



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.

Language From the Chapter Bylaws Regarding Nominations and Elections

Article III - MEMBERS

Section 3. Membership Rights

Active regular members shall have all rights of membership in the chapter. Only active regular members shall hold elective and appointive office as outlined by the chapter bylaws.

Article IV – OFFICERS

Section 1. Officers

There shall be the following chapter officers: president, president-elect (optional), vice president (at-large chapters may have one vice president representing each institution of higher education and practice setting), secretary, treasurer, and counselor (at-large chapters shall have one or more counselors from each institution of higher education and practice setting). Each officer shall submit a report at each board meeting and to members at the annual business meeting. The president and treasurer shall be responsible for submitting required chapter reports to Sigma headquarters.

Section 2. Election and Term of Office

Elections shall be held annually by ballot, by mail, or electronic means. A majority vote shall be required for election, except when there are more than two candidates running for the same office or position, a plurality shall elect. In the event of a tie, the election shall be determined by lot. The length of the term of all officers is two years. *Optional exception: The president-elect shall be elected for a one-year term at the start of the president's second year in office, followed by a two-year term as president.* The vice president and treasurer shall be elected in even numbered years, and the president-elect and secretary in odd-numbered years.

Section 3. Duties

B. President-elect (optional) – The president-elect shall perform the duties of the president in the president's absence and succeed into the presidency at the end of the term of office and shall promote the purposes of the chapter.

Section 4. Vacancies

The president-elect or vice president shall fill a vacancy in the office of president (at-large chapters shall designate a vice president to fill such vacancies). If there is a vacancy in the office of president and president-elect [or vice president], a special election shall be held to fill both positions. Other offices shall be filled by appointment of the board of directors until the next election.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. Composition and Authority

The members of the board of directors of this chapter shall be composed of the elected officers and one or more elected directors (optional). The elected members of the board of directors shall have the authority and responsibility to manage the chapter consistent with these bylaws and in an appropriate legal manner. A quorum shall be a majority of the board.

Section 2. Election and Terms of Office

Directors shall be elected annually for a term of two years and terms may be staggered.

ARTICLE VII – COMMITTEES

Section 1. Standing Committees

The standing committees shall be a governance committee, a leadership succession committee, and others as designated. The term of office of committee members shall be two or four years, as determined by the chapter board. Term lengths shall only be adjusted when incumbents' terms have been completed. A member may be reappointed or elected for a second consecutive term. Members of the leadership succession committee who shall serve a maximum of one term. Terms shall be staggered. Each standing committee shall present a report to the business meetings of the board of directors and an annual report to the membership at the annual business meeting. Each committee shall prepare, review, and make recommendations regarding policies corresponding to its area of responsibility for board approval.

- a. Governance Committee
- b. The governance committee shall oversee bylaws compliance, make recommendations for bylaws changes, and oversee member and chapter eligibility issues. The governance committee shall be composed of at least two elected/appointed members and the elected counselor(s). The president shall appoint a chair of the committee from those elected/appointed.
- c. Leadership Succession Committee
- d. The leadership succession committee shall develop members in organizational leadership roles across the span of their careers and mentor members to assume organizational board and officer positions at all levels of the organization. The committee shall select nominees and prepare the ballot. The ballot will be sent to the board of directors at least four weeks prior to a scheduled election. The leadership succession committee shall be composed of at least three elected members. The president shall appoint a chair of the committee from those elected. The leadership succession committee members shall not be eligible for any elected office of the current ballot.
- e. Additional standing committees, advisory councils, and task forces may be appointed by the board of directors if deemed appropriate. The purpose of these groups will be to carry out the work of the chapter.

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 Sigma's website.
The ballot should be sent to the board of directors at least four weeks prior to a scheduled election.

Term Limits and Staggering

- The length of the term of all officers is two (2) years.
- The length of the term of committee members shall be two (2) or four (4) years, as determined by the chapter board.
- 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.
- 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 four weeks in advance.
- The appointed tellers or the Leadership Succession Committee should count ballots.
- A simple majority is needed for elections except when there are more than two candidates running for the same office or position, a plurality shall elect.
- 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.