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| International Collaboration of PeriAnaesthesia NursesICPAN | Title: ICPAN Nomination and Election Policy | No. | Page 1 of 1 |
| Approved By: ICPAN Board of Directors | Last Reviewed:Not ApplicableDRAFT 1/17/17 |
| Effective Date: |
| Originated By:Board of Directors, 2016 |

Purpose

To define the procedure and process to be followed for conducting an ICPAN, Inc. election. [Define for what purpose --- i.e. membership of the Board of Directors]

The ICPAN President will preside over the nomination and election process. Define – …..for officers of the Board of Directors

The election of officers will take place at the biennial ICPAN conference.

1. Nominations
	1. A Call for Nominations will be sent out to the ICPAN Board of Directors and the members of the GAC 2 months prior to election. How will this be sent – electronically? Who will send – the Secretary? The Call for Nominations will close 1 month prior to the Biennial General Meeting.
	2. Candidates wishing to stand for ICPAN Board of Director positions must be serving members of ICPAN. this is too vague – need to stipulate here that Membership of GAC for [fixed period] is an essential pre-requisite for Board Membership
	3. Eligible [and qualified candidates may ] is this necessary? be proposed to the ICPAN President by:
		1. Potential candidates may be self-nominated.
		2. Eligible [and qualified candidates] for ICPAN Board of Director positions may be proposed by the ICPAN BOD how will the ICPAN BOD know which candidates to propose from the GAC [as the GAC will routinely work with the Vice Chair – and not directly with the BoD – in IFNA it is the GAC [equivalent] that puts forward candidates as they all know each other
	4. The ICPAN President is responsible for preparing a qualified slate of nominees for election. [ok this time round where we have a President who is very ‘hands on’ – but what of the future when the President may be a more titular – ambassadorial post?
	5. A qualified slate of candidates will be sent by the ICPAN President to the ICPAN BOD for review. Will the slate of candidates be matched to known Board positions which we know have become vacant? Or will candidates be accepted onto the Board and then a position be discussed?
	6. The qualified slate of candidates will be sent to the GAC 2 weeks prior to the Biennial General Meeting. Is two weeks a good time just before conference – when everyone is really busy – or even travelling?
2. Slate Composition
	1. The Board of Directors consists of the following positions at a minimum: Chair, Vice Chair, Secretary, Treasurer, Membership Secretary, ICPAN Conference Chair, Education Chair, Media and Marketing Coordinator and President.

A slate is ok if the whole Board of Directors is changing – however, that is

unlikely since some Board Members will stay on in 2017 and some step down.

Are we considering Board Members tenure of office here? Or can this be considered down the line? So can this be a slate for certain officers only – and how will the ICPAN Chair know which Board officers are stepping down – should this be part of official strategy also?

1. Election Process
	1. Elections will take place prior to the ICPAN Biennial General Meeting held in conjunction with the ICPAN Conference.
	2. The ICPAN President will submit a slate of nominees eligible for office to the GAC members and BOD members 2 weeks prior to the ICPAN Biennial General Meeting.
	3. The ICPAN Board of Directors and GAC members will vote 1 week prior to the Biennial General Meeting. Voting is done electronically. I do not think the ICPAN BoD can vote when they do not know the GAC candidates
	4. Each BOD and GAC member will send their election results to the ICPAN President who will tally the votes and inform the ICPAN Chair of election results.
	5. The ICPAN Secretary will be cc’d copied into on all election votes to the ICPAN President.
	6. Election results will be presented by the ICPAN President to those in attendance at the ICPAN Biennial General Meeting.
2. Voting Procedures
	1. Voting will be done by secret ballot
	2. Electronic ballots will be distributed by the ICPAN President to all GAC Members and Board of Directors. Comments as above
	3. Each ICPAN GAC Member and BOD will have one vote.
	4. There is no voting by proxy.
	5. Majority vote is used for all election purposes. In the event of a tie, the President will vote.
	6. Ballots will be counted by the ICPAN President with results reviewed by the ICPAN Secretary.
	7. A motion to destroy the election ballots will be made at the Biennial General Meeting.
3. Installation of New Board
	1. The newly elected Board of Directors will be installed at the Biennial General Meeting.
	2. Outgoing officers will meet with incoming officers for a transition / handoff of roles, responsibilities and duties. This meeting may occur after the BGM during the conference timeframe or can occur electronically if the outgoing or newly elected officer is not present. This transition must occur within one month of the election.

I think that we need to firm up more principles as follows:

* + - 1. Tenure of office [for Board Members and GAC members]
			2. Confirm policy for giving notice to ICPAN Chair that Board member is stepping down
			3. Confirm composition of qualified slate [to comprise known vacant Board positions only]
			4. Confirm that membership of BoD is dependent on initial membership of GAC
			5. Discuss whether it should be GAC proposing and voting on candidates for BoD from their knowledge of their working [GAC] colleagues
			6. Discuss position of President – within our transitional period with a President who has great knowledge of ICPAN it is appropriate that the President leads the election process. However in the longer term the Presidents role is foremost an ambassadorial position – should the President be so involved in the election process?