Position Description

**Term of Office**: Shall be composed of two(2) members. Members shall serve two(2) years or until the successors are elected

**Qualifications**: Licensed Nurse with current active or retired status membership in NYSAOHN

**Position Purpose**: Facilitate annual recruitment, nomination and election of NYSAOHN officers and nominating committee members

**Meeting Responsibilities**: Attend Board of Directors meetings

**Responsibilities**:

* Review nominating process and make any necessary changes to nominating materials
* Present any suggested by-law changes regarding nomination process to President Elect
* Facilitate preparation, distribution and collection of communication used for candidate nominations
* Facilitate validation of candidates for placement on ballot
* Prepare written report and report at Annual Meeting
* Maintain log of ballots for three (3) months after elections
* Orient any new nominating committee members to process

**Procedures**:

* Review by-laws prior to starting process
* Prepare ballot
  + Solicit nominations for open positions by contacting qualified members. Only active and retired status members may hold office per by-laws.
    - Potential Open Positions
      * President
      * President Elect
      * Secretary
      * Treasurer
      * Nominating Committee
  + Once a member agrees to run for an open position obtain the following information to be distributed with the ballot:
    - Name and credentials
    - Current status (employed or retired)
    - Education
    - Experience
    - Organizational experience
* Hold Election
  + Only active, inactive and retired status members may vote in election per by-laws
  + Method for voting will be by electronic or postal mail ballot
  + Voting instructions and the ballot will be sent to members at least forty(40) days prior to the Annual Meeting
  + Voting must be completed at least twenty(20) days before the Annual Meeting
  + In the event of an unopposed ballot:
    - A vote shall be obtained at the Annual Meeting by a two-thirds (2/3) vote of the members present and voting
    - Member notification of such process will take place via email or postal mail forty-five (45) days prior to the Annual Meeting
  + The ballot/ballot results will be retained for three (3) months
* Chair of the Nominating Committee will act as the Chairman of Tellers
  + Assure valid election process of NYSAOHN officers and Nominating Committee members
  + Select one (1) NYSAOHN member to serve as teller at least ninety (90) days before the Annual Meeting
  + Obtain current roster of NYSAOHN members from Treasurer
  + Verify validity of ballots
  + Tally votes for each nominee
  + Maintain confidentiality of election results and totals for each candidate
  + Present written tally of votes to President with totals for each candidate prior to Annual Meeting and the names of Tellers who counted ballots
  + Read full report of tellers at Annual Meeting. If unable to attend, President will read report.