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.