|  |  |  |  |
| --- | --- | --- | --- |
| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: ICPAN Nomination and Election Policy | No. | Page 1 of 1 |
| Approved By: ICPAN Board of Directors | Last Reviewed:  Not Applicable  DRAFT 11/18/16 | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

Purpose

To define the procedure and process to be followed for 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 Board of Director positions will be proposed by the ICPAN BOD to the ICPAN President
   2. The ICPAN President is responsible for preparing a qualified slate of nominees for election.
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. The ICPAN President will submit a slate of nominees eligible for office to the GAC members and BOD members in attendance at the ICPAN Biennial General Meeting.
   3. The ICPAN President will inform the ICPAN Chair of election results.
   4. Election results will be presented to those in attendance at the ICPAN Biennial General Meeting by the ICPAN President.
4. Voting Procedures
   1. Voting will be done by secret ballot
   2. Ballots will be distributed by the ICPAN President to all GAC Members and Board of Directors in attendance.
   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.