

OPERATIONAL PROCEDURE



Title: Nomination & Election Process	Number: N/A
Cross Reference: N/A	
Approved by: SD ENA Board of Directors	Origination Date: 2008
Revised by:	Approval Date: 2008
Review date: 2020	Revision Date: 2020

I. **PROCEDURE PURPOSE:**

To provide direction on SD ENA board of director nomination and election processes.

II. **PROCESS:**

Process	Timeline	Responsible Party
1. Call for nomination	<ul style="list-style-type: none"> Announcement of upcoming nomination period at Summer meeting Nominations will be directed to the SD ENA Secretary. 	Secretary
2. Nomination period closure	<ul style="list-style-type: none"> September 15th 	Secretary
3. Collate nominations and verification process.	<ul style="list-style-type: none"> SD ENA Secretary shall complete the following by September 30th. <ul style="list-style-type: none"> Confirm all nominees are current SD ENA members Confirm nominee acceptance of nomination 	Secretary or designee, as appointed by President
3. Call for Election	<ul style="list-style-type: none"> Ballot emailed to all SD ENA members on October 1st. When possible, SD ENA will use electronic voting. 	
4. Election Period	<ul style="list-style-type: none"> Election October 1st – 15th. 	Secretary & President unless either are nominee/candidates, than ballot committee of 2 ENA members appointed by the President
4. Ballot count	<ul style="list-style-type: none"> When possible, SD ENA will use electronic voting to manage and tabulate results. The SD ENA Secretary and President will confirm results. If either are nominees, the President will nominate replacement SD ENA members to oversee results. Ballots will only be counted after the election has ended. 	
5. Announcement of Results	<ul style="list-style-type: none"> Election results will be announced at the fall annual meeting. 	Secretary