

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: L-11 Page: 1 of 1 Effective Date: 12/90 Revision Date: 01/91, 10/99, 10/03, 10/04, 10/08, 10/10, Review Date: 2/16 10/04, 10/06, 10/08, 10/10, 11/12, 2/16
Subject: Committee Commission: Nominations and Elections	
Review Responsibility: Nominations and Elections	

Purpose: To describe the duties of the Nominations and Elections Committee

1. **Committee objective**
 - 1.1 Maintain competent and continuing leadership of the organization by encouraging members to participate in the election and balloting process.
2. **Committee composition**
 - 2.1 **Chair**
 - 2.11 The Immediate Past President of SGNA will serve by virtue of office for one year.
 - 2.2 **Committee**
 - 2.21 Committee consists of four members elected by the SGNA members.
 - 2.22 Term of office is one year.
 - 2.23 During their term in office, committee members are not eligible to run for an elected national SGNA office.
3. **Committee responsibilities**
 - 3.1 Develop "call for candidates" letter and nominations packet.
 - 3.2 Submit call nominations to Membership through various communication channels.
 - 3.3 Respond to individual members, as necessary, concerning specific questions regarding nominations and elections.
 - 3.4 Headquarters to send nominations packets to all nominees.
 - 3.5 Submit the names of those nominees to be considered for the slate to the Board of Directors for evaluation and comment of current Board of Directors.
 - 3.6 . Oversee preparation of ballot materials for distribution to membership in appropriate time frame.
 - 3.7 Review procedures used by market research for ballot counting.
 - 3.8 Submit name for Board of Directors vacancy, in the event a Board vacancy occurs as a result of a Board member becoming President-Elect, Secretary or Treasurer.
4. **Chair responsibilities**
 - 4.1 Committee chair to notify those members slated on the elections ballot
 - 4.2 Committee chair to notify those members not slated; and give constructive comments
 - 4.3 Notify candidates of voting results.
 - 4.4 Arrange for any necessary run-off elections.
 - 4.5 Announce new officers at annual meeting and request motion to destroy ballots.
5. Refer to Policy L-1 "Committee Commission- Omnibus" for additional responsibilities.