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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 Applicable |
| Effective Date: |
| Originated By:Board of Directors, 2016 |

Purpose

To define the procedure(s) to be followed for, and conducting, an ICPAN, Inc. election.

The ICPAN President will preside over the nomination and election process.

1. Nominations
	1. Eligible and qualified candidates for ICPAN BOD positions will be proposed by the ICPAN Board of Directors to the ICPAN President. **(suggest that Bylaws can be referenced for this)**
	2. The ICPAN President is responsible for preparing a qualified slate of nominees.
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.
3. Election process
	1. Elections will take place prior to the ICPAN Biennial General Meeting held in conjunction with the ICPAN Conference.
	2. A slate of nominees for the ICPAN Board of Directors will be submitted to the GAC members in attendance and BOD by the ICPAN President. *(will those GAC members not attending be able to vote prior to conference****?) Good thought – voting could be done ahead of time prior to conference or those not in attendance could vote via email prior to conference. Bylaws do not allow voting by proxy.***
	3. Ballots will be distributed to all GAC Members/Board of Directors.
	4. Voting will be done by secret ballot.
	5. Each ICPAN GAC member and BOD member will have one vote.
	6. Majority vote is used for all election purposes. **(Bylaws do not mention this – seems like it was discussed at the time. ?President votes?)**
	7. Ballots will be collected and counted by the ICPAN President. The ICPAN Secretary will assist with ballot counting. *(do we need another person to assist with counting?) (****Verifying seems fine)***
	8. The ICPAN President will inform the ICPAN Chair of election results.
	9. Election results will be presented to those in attendance at the ICPAN Biennial Meeting by the current ICPAN President (or Chair, Secretary?)
	10. A motion to destroy the election ballots will be made at the Biennial General Meeting.