

Policy	5.05
Revised Policy	11/18
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BOD Reviewed and Approved...	4/21
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POLICY & PROCEDURE

CAMPAIGN REGULATIONS FOR NATIONAL OFFICES

POLICY

Each potential candidate seeking election to ANNA offices will receive a copy of the campaign regulations. The primary purpose of the regulations is to enable each candidate to be presented as fairly and equitably as possible among the candidates seeking the same position(s). All candidates must adhere to the campaign regulations. The Nominations Committee Chairperson or designee is responsible for reviewing and enforcing the provisions of this policy. Campaign expenditures will be limited to the cost of the required candidate photograph.

PROCEDURE

1. Potential candidates shall submit a completed online Candidate Packet by the deadline provided to include:
 - a. Application for candidacy.
 - b. Agreement to comply with campaign regulations.
 - c. Conflict of interest disclosure statement.
 - d. Biographical form.
 - e. Candidate’s photograph.

2. The Nominations Committee Chairperson, or designee, will review the biographical form prior to publication for:
 - a. Compliance with format and word count as directed in the Candidate Packet.
 - b. Projection of a positive posture toward the Association.
 - c. Potential legal and ethical concerns.

3. Conflict of Interest
 - a. The Nominations Committee Chairperson, or designee, shall review all disclosure statements and forward any disclosures of conflict of interest to the Board of Directors (BOD) for action per Policy and Procedure 2.04, *Conflict of Interest Policy*.

4. Candidates who are accepted for nomination will be notified by the Nominations Committee Chairperson, or designee, should changes be required to the biographical form.

5. The biographical form, photograph, and, as necessary, the *Conflict of Interest Statement* will be published by ANNA on the ANNA website, in the *ANNA Update*, and with the ballot materials. Once published on the ANNA website and approved by the candidate, no additional changes may be made.
6. Candidates may be required to participate in an interactive session to answer questions from members of the Nominations Committee and ANNA members. In addition, an opportunity of a meet and greet session may be offered at the discretion of the Nominations Committee.
7. Candidate information will be included in a poster that is displayed at the Nephrology Nursing Practice, Management and Leadership Conference (Fall Conference). Upon acceptance of a candidate to be a nominee for a position, the candidate will send the National Office promotional copy to be included on the poster. All candidates' posters shall be uniform in size and shall be produced by the National Office per the specifications contained within the Candidate Packet.
 - a. The candidate's poster can be used for display at chapter or educational meetings.
 - b. The National Office will post on the ANNA website a downloadable version of the candidate poster which may be reproduced and distributed as an 8" x 10" flyer.
 - c. The poster and video recording include content developed by the candidate, approved by the Nominations Committee, and produced by the National Office.
8. Candidates for National office may request support and/or vote after the official release of the slate of candidates on the ANNA website by:
 - a. Utilization of electronic technology, excluding ANNA's technology services. Campaigning via email is permitted as long as massive email lists are not used. For example, emails may not be sent through a corporate office.
 - b. Candidates follow Policy and Procedure 10.05.01A, *ANNA Connected – Code of Conduct*.
 - c. Discussing their candidacy with individual members.
 - d. Campaigning during scheduled chapter events that include chapter business meetings and/or educational conferences. A candidate is not limited to campaigning only at their chapter events and educational conferences, provided permission is granted from the host chapter.
 - e. Reproducing the approved poster content as a flyer for distribution in hard copy or electronically.
 - f. Allowing their chapter to write an article to endorse them in the September/October *ANNA Update*.
 - g. Posting their candidacy on their personal Facebook site. Candidates are allowed to display their poster on all their personal social media sites and ask their "friends" for support such as "Vote for me."
 - h. Candidates are allowed to provide social media links (e.g., LinkedIn, Facebook, Twitter, etc.) within their online candidate profile. If social media links are used, the candidate's profile should be set to public. Private profile links should not be provided.
 - i. Candidates are allowed to use Chapter social media (i.e., Facebook, Twitter, Snap Chat, etc.) to campaign.
 - j. Candidates are allowed to telephone, email from their personal account, and mail members requesting their vote.

- k. Candidates are allowed to state in their signature that they are candidate for office once they have been vetted.
 - l. Members or chapters may post to chapter social media only, to encourage their peers to vote and/or support or endorse a particular candidate. Members or chapters are only permitted to post to chapter social media. These postings can be used to encourage their peers to vote and/or support or endorse a particular candidate.
9. Candidates for National office may **NOT**:
- a. Solicit any manner of verbal or written endorsement of their candidacy from the ANNA BOD as a body, the ANNA Executive Director, or any member of the Management Firm.
 - b. Utilize corporate providers for promotional activities in support of his/her candidacy.
 - c. Campaign in any manner while presenting or moderating at any ANNA educational meeting.
 - d. Campaign or have campaign materials distributed from chapter tables at national meetings.
 - e. Have a presenter that is paid by ANNA to speak at a chapter meeting campaign on behalf of the candidate.
 - f. Utilize ANNA Connected Chapter communications to announce their candidacy or to encourage others to vote in the election.
 - g. Utilize ANNA's technology services (i.e., ANNA Connected) for campaigning.
 - h. The National Office will not provide candidates email distribution lists.
 - i. Utilize negative campaigning. Violations will be referred to the Nominations Committee with potential consequences up to, and including, removal from the ballot with final approval from the BOD.
10. Violation(s) of campaign regulations/removal of candidate from the ballot:
- a. If any candidate deliberately or negligently violates or circumvents this policy or its intent, a *Campaign Violation Concern Form* (Policy & Procedure 5.05A) should be completed and sent to the Nominations Committee Chairperson.
 - b. The Nominations Committee Chairperson will investigate the concern and provide a recommendation to the ANNA National President for further action whether it be counseling or removal from the candidate pool.
 - c. If the Nominations Committee Chairperson and ANNA National President agree the candidate should be removed from the ballot, the recommendation for removal will be submitted to the BOD for a vote.
 - d. An affirmative vote (to remove the candidate) will result in removal of the candidate from the ballot.
 - e. The Nominations Committee Chairperson will communicate decision(s) to the candidate.
11. Any questions regarding these guidelines should be directed to the Nominations Committee Chairperson.