

## 8.1 NOMINATION and ELECTION POLICY

Policy #: 8.1

Original Policy Number: 410-1

Original Policy Created: 9-98

Date Reviewed: 01-08, 9-11, 04-14, 06-16, 05-17, 3-22

Approved: 06-00, 10-07, 02-09, 12-11, 04-14, 06-16, 05-17, 3-22

### POLICY

The Nominating Committee is responsible for preparing an uncontested slate of candidates for the IAFN Board, the Commission for Forensic Nursing Certification (CFNC), and the Nominating Committee. In the event of a vacancy outside of an election, the bylaws and any related policy will be consulted. The nominating committee works collaboratively with the CFNC to distribute its slate as part of the IAFN general elections.

### PROCEDURE

The Nominating Committee actively solicits candidates for vacant positions and accepts applications for nominations to the IAFN Board of Directors, the IAFN Nominating Committee, and the CFNC, per the IAFN bylaws.

As outlined in the IAFN Bylaws, the Nominating Committee, (three [3] total) will be elected by the general membership. Each committee member will serve a three (3)-year term and, in the third year of service, the individual will serve as the Nominating Committee Chair.

Should there be an unexpected vacancy on the Nominating Committee, a recommendation will be made to the Board of Directors for action congruent with published IAFN bylaws. The current past-president of the IAFN Board will serve as the Board Liaison to the committee, but will serve in an advisory capacity only.

A quorum is satisfied when all Nominating Committee members are present, excluding the IAFN Board representative.

Official Nominating Committee meetings will be held via conference call with only the meeting attendance and the final vote recorded in the minutes.

Nominations for the IAFN Board and the IAFN Nominating Committee will be submitted to the IAFN Home Office and all information will be distributed to the Nominating Committee Chairperson who will further coordinate with the entire Nominating Committee. The slate of candidates for the IAFN Board, the CFNC, and the IAFN Nominating Committee is due by the specified deadline date established each year with the IAFN Home Office.

Nominations for the CFNC commissioner positions will be submitted to the IAFN Home Office for review of eligibility by the Certification Director. The Certification Director will forward the slate of eligible nominees to the Nominating Committee for inclusion on the general election slate.

### **Chair Responsibilities:**

The Chair is responsible for organizing the Nominating Committee discussion, review of position criteria, evaluation of candidate applications, and voting procedure.

The Chair will also submit an annual report to the Board via the IAFN Home Office by the specified date.

### **Call for Nominations:**

Notification of the Call for Nominations will be sent by email to all Association members. Associate and Student members may not vote in elections. The notice should contain the following items:

1. The available IAFN Board, Nominating Committee, and CFNC commissioner positions available and the length of the term
2. The job description for each position on the ballot
3. The criteria for all nominees
4. The deadline for all nominations
5. The method for nominating

### **Evaluation Process:**

Nominations received after the designated deadline will not be considered.

When candidates have applied, the Nominating Committee will determine which candidate will be chosen to appear on the ballot according to the following criteria and core competencies:

### **Core Competencies:**

Applicants to the IAFN Board, the IAFN Nominating Committee, and the CFNC need to exhibit and address in their applications as many of the following core competencies as possible:

- Knowledge of the Association, the field, and future trends
- Global thinking
- Leadership
- Communication
- Governance experience
- Planning and organizational skills
- Innovation

- Accountability and responsiveness
- Teamwork
- Honesty and integrity

**IAFN BOARD CRITERIA:**

- Completed application
- Candidate must be:
  - a. a regular IAFN member in good standing
  - b. willing to serve the required term of the elected office
  - c. able to attend Board meetings and the Annual Conference
  - d. active in the role/promotion of forensic nursing
- Candidate is not a current member of the Nominating Committee
- Candidate is committed to participating in activities required of the Board or committee/commission members
- For candidates seeking the President-elect position, preference will be given to those with prior IAFN Board experience or experience as a board member of another nursing association.
- For candidates seeking the Treasurer’s position, association financial management experience is preferred, as well as attendance at Board-directed and financed association fiduciary management training when appropriate
- Candidate has no conflict of interest (ex: no financial or business commitments with IAFN staff, vendors, contractors, or position with any organization that presents a conflict with IAFN)
- Candidates cannot be an employee of IAFN, or have been an employee within the previous two years from the date nominations opens
- Candidates cannot be a member of the CNFC

**CFNC COMMISSIONER CRITERIA:**

- Completed application
- Candidate must be:
  - a. a regular IAFN member in good standing
  - b. willing to serve the required term of the elected office
  - c. able to attend CFNC meetings and the Annual Conference
  - d. not a current member of the Nominating Committee
  - e. either SANE certified, a regular member, or an educator, as needed by the CFNC at the time of election.

**COMMISSIONER QUALIFICATIONS (as listed in Policy100.004)**

- be qualified for the position with relevant education and experience;
- be selected to ensure that, to the extent reasonably possible, the CFNC is a diverse group in terms of sex, age, geographic location, specialty practice areas, educational background, and employment experience;
- not be an employee of IAFN; and
- not be a member of the IAFN Board.

## **NOMINATING COMMITTEE CRITERIA:**

- Completed application
- Candidate must be:
  - a. a regular IAFN member in good standing
  - b. willing to serve the required three-year term of the elected office
  - c. able to attend committee meetings via conference call
  - d. demonstrate leadership skills
  - e. ideally, have been involved in the Association or have experience with nursing organizations

## **Nominating Committee Responsibilities:**

Every year the Nominating Committee will analyze the structure of the current IAFN Board and the CFNC, and will develop an uncontested ballot that complements the competencies and needs of the Association. The Nominating Committee will consult Board Member job descriptions and qualifications, and CFNC job descriptions in making a final decision.

Whenever possible, the Nominating Committee will consider creating a slate with a membership balance in terms of geographic location, area of specialization, Association need, or other considerations; the Nominating Committee shall place a member on the Board of Directors slate who resides outside the United States and its territories. The CFNC requires an international commissioner, and as needed, the slate will reflect international nominees.

The Nominating Committee can evaluate these criteria based on the submitted nominations or may do this by requesting that the nominees respond to a questionnaire that asks information pertinent to the office for which the nominee wishes to run (qualifications, experience, goals if elected, etc.). The Nominating Committee is not required to submit a questionnaire to all nominees.

After taking the aforementioned steps, the Nominating Committee should meet to confidentially discuss each of the nominees. The Nominating Committee will determine the most qualified candidate for each position and will present these persons to the Board of Directors. At least one (1) representative from the Nominating Committee, Board of Directors and IAFN staff will conduct a 15-minute team interview of top candidates, followed by group discussion of candidates. The Nominating Committee will choose one (1) candidate for each available position.

Once completed, the finished slate will be forwarded to the Board of Directors for approval.

The Nominating Committee will not provide information, opinions, or other comments to any candidate after the selection process is completed regarding why a person was or was not nominated.

**The Ballot:**

The election will be held a minimum of 30 days before the end of the calendar year. Ballots will be sent to active regular members upon the start of the election cycle. The election period will last one month (no more than 31 days). Confidentiality of the ballot information must be preserved. Simple instructions should be placed on the ballot to avoid confusion and the chance of an invalid ballot. The ballot will allow for a write-in candidate for each position. The election will be conducted with an electronic ballot as determined by the CEO. Notification of election results and reminders will be emailed.

**The General Membership Vote:**

Once the ballots are received, they will be counted and tallied by an outside approved firm (including but not limited to a CPA firm or election company). This firm will notify the IAFN CEO of the results.

The CEO will inform the IAFN Board President, Nominations Committee and CFNC of the results. Because the slate is uncontested, once the election is complete and verified, the President will personally inform the candidates within 72 hours of verification. Notification may occur by phone or email as determined by the President.

**Post-Election:**

The President, IAFN Board, and all candidates should be notified of the election results within (three) 3 days from the close of the election. Additionally, a formal announcement of the election results shall be made to the entire membership via the website one month following the close of the election. Installation of the newly elected officers will occur and duties will begin on January 1 of the following year.