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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 |

Definitions

International Collaboration of PeriAnaesthesia Nurses Inc. (ICPAN, Inc.), hereafter known as ICPAN

Board of Directors of ICPAN, hereafter known as the Board

Global Advisory Council, hereafter known as the GAC

Biennial General Meeting, hereafter known as the BGM

Purpose

 To define the procedure and processes to be followed for conducting an ICPAN election.

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

Eligible and Qualified Candidate: A nursing professional practicing in the perianaesthesia arena.  Candidate must be a current or past ICPAN Board Member or a GAC Member who has served a 2-year term of office.

1. Nominations
	1. A Call for Nominations will be distributed electronically to the ICPAN Board and the GAC 60 days prior to election.
	2. The Call for Nominations will close 30 days prior to the BGM.
	3. Candidates wishing to stand for ICPAN Board of Director positions must meet eligibility and qualification standards.
	4. A current curriculum vitae (CV) or resume with nomination letter must be transmitted to the President 30 days prior to the BGM.
	5. Eligible and qualified candidates may be proposed/nominated to the ICPAN President by
		1. Self-nomination
		2. A member of the ICPAN Board
	6. The ICPAN President is responsible for preparing a qualified slate of nominees for election.
	7. A slate of qualified candidates will be sent by the ICPAN President to the ICPAN Board at least 14 days prior to the BGM for review.
	8. The qualified slate of candidates will be sent to the GAC 14 days prior to the BGM.
2. Slate Composition
	1. The Board of Directors, which 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 BGM held in conjunction with the ICPAN Conference.
	2. The ICPAN Board members and GAC members will vote 7 days prior to the BGM.
	3. Ballots will be distributed electronically from the President via a secure quantitative web based survey system with 1 vote per eligible voter to be cast for each board position.
	4. Each Board member and GAC member will submit his/her de- identified electronic ballot via the web-based system no later than the specified deadline.
	5. The President and Secretary only may access the electronic system to generate a voting results report, and inform the ICPAN Chair of election results.
	6. The ICPAN Secretary will:
		1. have oversight of all election procedures throughout the election process
		2. document new board members by their position in the organizational record
	7. Election results will be presented by the ICPAN President at the ICPAN BGM.
4. Voting Procedures
	1. Voting will be done by secure web based ballot
	2. The ICPAN President will distribute an electronic ballot to each GAC and Board member.
	3. Each ICPAN GAC and Board member will have one vote.
	4. There is no voting by proxy.
	5. Majority vote is used for all election purposes.
	6. In the event of a tie the President will vote.
	7. Ballots will be counted by the ICPAN President with results reviewed by the ICPAN Secretary.
	8. A motion to destroy the election ballot report will be made at the BGM.
5. Installation of New Board
	1. The newly elected Board of Directors will be installed at the BGM. Outgoing officers will meet with incoming officers for a transition / handoff of roles, responsibilities and duties.
	2. This meeting may occur after the BGM during the conference timeframe, or electronically, if the outgoing or newly elected member is not present.
	3. A face-to-face / virtual meeting transition must occur within 30 days of the election.