

Policy	5.01
Revised Policy	11/16
Revised Procedure	2/23
BOD Reviewed and Approved...	2/23
Substituted for	4/21
Original Date.....	11/80

POLICY & PROCEDURE

SOLICITATION OF CANDIDATES FOR NATIONAL OFFICES

POLICY

Candidates for nomination for National Offices will be solicited from the active membership.

PROCEDURE

1. The Nominations Committee will consist of a Chairperson, Chairperson Designate, and three (3) members.
2. The Nominations Committee will obtain candidates from the membership utilizing *ANNA Update*, *ANNA E-News*, the ANNA website, ANNA Nominations Committee, and networking at ANNA meetings.
 - a. Prior to the National Symposium, the Committee members will receive a copy of the Nominations Committee Role Description, appropriate policies and procedures, and the Role Descriptions for positions being elected that year:
 - 1) National President-Elect (Each Year)
 - 2) National Treasurer (Every Third Year)
 - 3) National Secretary (Every Third Year)
 - 4) Three (3) Directors (One Elected Every Third Year)

November 2023 Election	November 2024 Election	November 2025 Election	November 2026 Election
3-Year Period 4/1/2024 – 3/31/2027	3-Year Period 4/1/2025 – 3/31/2028	3-Year Period 4/1/2026 – 3/31/2029	3-Year Period 4/1/2027 – 3/31/2030
National Pres-Elect	National Pres-Elect	National Pres-Elect	National Pres-Elect
National Secretary		National Treasurer	National Secretary
Director No. 2	Director No. 1	Director No. 3	Director No. 2

- b. At least nine (9) months prior to the balloting process, the National Office will supply a list of potential candidates with ANNA leadership and committee experience to the Nominations Committee Chairperson. The Committee members will solicit potential candidates from this list using *ANNA Update* and the ANNA website for National candidates.

3. The Nominations Chairperson will provide a monthly update, in writing (email acceptable), of the potential candidates to the Nomination Committee members, Nominations Committee Board Liaison, National President, and National President-Elect.
4. Six (6) weeks prior to the submission deadline, the Nominations Committee Chairperson will notify the Nominations Committee Board Liaison, National President, and National President-Elect of any National position receiving one (1) or zero (0) candidate application(s) for National Office.
5. Upon consensus of the Nominations Committee Chairperson, Committee Board Liaison, National President, and National President-Elect, the list of candidates may be submitted to the Board of Directors (BOD) to identify any additional potential candidates. If additional candidates are identified, it shall take place approximately four (4) weeks prior to the deadline for submission of the candidate applications.
6. To eliminate the possibility that BOD member(s) who are potential candidates for the upcoming election may use the knowledge gained from Procedure 5 (above) for making decisions about their candidacy for office, these BOD members must either:
 - (a) Declare their candidacy and submit all required nomination materials prior to receiving information about other potential nominees, **or**
 - (b) Recuse themselves from all communications and discussions about potential candidates until after the deadline has passed for the submission of candidate information, **or**
 - (c) Declare that they will not be running for an elected office.
7. In the event that a position does not have a candidate for election, the vacancy will be filled per Policy and Procedure 1.02A, *Constitution & Bylaws Appendix*, Article IV: Officers, Section D, Vacancies.
8. The Nominations Committee Chairperson will be required and responsible for all communication (e.g. – to the candidates, to and from the BOD, and within the Nominations Committee) regarding the slate of candidates.