Officer's performance.

Monitors association expenditures to assure operation within the annual budget. Provides for an independent annual review or audit of finances.

Promotes active participation in the association by the membership. Promotes activities of the board and association to the members through association publications and presentations.

Presents an association report at the Membership Assembly and serves as an official spokesperson for the association with legislative bodies, the press, media and other organizations.

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

Has the privilege of inviting the president of the League of Nursing, VNSA, and other non-board members to attend board meetings.

Assists in orienting the president-elect in second year of term of office, in preparation for a new administration.

***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.

***Position Summary and Responsibilities as ANA Representative, cont.:**

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: **President-Elect**

Position Summary: Assumes those duties which are assigned by the president and/or Board of Directors

Responsibilities: Serve as a voting member of ad hoc committees as appointed by the president.

Attends meetings and other activities and represents the president as requested.

Serves as chair or member of ad hoc committees as appointed by the president.

Utilizes the year in office in preparation for assuming office of president.

Serves as a member of the board and executive committee, contributing individual experience and expertise to work with the BOD including the development of BOD members.

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 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.

Position Title:	Commissioner on Resources and Policies
Position Summary:	Responsible for maintaining organizational operation and efficiency in providing for maximum service to members.
Responsibilities:	<p>Is a voting member of the board of directors.</p> <p>Serves as commission chair and as a resource to committees, councils and professional practice groups.</p> <p>Communicates board activities to commission members.</p> <p>Communicates commission activities to the board.</p> <p>Serves on committees and/or task forces at the discretion of the president and board.</p> <p>Represents VNA at meetings and activities as requested.</p> <p>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.</p> <p>Ensures passage of appropriate materials to incoming Commissioner.</p> <p>Submits annual report of commission activities.</p> <p>Contributes individual experience and expertise to further the work of the BOD.</p>

Position Title: **Commissioner on Nursing Education**

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 activities to the board.

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

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 Nursing Practice**

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 activities to the board.

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

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 Workforce Issues**

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 activities to the board.

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

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: **ANA Representative**

Position Summary: 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.

Responsibilities: 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: **Director-at-Large**

Position Summary: A staff nurse who represents the constituency in all boards of director business and transactions (as stated by the Bylaws, VI, 5, G)

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

Establishes a line of communication between the constituents and the board of directors to identify the staff 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.

Submits annual report of activities.

Performs other duties as may be assigned by the president.

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.