

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy &amp; Administrative Procedure Manual</i>	Policy No: E-6 Page: 1 of 1 Effective Date: 10/99 Revision Date: 10/08, 11/12 Review Date: 2/02, 10/06, 10/08, 10/10, 11/12, 5/15
<b>Subject:</b> Officer and Director Vacancies	
<b>Responsibility:</b> Nominations & Elections Committee	

**Policy Statement:**

When a Board member in mid-term is appointed to an Executive Committee position or resigns, notice of resignation of the current office must be submitted to the Secretary. This vacancy is then filled by a majority vote of all the remaining Directors.

**Focus:**

Board of Directors

**Purpose:**

To outline the process should an SGNA Director resign or become elected for an Executive Committee position within an existing term.

**Supportive Data:**

SGNA Bylaws; Article 9.08

**Procedure:**

1. Following appointment of a sitting Director at Large to an Executive Committee position, the Director-at-large who has been appointed will submit a letter of resignation to the Secretary. The resignation of the said Director-at-large position will become effective upon assuming the officer position.
2. Director vacancy shall be filled based on a majority vote of the Board of Directors. Candidate must meet qualifications to serve as a Director.