

# Guidelines for Chapter Elections

The selection of chapter officers is one of the most significant activities of the chapter. The Leadership Succession Committee's job begins at the time of its election. Its task is to assess the goals and needs of the chapter with the assistance of the Board of Directors and the members.

## Chapter Bylaws Regarding Nominations and Elections

### ARTICLE IX. ELECTIONS

#### Section 1. Elections

Elections shall be held annually by ballot.

#### Section 2. Positions

Chapter officers, directors (optional) and members of the Leadership Succession Committee shall be elected. Members of the Governance Committee may be elected by the chapter membership or appointed by the elected officers.

#### Section 3. Vote

- a. A majority vote shall elect officers.
- b. A plurality vote shall elect the non-officer members of the Board of Directors, Leadership Succession Committee and members of the Governance Committee, if elected.
- c. When there are more than two (2) candidates running for the same office, the candidate with the highest number of votes wins the election.
- d. In the event of a tie, the election shall be determined by lot.

#### Section 4. Terms

- a. The length of the term of all officers is two (2) years.
- b. Terms of office are staggered so that all officers, directors and the Governance and Leadership Succession Committee members do not end their terms at the same time.
- c. A chapter may elect a president-elect for a one-year term. This term shall occur during the second year of the current president. The president-elect shall then succeed to president for two (2) years.

### Preparing the Ballot

- Nominees should be selected based on their expertise of the office.
- The slate of nominees should include representation from the chapter membership – stratified by faculty, student and nurse leader members.
- Two nominees should be included on the ballot for each office.
- The consent to serve should be written and candidates are required to sign the consent form. A sample Consent to Serve Form can be found on the society's web site.

### Term Limits and Staggering

- The length of the term of all officers is two (2) years.
- Terms of office are staggered so that all officers, directors and Governance and Leadership Succession Committee members do not end their terms at the same time. Proviso: If a two year term for president-elect is not possible, the president-elect may hold office for one year and succeed to president for two (2) years.

### Elections

- The election is conducted by ballot with information about the nominees available with the ballot.
- The ballot should be distributed to all members by mail or electronically or at a meeting announced at least one month in advance.
- The appointed tellers or the Leadership Succession Committee should count ballots.
- A simple majority is needed for elections.
- All nominees should be notified of the election outcome either in person, by phone or by mail.
- In the case of a tie in a mail ballot, the Board of Directors shall decide the election. The Board may authorize a re-vote or break the tie by lot.
- Members of the Leadership Succession Committee are not eligible to be on the slate for any office or committee chair position.
- Candidates not elected for office should be considered for appointments to committees or task forces.