

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: M-1 Page: 1 of 2 Effective Date: 5/99 Revision Date: 10/99, 10/04, 5/08, 10/08, 10/10, 11/12 Review Date: 10/04, 10/06, 10/08, 10/10, 11/12, 2/16
Subject: Election Process of House of Delegates Vice-Speaker	
Review Responsibility: House of Delegates Speaker	

Policy Statement:

The Vice-Speaker of the House shall be elected by the delegates for a one-year term and then automatically ascend to a one-year Speaker term. Each may serve a maximum of one term in each office. (Bylaws Article 15.61)

Focus:

Regional Delegates representing the SGNA Regional membership.

Purpose:

To define the process in establishing HOD Leadership positions of Speaker and Vice-Speaker.

Procedure:

1. The Speaker calls for nominations from the Regional Delegates and Alternates.
2. Candidates must be a current SGNA member in good standing and have been a member for at least 4 years.
3. Candidates must have previous experience as a Delegate in the House within the last 2 years.
4. Candidates are not eligible if they have previously served on the SGNA Board of Directors.
5. Candidates must be certified.
6. Candidates can nominate themselves or be nominated by other members.
7. Candidates must complete a biographical sheet and this must be submitted to the Speaker prior to the annual meeting.
8. Candidates' profiles will be made available to the Delegates and Alternates at the annual meeting.
9. The election occurs at the 1st House of Delegates session.
 - 8.1 The Speaker calls for additional nominations from the floor prior to voting, no second is required.
 - 8.2 If a candidate(s) is nominated at that time he/she must verbally address the Delegates and Alternates to show proof of meeting nomination criteria and provide a biographical summary prior to voting.
 - 8.3 All nominees must be present at the election during the 1st House of Delegates meeting.
9. Nominations are officially closed by the Speaker prior to voting.

10. Election shall be of voice unless there is more than one nominee for an office, in which case the election shall be by ballot.
 - 10.1 Each Regional Society will have one vote.
 - 10.2 The votes are tallied and results are announced by the Speaker.
11. The term of Speaker and Vice-Speaker begins at the closing of the last session of the House of Delegates at which they are elected.