

Policy	5.06
Revised Policy	1/18
Revised Procedure	2/23
BOD Reviewed and Approved...	2/23
Substituted for	4/21
Original Date.....	11/80

POLICY & PROCEDURE

VOTING PROCESS FOR NATIONAL OFFICES

POLICY

Each ANNA full member in good standing on the day of distribution of the ballots is entitled to vote. Voting will be conducted electronically over a limited, announced fourteen (14) day period prior to the National Symposium.

PROCEDURE

1. The Board of Directors (BOD) shall designate an independent agent to tabulate and certify the annual ballot.
2. Ballots will be issued during the first week of November and must be returned and received by the independent agent prior to ballot closure within two (2) weeks. Each year's fourteen (14) day period will be published within ANNA's Annual Calendar.
3. Ballot information will be included in the September/October issue of the *ANNA Update* and posted on the ANNA website as follows:
 - a. Candidate information. Educational degrees, certification, ANNA Chapter, and state of residence will be listed in general information below the candidate's name.
 - b. Conflict of Interest disclosures as appropriate per Policy and Procedure 2.04, *Conflict of Interest Policy*.
 - c. Bylaws amendment(s) information, if applicable.
 - d. Voting instructions.
 - e. Other information as determined by the Nominations Committee and BOD Liaison.
4. The ballot will consist of:
 - a. An alphabetical list of the slate of National candidates.
 - b. Bylaws amendment(s) if applicable.
5. Each full member who has an email address on file will be sent electronic voting instructions via email.

6. To be valid, all ballots must be cast on or before the day of the ballot closure.
7. The independent agent will provide periodic updates to the National Office about the total number of votes cast during the election period. The National Office will report this information to the National President and the Nominations Committee Chairperson. The independent agent shall not provide any specific information about the ballot results until the election is closed.
8. The independent agent will keep all votes confidential, both during and following the election. The agent may not divulge any identifying details of the ballot nor specific information about any individual voters or non-voters.
9. Upon ballot closure, the independent agent shall notify the National President by telephone and email of the following details:
 - a. For the slate of candidates:
 - (1) Total number of votes per position.
 - (2) Total number of abstaining votes per position.
 - (3) Total number of votes for each candidate.
 - b. For bylaws amendments:
 - (1) Total number of votes for each amendment.
 - (2) Total number of affirmative votes per amendment.
 - (3) Total number of negative votes per amendment.
 - (4) Total number of abstaining votes per amendment.
10. The independent agent shall transmit certified results of the ballot to the National Office to be kept on file for five (5) years.
11. The National Office will provide guidelines and timelines for the National President to notify candidates, the BOD, and other leaders regarding the results of the election.
12. Election results will be announced in the following manner:
 - a. Immediately upon being informed of the election results, the National President will inform the:
 - (1) BOD, Executive Director, Nominations Committee Chairperson/Chairperson Designate, and Director of Membership Services.
 - (2) Candidates for National President-Elect, National Treasurer, National Secretary, and Director will be informed by the National President shortly after the BOD is informed.
 - b. The Nominations Committee Chairperson will inform members of the Nominations Committee.
 - c. After all the candidates have been informed of the election results, the National President will notify the Director of Membership Services to send the results via email to all leaders listed on the organizational chart, National Past Presidents, and current Chapter Presidents, and facilitate placement of the list of newly elected officers on the ANNA website and in the next edition of *ANNA E-News*.
 - d. The general membership will be notified of the election results by publication on the ANNA website, *ANNA E-News*, and *ANNA Update*.