



**North Carolina Association
for Healthcare Quality**
Healthcare Professionals Dedicated
to Delivering the Best of Care.

Policy Number:	02
Policy Title:	Filling a Vacancy on the Board of Directors
Original date:	September 2012
Revision Date:	June 2017

Purpose:

The purpose of this policy is to outline the steps for filling a vacancy on the NCAHQ Board of Directors.

Policy/Procedure:

1. When a Board of Director member vacancy occurs greater than three (3) months prior to the Association's annual election, the Board of Directors will appoint a member from the organization to fill the unexpired term of the vacancy.
2. Nominee selection process:
 - 2.1. The Membership Secretary will provide list of individuals willing to serve on the Board (as identified on membership applications/renewal forms) to the President.
 - 2.2. The President will solicit recommendations from the Board of Directors.
 - 2.3. Consideration will be given to achieving representation from diverse regions of the state and a variety of institutions/work settings.
 - 2.4. The President or designee will present all potential nominees to the Board and a vote will be taken to determine the nominee.
3. The President or designee will contact the individual and ascertain their willingness to serve as a Board of Director member, after outlining the responsibilities of the position they are being offered, the duties of a Board member and period of assignment.
4. Once a nominee has agreed to serve, the Board of Directors will vote to elect the individual to fill the Board vacancy or officer position.

Approved by NCAHQ Board on: 9/14/12

This policy retired 09/29/17 as it is covered in the NCAHQ bylaws