

**American Psychiatric Nurses Association (APNA)  
Nominating Committee Procedures - 2021**



- I. The Nominating Committee will review annually and make appropriate changes, if applicable, to the following documents:**
  - A. Nominating Committee Procedures; and
  - B. Process for distributing ballots, both electronically and by mail; and
  - C. Procedures for ballot tallying and verification.
  
- II. The Nominating Committee will review the Nominating Committee position description annually and submit changes to the APNA Board of Directors.**
  
- III. Recruitment of Qualified Leaders for APNA Board of Directors and Nominating Committee**
  - A. The APNA National office staff will check membership status and length of service.
  - B. The APNA National Office will maintain a list of members who request/receive a copy of position descriptions. Nominating Committee members will maintain a list of interested individuals in order to make contact.
  - C. Nominating committee will solicit input regarding requisite candidate attributes based upon needs of APNA or positions to be filled.
  - D. Resources to recruit candidates may include, but are not limited to, the following:
    1. Current and outgoing Board of Directors, local Chapter Presidents, Committee Chairs, Council Chairs; and
    2. Members who have previously served in leadership positions within APNA.
  
- IV. Efforts to recruit include:**
  - A. A call for nominations via an email to all members
  - B. Nomination form available on the website and via mail upon request
  - C. Articles submitted to APNA News, APNA's website and JAPNA advertisements (if possible)
  - D. Special mailings to local chapter communications/meetings
  - E. Nominating Committee members may also participate in recruitment of potential candidates through phone calls. Reimbursement for telephone calls related to committee activity may be provided with reimbursement request. Access to current online membership directory for contacting potential nominees is available via Member Bridge.
  - F. Discussions/talking points that may be used when speaking with a potential candidate include:

1. Inform the nominee how their name was given to the committee: by peers, based on previous contact, because of specific expertise and/or leadership skills, etc.
  2. Discuss positions available, position criteria, leadership qualities required, slating process, deadlines, etc.
  3. Do not imply that submitting a Candidate Nomination Form ensures slating.
  4. Provide a follow-up letter, email, or telephone call to the potential nominee.
  5. Assess for future interest if person is not currently interested.
  6. Discuss other APNA opportunities and make appropriate referrals within APNA.
- G. A mechanism to track contacts will be maintained. The tracking form will be revised annually.

**V. Slating Process**

- A. The Nominating Committee will meet by conference call to review all potential candidates and rate them against the position's description and qualifications. The committee will rank all candidates and select two candidates for each open position. The committee will slate the two candidates whom the majority of the committee feels are most qualified.
- B. All candidates will be notified by phone and with a follow-up letter, typically handled by APNA staff. Suggested script for phone call includes:
1. Slated Candidates
    - a) *You were slated for the following position\_\_\_\_\_.*
    - b) *Please confirm your willingness to run for office.*
    - c) *Please do not share with anyone else until a formal letter is sent to you within the next few weeks.*
    - d) *You will be asked to send digital head and shoulder electronic images of yourself to APNA.*
    - e) *Important dates to remember include:*
      - (1) *Ballot will be disseminated in late spring or early summer*
      - (2) *After the election, you will be notified by a member of the Nominating Committee of the results of the election process.*
      - (3) *You will officially take office on: \_\_\_\_\_.*

2. Non-Slated Candidates

a) *We had several exceptional candidates. After careful deliberation, we chose the top candidates for each position and unfortunately you were not slated. We would continue to encourage you to participate in APNA leadership activities.*

b) *Please do not share with anyone else until a formal letter is sent to you within the next few weeks.*

- C. If candidates have further questions or concerns regarding the slating process, the acceptable responses include:

*“As a member of the Nominating Committee, I am bound by the confidentiality of the process so I am unable to discuss details. If you have further questions, please contact the APNA Executive Director.”*

**VI. Campaigning**

Information from APNA regarding the candidates will be limited to the following:

- A. Candidate information on the official ballot, which will include the candidate’s position statement and response to selected questions.
- B. Candidate information published in *APNA News* and on APNA’s website.
- C. The above activities may commence only after the candidates have been informed in writing that they have been slated.

**VII. Supervision of the Election Process**

- A. APNA Bylaws govern who is eligible to vote.
- B. APNA members will be provided a ballot via email or paper ballots will be provided if requested in writing.
- C. APNA National Office staff, under direction of the Nominating Committee, will produce and distribute the ballots. Ballots shall provide a space for write-in candidates.
- D. “Reminder to vote” notices will be sent electronically to all members with valid email addresses periodically throughout the period that polls are open.
- E. In the event that ballots are not distributed or received as scheduled, the membership will be notified of the delay, and the ballots will go out with a revised voting deadline.

**VIII. Ballot**

- A. The order in which open positions appear on the ballot is as follows:
  - 1. President-Elect
  - 2. Secretary
  - 3. Treasurer
  - 4. Member-at-Large
  - 5. Nominating Committee
- B. Candidates' names will appear on the paper ballots alphabetically by last name. Candidate names will appear randomly on the electronic ballots.
- C. For Member-at-Large positions, there will be two nominees per open position. If more than one position – all nominees will be grouped and appear alphabetically. If one position is vacant, the highest vote recipient will be elected. If two open positions, the two highest vote recipients will be elected, and so on.
- D. For Nominating Committee positions, there will be four nominees for three elected positions. The three highest vote recipients will be elected.

**IX. Ballot Tallying**

- A. APNA National Office - Ballots shall be returned to a designated teller not working in the APNA National Office by surface mail or via the electronic voting system for counting and will be kept secure until counted. The designated teller shall do the following:
  - 1. Maintain control of the paper ballots and be the only person with access to the ballots
  - 2. Maintain control of the electronic ballots and be the only person with access to the secured site with electronic ballots
  - 3. Check ballots against current membership to ensure one vote for each member.
  - 4. Hand count ballots for write-in candidates.
  - 5. Verify that the candidate with the highest number of votes is the candidate identified as elected.
- B. Nominating Committee
  - 1. In the event of a tie in the vote of the membership, the Nominating Committee will vote to break the tie.
  - 2. In the event the candidate with the highest votes decline in writing to serve, the candidate receiving the next highest number of votes will be elected.

**X. Notification of Election Results: Candidates**

- A. The results will be communicated to the Nominating Committee Chair in writing by the designated teller. The chair will then inform the Nominating Committee members, the APNA President and APNA Executive Director.
- B. The results will be communicated to the candidates verbally by the APNA Executive Director in a timely fashion and formally in writing from the Nominating Committee Chair shortly thereafter.
  - 1. The candidates must be notified of results before results are released to the general membership.
  - 2. Script for notifying all candidates shall include:
    - a) *Notify individual of his/her results only.*
    - b) *Election results will be available in the APNA National Office after all candidates have been notified in person and in writing.*
    - c) *Remind elected individuals of meetings that they are expected to attend.*
  - 3. All candidates will receive a follow-up letter from the Nominating Committee Chair. The Chair will notify Nominating Committee members when letters are sent.
  - 4. The tally of the number of votes per candidate will be kept on file in the National Office. Election results provided to the members will list the names of those elected.

**XI. Notification of Election Results: Membership**

- A. The names of those elected will be available to the APNA membership at the National Office following notification of all candidates. Communication to the membership includes:
  - 1. All election results will be announced via email, the APNA website, and APNA News, Press release and Member Bridge. Newly elected officers and directors will be introduced at the APNA Annual Conference.
  - 2. The elected persons shall begin official duties of the elected office at the close of the conference.

**XII. Appeal Procedure for Slating of Candidates and APNA Elections**

- A. As the elected representatives of the membership, the Nominating Committee strives to provide equal access and opportunity for any qualified member to be a candidate for an APNA elected position. The Nominating Committee will treat as confidential all information used in this process.

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- B. The member must initiate any appeal within 14 days of publication of the slate of candidates in APNA News and APNA's website for APNA elected positions when the concern involves the slating process.
- C. If any APNA member has evidence that APNA policy regarding the slating of candidates and/or APNA election process were not adhered to, they may bring that evidence forward to the Nominating Committee through the following procedures:
  - 1. The member should send a written statement describing the concern to the Chair of the Nominating Committee. To respond, the Chair may seek the assistance of the APNA Attorney, Executive Director, Nominating Committee, and Board of Directors. A written response will be sent within 14 days of receipt by the Nominating Committee Chair to the member explaining how the Nominating Committee followed the policy or with an amended action, which will comply with APNA policy.
  - 2. If the member is not satisfied with the response of the Chair, the member may send a written appeal to the President of APNA. The President may seek the assistance of the Nominating Committee Chair, APNA Attorney, or Executive Director, and as needed the APNA Board of Directors in determining if APNA policy has been breached. If the President determines that APNA policy has been followed, the President will provide a written statement to the member to that effect and the matter will be closed. If the President determines that APNA Policy has not been followed, the President will instruct the Chair of the Nominating Committee to have the Nominating Committee amend its action, as determined by the President, to comply with APNA policy. The member will receive written notification of the decision of the President within 14 days after the President receives the letter of appeal from the member.