ASSOCIATION OF CHILD NEUROLOGY NURSES
Policies & Procedures

Nominations

<table>
<thead>
<tr>
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<th>Original Issue Date</th>
<th>Revision Date</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Board 2010 - 2011</td>
<td>2017 Board</td>
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1. **Policy:** To provide structure, accountability and guidance for ACNN in the nomination process.
   1.1 Nominations for Board positions will be accepted from ACNN active members.
   1.2 The Nominating Committee shall consist of a chairperson and at least two members.
   1.3 The Board liaison to the nominating committee is the President-Elect in odd years and Past President in even years.

2. **Nomination for the Board of Directors is contingent upon:** Positions and Terms of Board of Directors.
   2.1 President – 4 year term – elected as President-Elect for one year starting in even years for second year of predecessor's presidential term, then President for 2 years starting in odd years, then Past President for 1 year in first year of successor's presidential term.
   2.2 Treasurer – 2.5 year term – starting odd years.
   2.3 Secretary – 2 year term – starting even years.
   2.4 Director – 2 year term – 2 Directors elected in odd years, 1 elected in even years.

3. **Procedure for Submitting Nominations:**
   3.1 The Chair of the Nominating Committee is appointed every 2 years (odd year) by the President.
   3.2 Call for nominations will be April 1 through May 15. Methods may be (but not limited to) email blast, posted in ACNN newsletter and on ACNN website, and by individual invitation.
   3.3 Board position descriptions and organizational chart are posted on ACNN website for candidate review.
   3.4 The CNS/ACNN National Office will create an online Nomination Application indicating the open positions and the term limits. ACNN members may self-nominate or nominate a colleague who is an ACNN member.
   3.5 The CNS/ACNN National Office will post a link to the online Nomination Application on the ACNN website and will send out e-mail blast(s) as directed by the chairperson.
   3.6 ACNN Candidate Nomination Application must be completed and submitted by candidate to nominating Committee Chairperson. Portions of, or all, of the completed application may be posted on the ACNN website for review by members.
3.7 Closing date of nominations is May 15. This closing date may be extended by majority vote of the Board of Directors.

3.8 The Nominating Committee will review candidate applications, assess eligibility and suitability for candidacy, and then create a slate of candidates for election.

3.9 The names of the candidates, the positions sought, their biographies and statements will be sent by the Nominating Committee Chair to the CNS/ACNN National Office. The National Office, with the approval of the Nominating Committee Chair, will post the ballot on the ACNN website and send it via e-mail blast to the ACNN membership.

4. **Election procedure:**
   4.1 The CNS/ACNN National Office will create an online secret ballot which will be e-mailed to all ACNN members.
   4.2 Only Active members of the ACNN can vote. If an individual votes multiple times, only the first vote will be counted.
   4.3 The candidates’ profiles and Q&A submission will be posted online along with a link to the ballot.
   4.4 The CNS/ACNN National Office will send out e-mail blast(s) as directed by the chairperson.
   4.5 Election of board members will be done by e-mail ballot from June 15 – July 10.
   4.6 Election will be by majority of votes cast.

5. **Notification of Election Results:**
   5.1 The CNS/ACNN national office will advise the Nominating Committee Chair and President of the election results. The Nominating Committee Chair and President will then advise the individual candidates of the results.
   5.2 Election results will be posted on the ACNN website by the CNS/ACNN national office, published in ACNN Currents by the Nominating Committee Chair, and announced by the President at the Annual Meeting.