

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: B-9 Page: 1 of 1 Effective Date: 10/25/07 Revision Date: 10/10, 11/12 Review Date: 10/08, 10/10, 11/12, 2/15
<b>Subject:</b> Executive Committee Appointment Process	
<b>Review Responsibility:</b> Articles and Bylaws	

**Policy Statement:**

The Board of Directors will appoint the officers to the Executive Committee (Article 6.012 Election: The Board of Directors shall elect the officers of the Society, SGNA Bylaw).

**Focus:**

Primary: SGNA Board of Directors

Secondary: SGNA Executive Committee

**Purpose:**

To define the process for making appointments to the following elected offices of the Executive Committee: President-elect; Secretary; Treasurer.

**Supporting Data:**

Bylaws article 6.01 – 6.07; 7.01; 7.04

**Procedure:**

1. Promoting the Executive Committee Positions
  - 1.1 Headquarters will notify the Board of Directors of the identified positions for appointment and eligibility of each Board of Director.
  - 1.2 Campaigning for positions will not be allowed.
3. 2. Creating a Slate
  - 2.1 Eligible candidates notify Headquarters of interest in position(s) for appointment.
  - 2.2 Headquarters notifies Board of Directors of slate of candidates.
3. Voting Process
  - 3.1 During the May Board Meeting, eligible candidates present verbal presentations and answer questions from Board of Directors.
  - 3.2 A ballot will be disseminated to all voting members of the Board of Directors for appointment.
4. Appointment
  - 5.1 The official appointments will take place at the May Board Meeting.

Note: Headquarters will supply logistical guidelines.