



**ANNA**  
American Nephrology  
Nurses Association

Policy .....	6.12
Revised Policy .....	1/24
Revised Procedure .....	8/22
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## **POLICY & PROCEDURE**

### **CHAPTER ELECTIONS**

#### **POLICY**

Any chapter member who is a full member of ANNA may be a candidate for any office of that chapter. Full members of ANNA are qualified to vote for chapter officers. Chapters will hold annual elections for chapter offices of President-Elect, Secretary, and Treasurer on the same schedule as ANNA's national officer elections. The Chapter Health Policy Representative may be elected or appointed by the Chapter Executive Committee. The chapter will determine the length of term of office with two (2) years as the desired maximum length of term. It is encouraged that an officer does not hold a term for more than two (2) years or two (2) consecutive terms. Chapter Officers' term of office will begin on January 1 and end on December 31.

#### **PROCEDURE**

1. The Chapter Executive Committee (President, President-Elect, Secretary, Treasurer, and Health Policy Representative) is responsible for filling all open chapter officer positions.
2. A call for nominations to the membership will be made by the Chapter President-Elect (refer to Role Description 11.01.11, *Chapter President-Elect*,) no less than thirty (30) days prior to balloting. The call for nominations may be made via announcement at a scheduled chapter meeting, in a chapter newsletter, via email, via chapter website, by an announcement through ANNA Connected, or by a combination of these and other means. All chapter members must be notified of the opportunity to serve as a volunteer chapter leader.
3. If after a call for nominations is made to all chapter members there is only one (1) candidate for each office, these candidates may then be declared the winners and no ballots need be sent out.
4. If more than one (1) candidate for any office is identified, voting will take place either at a chapter meeting or by mail or online ballot. If the voting will be at a chapter meeting, the announcement of the meeting must include notice that elections will be held as part of the meeting.
5. If ballots are to be mailed or faxed, each ballot must be numbered or marked to prevent reproduction so as to prevent any member from voting more than one (1) time.

6. Chapter elections shall be conducted at the same time as the National Election (the first week of November).
7. The candidate receiving the highest number of votes will be declared the winner. In the event of a tie, the winner will be decided by lot by the Chapter Executive Committee.