

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE: ELECTION OF OFFICERS**

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I. PURPOSE

To describe the procedure for the election of officers to the California State Council Board of Directors.

II. PROCEDURE

- A. The process for the election of officers to the California State Council Board of Directors will be overseen and coordinated by the State Council Immediate Past President.
- B. Nominations for the office of President-Elect, Secretary, Treasurer-Elect and Director-at-Large will be accepted at the second and third regularly scheduled State Council meetings of the year.
- C. All candidate qualifications, according to ARTICLE VII of the State Council *Bylaws*, will be verified by the State Council Immediate Past President.
- D. Official Ballots will be mailed First Class to members of record according to the national Emergency Nurses Association membership list as of the 1st of June.
- E. The ballot will be mailed as a stand-alone mailing. The ballot will include each candidate's statement, a voting ballot, the return address and the required postmark date for returned ballots. See appendix A for a sample ballot.
- F. Candidate statements not submitted within designated deadline or within five days following the 3rd State Council meeting will have a short biographical segment of known candidate information placed on the ballot by the immediate past president in lieu of the candidate statement.
- F. Ballots will be mailed and postmarked to the membership by June 15 or within one week following the third State Council meeting of the year
- G. Returned ballots must be postmarked by July 15.
- H. Ballots returned after the postmark date will not be accepted for the ballot count.

- I. Ballots will be counted by the Immediate Past President and two (2) or more Chapter Representatives or their designees prior to the Annual Business Meeting. Members running for office will be excluded from counting the Ballots.
- J. Election results will be announced at the Annual Business Meeting.
- K. The terms of office are for one (1) year or until a successor is elected according to ARTICLE VII of the *Bylaws*. Term of office will begin on the 1st of January and terminate on the 31st of December.

ORIGINAL APPROVED BY STATE COUNCIL: July 1991
REVIEW DATE:
REVISION DATE: March 1999, January 2003, August 05

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Appendix A

Sample Ballot

**California Emergency Nurses Association
Board of Directors Candidates Statements**

President-Elect—Candidate Name

Candidate statement

Secretary—Candidate Name

Candidate statement

Treasurer-Elect—Candidate Name

Candidate statement

Director-at-Large—Candidate Name

Candidate statement

**California Emergency Nurses Association
2003 Board of Directors Ballot**

President-Elect

Candidate name

Write in Candidate _____

Treasurer-Elect

Candidate name

Write in Candidate _____

Secretary

Candidate name

Write in Candidate _____

Director-at-Large

Candidate name

Write in Candidate _____

Ballot must be postmarked by July 15