

Policy: CMSNE Nominating Committee/Ballot and Election Policy and Procedure
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1. CMSNE Nominating Committee

The purpose of the CMSNE Nominating Committee is to solicit and review eligible members for nomination to open Board positions for CMSNE's July elections. The committee discusses and confirms members to be re-elected and solicits eligible CMSNE members for open Board positions.

Composition: The Nominating Committee will be appointed by the President, which will be comprised of the President and President Elect or alternating years with the President and Immediate Past President and 2-3 currently active CMSNE members. The Nominating Committee will not exceed more than five members.

Process:

The Nomination Committee will:

- a. Be formulated at the CMSNE fall board retreat in November.
- b. Committee will convene telephonically in late February/early March to review open positions, job description requirements and to develop flyers and e-mail blasts needed for soliciting members for the upcoming election.
- c. The Nominating Committee will solicit a minimum of one active CMSNE Case Manager or Associate member for each office as candidates for nomination and will submit them to the President by May 15th, with a brief biography for each candidate. Every effort will be made to have more than one nomination for each office. The number of Associate Members nominated to serve on the Board of Directors shall not to exceed 20% of the total Board composition.
- d. Discussion of upcoming election will be held at the March CMSNE Board meeting. Confirmation of officers interested in re-election will occur.
- e. The first solicitation of nominees will occur at the spring conference in March and via email blast. At which time the President or designee will review all open Board positions during the opening remarks and will also have available prepared flyers and job descriptions for those interested to review. In conjunction with the
- f. Information on open positions will be available for all CMSNE members at the CMSNE Membership Booth, CMSNE website under Resources and at any Extension educational meeting.
- g. Committee will meet prior to April/May conference to review current status of confirmed nominees and develop a plan moving forward.
- h. A second solicitation for nominees occurs at the April/May conference and via email blast. At which time the President or designee will review all open Board positions during the opening remarks and will also have available prepared flyers and job descriptions for those interested to review.

- i. A final meeting on or before May 15th, will convene to wrap up plan and ballot. Biographical information and photos from nominees will be collected and developed into Candidate Bio form and ballot. Ballot to President for review by May 15th.
- j. Completed Candidate Bios and ballot will be submitted to Board of Directors for final approval by July 1st.

2. Ballot/Election

Slate of candidates will be electronically distributed to all eligible CMSNE members on or around July 1st, election will be completed within 30 days of distribution. Election will not be valid unless 10% quorum of current membership is reached, as directed by CMSNE Bylaws. If quorum is not reached, election will be extended an additional 5 business days and additional outreach to membership will be conducted.

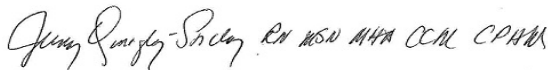
Ballots will be verified and tabulated by the CMSNE Executive Director, with findings reported to the incoming President for the election term. The incoming President will contact all nominees and advise them of the election results.

Those candidates with the most votes are those considered elected. In the event of a tie, the membership will be asked to participate in a runoff vote. The runoff vote will be between the tied candidates only. The runoff vote will be limited to 10 business days and a quorum of 10% of the membership. The candidates with the most votes will be considered elected. In the case of a second tie or failure to reach a quorum, the CMSNE Board of Directors will vote to determine the elected office.

The announcement of the newly elected officers will be posted in the August/September Newsletter.

Newly elected officers will be inducted at the Annual Conference.

Responsibilities for each newly elected officer will commence following their induction at the Annual Conference.

Signed off: 
Jenny Quigley-Stickney RN MSN MHA CCM CPHM

Date: 6/9/16

Revision 6/9/16