

Policy	5.03
Revised Policy	2/23
Revised Procedure	2/23
BOD Reviewed and Approved...	2/23
Substituted for	4/21
Original Date.....	11/80

POLICY & PROCEDURE

VETTING CANDIDATE CRITERIA FOR NATIONAL OFFICES

POLICY

The final slate of candidates for the National Ballot will be determined by the Nominations Committee based on the following:

- A completed application that complies with both ANNA Policy & Procedure 5.02, *Candidate Criteria and Requirements for National Offices*, and the specific Role Description for the position they are seeking.
- Board of Directors (BOD) vetting of the candidates.

PROCEDURE

1. The Chairperson, committee members, and BOD Liaison of the Nominations Committee will determine compliance or non-compliance with the candidate criteria based on an objective assessment of the materials submitted.
2. All areas of non-compliance or concern, such as an incomplete application, must be directed to the candidate via mail, email, phone, or meeting. If the issue cannot be clarified or resolved with the candidate, the area(s) that are incomplete, or a concern, will be directed to the appropriate body via mail, email, or meeting (face-to-face or conference call). The appropriate body is defined as the Nominations Committee, Board Liaison for the Nominations Committee, Board of Directors, and/or Management Company.
3. Potential candidates with incomplete candidate criteria, as described in ANNA Policy & Procedure 5.02, *Candidate Criteria and Requirements for National Offices*, will not be accepted as candidates by the Nominations Committee.
4. Nominees will be identified from the potential candidates who meet the criteria and whose completed applications meet the requirements for the office sought.
5. Deadlines for submission of materials, as well as other subsequent timelines/dates, are provided in Policy & Procedure 5.04, *Communication Regarding Slate of Candidates*.

6. Not all candidates who apply to run for an office will be accepted. If a candidate is not selected to run, the Nominations Committee Chairperson, in consultation with the ANNA Executive Director, ANNA National President, and BOD Liaison will notify the candidate of why their application was not accepted and suggest areas for development. (**Note** – This same procedure statement appears in Policy & Procedure 5.02, *Candidate Criteria & Requirements for National Offices*.)
7. Candidates not selected to run for National Office may appeal the decision by submitting additional information and arguments to the Nominations Committee Chairperson detailing why they meet the questioned criteria and requirements.