

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: E-1 Page: 1 of 2 Effective Date: 5/85 Revision Date: 10/97, 2/98, 5/98, 12/00, 10/04, 02/07, 10/07, 10/08, 10/10, 5/15 Review Date: 10/04, 10/06, 10/08, 10/10, 11/12, 5/15
<b>Subject:</b> Nominations Process	
<b>Responsibility:</b> Nominations & Elections Committee	

**Policy Statement:**

The committee will create a slate of candidates for presentation to the membership (Article 7.033, SGNA Bylaw).

**Focus:**

Primary: Nominations and Elections Committee  
Secondary: SGNA Members

**Purpose:**

To define the process for submitting nominations and selecting the slate of candidates for the following elected positions: Board of Directors; Nominations and Elections Committee Members.

**Procedure:**

1. Promoting SGNA Board Positions:
  - 1.1 Nominations and Elections Committee and current SGNA Leaders will recruit future leaders to submit their applications.
  - 1.2 Open positions will be promoted in *SGNA News*, e-Scope and on website.
- 2 Interested and recruited candidates can apply for open positions. The candidate will:
  - 2.1 Complete and submit a current application for nomination.
  - 2.2 Submit required documents as detailed in the application for nomination packet.
- 3 Nominations and Elections Committee members can not be nominated for a position while serving on the Nominations and Elections Committee.
4. The Board of Directors will be asked to evaluate all potential candidates.
  - 4.1 Names of potential candidates will be sent to members of the Board prior to the Nominations and Elections Committee conference call.
  - 4.2 Board members will return their comments to the Executive Director before the Nominations and Elections Committee conference call.
    - 4.2.1 The submitters name will be kept confidential and not included with

- report of comments.
  - 4.2.2 Board member comments on candidates must be specific with substantiation and clarification of a negative context and will be kept confidential by the Nominations and Elections Committee.
  - 4.2.3 Comments will be shared with the Board of Directors upon request during presentation of the slate.
  - 4.2.4 All comments on the candidates will be destroyed after the approval of the slate of candidates by the Board of Directors.
- 5. Review of Candidates
  - 5.1 The Nominations and Elections Committee members will have a conference call to review each candidate's materials.
- 6. Create slate:
  - 6.1 The Nominations and Elections will create the slate of candidates and submit the slate to the Board of Directors for approval.
- 7. All nominees will be notified by the committee chair whether they have, or have not, been slated for candidacy.

See Policy B-9 for Elections Process for Executive Committee.