



## EMERGENCY NURSES ASSOCIATION

### *Election Rules*

The Nominations and Elections Committee is responsible for implementing the Election Rules. The Nominations and Elections Committee may develop and adopt operational procedures as necessary to carry out the rules set forth below, provided such operational procedures are consistent with the Election Rules and the ENA Bylaws. The operational procedures shall first be submitted to the ENA Board of Directors who shall review them for compatibility with ENA's purpose, mission, values, objectives, federal and state laws and fiscal viability. Following advice and consent by the ENA Board of Directors in accordance with these criteria, the Nominations and Elections Committee may adopt such operational procedures.

#### **1.00 Candidate Applications**

1.01 Eligible voting members interested in serving on the ENA Board of Directors or Nominations and Elections Committee must submit a candidate application to ENA Headquarters on or before the published deadline.

#### **2.00 Eligibility**

2.01 ENA Board of Directors and Nominations and Elections Committee candidates must meet the requirements in the ENA Bylaws.

2.02 All candidates for election to the ENA Board of Directors must have attended one General Assembly within the previous three years as a delegate, alternate delegate, member of the ENA Board of Directors or other notable capacity (e.g., Annual Conference Committee member, Resolutions Committee member, Nominations and Elections Committee member, General Assembly guest). Candidates must submit verifiable proof of attendance to the Nominations and Elections Committee in a form acceptable to the Nominations and Elections Committee.

#### **3.00 Verification of Eligibility**

3.01 The Nominations and Elections Committee shall review all candidate applications to verify their eligibility to serve on the ENA Board of Directors or Nominations and Elections Committee, as applicable. Only those candidates meeting ENA's stated eligibility requirements will be permitted to run for election.

#### **4.00 Campaigning**

4.01 All candidates and non-candidates must conduct themselves and their campaigns in an honest and ethical manner, with particular consideration for the rights and privileges of other candidates.

4.02 Negative or derogatory campaigning and/or comments are not allowed and should be brought to the attention of the Nominations and Elections Committee.

4.03 Candidates may not promote any professional affiliation other than ENA through the ENA election process.

4.04 During campaigning, the use of the candidate's employer-related logos is prohibited.

4.05 Candidates and non-candidates may use e-mail to support candidates.



## EMERGENCY NURSES ASSOCIATION

### *Election Rules*

- 4.06 Use of ENA's membership lists (national, state, local or regional) by any party other than ENA in connection with campaign activities of any nature (e.g., phone calls, e-mails, faxes, etc.) is strictly prohibited.
- 4.07 ENA will make its approved social media outlets available to facilitate communication between members and candidates in accordance with these election rules and operational procedures.
- 4.08 Candidates and non-candidates may post supporting information on their personal social media sites (e.g., Facebook, Twitter, MySpace, etc.).
- 4.09 Candidate statements and photographs will be published in ENA publications and electronic communications. Members will have the opportunity to review each candidate's intentions, qualifications and platform. In addition, candidates' information will be available via ENA's Facebook page.
- 4.10 The candidate's original materials may not be altered by or on behalf of any candidates.
- 4.11 Any ENA national, state, local or regional publication or other distribution material must represent all candidates equally and in official order of the slate of candidates.
- 4.12 Local and state members are permitted to acknowledge candidates present at local, state or regional conferences or meetings. The official slate of all candidates must be included and equally acknowledged in any introductions or viewing.
- 4.13 No member of the ENA Board of Directors, ENA headquarters or the ENA Nominations and Elections Committee is permitted to endorse any candidate at any time.
- 4.14 ENA may highlight the complete slate of national candidates in ENA publications. ENA may publish and present the candidates' personal and professional demographics, photographs and biographies to the membership as they were received from the candidates.
- 4.15 Any ENA member running for an ENA national office position may identify himself or herself as a candidate at any local, regional, state or national ENA function or activity by wearing a ribbon or pin provided by ENA headquarters indicating that he or she is a candidate for election. Candidates may not wear such ribbons or pins during their actual presentation. No speaker (including candidates) may make reference to any campaign or candidacy (including his or her own) during the campaign period. The candidate may be listed with current professional titles in any advance program, provided there is no reference to his or her candidacy.
- 4.16 Candidates may submit articles or reviews at any time in an ENA national, state, local or regional publication, whether electronic or written, provided they do not reference the candidate's personal candidacy or campaign or refer to or comment on another candidate's candidacy or campaign.
- 4.17 Candidates who continue to contribute in an official capacity to the production and content of an ENA national publication or journal may be acknowledged and appear in the masthead of those publications throughout the year, and are not subject to removal during the election cycle due to their candidacy.



## EMERGENCY NURSES ASSOCIATION

### *Election Rules*

- 4.18 Photographs of the candidates may be published at any time in any ENA local, regional, state or national publication, whether electronic or written, provided they do not reference the candidate's personal candidacy or campaign.
- 4.19 Any inquiries regarding possible violations of the campaign rules set forth in this Section 4.00 must be submitted in writing to the Nominations and Elections Committee chairperson who will notify the ENA president. The inquiry will be reviewed by the Nominations and Elections Committee. Possible violations of the campaign rules will be handled according to disciplinary guidelines adopted by the ENA Board of Directors.

#### **5.00 Voting Procedures**

- 5.01 The ENA headquarters will oversee and be responsible for the annual national elections and voting process in accordance with operational procedures.
- 5.02 The ENA headquarters will notify the general membership of the official slate of candidates for the coming election via ENA publications and electronic communications.
- 5.03 The ENA headquarters shall determine and publish the official voting period.
- 5.04 All voting will be conducted electronically. Members with e-mail addresses on file with the ENA headquarters will be sent an e-mail ballot. Members with no current or valid e-mail address on file at ENA headquarters will be sent information via United States Postal Service with instructions on how to vote.
- 5.05 Ballots shall be counted by a third party provider and election results shall be confidential. No one will be provided information regarding election results until the voting period has closed and the ballots have been counted.

#### **6.00 Election Results**

- 6.01 Upon conclusion of the voting period, the third party provider shall deliver the election results to the ENA executive director or designee who will provide the results to the ENA president. The ENA president shall contact all candidates, the Nominations and Elections Committee and the ENA Board of Directors and inform them of the election results.
- 6.02 Upon review of the complete and final election results, the Nominations and Elections Committee will release the official general election results and the ENA headquarters shall publish such results in ENA publications.
- 6.03 The ENA headquarters shall publish detailed final election results on ENA's website.

#### **7.00 Contesting Election Results**

- 7.01 Only a participating candidate may contest an election.
- 7.02 In order to contest an election, a participating candidate must submit a written inquiry to the ENA president within five business days from the posting of the certified and detailed election results. The written inquiry must provide specific and justifiable grounds for overturning the election and include supporting details and facts and substantiating information. The ENA president will immediately notify the Nominations and Elections



## EMERGENCY NURSES ASSOCIATION *Election Rules*

- Committee chairperson, and the written inquiry will be forwarded to the Nominations and Elections Committee.
- 7.03 Once the inquiry is received, the Nominations and Elections Committee will investigate the allegations in accordance with procedures approved by the ENA Board of Directors and in consultation with ENA's legal counsel.
  - 7.04 The candidate will be given the opportunity to address the Nominations and Elections Committee.
  - 7.05 The Nominations and Elections Committee will review all relevant information and, after a thorough discussion, promptly render a final decision regarding the inquiry.
  - 7.06 The Nominations and Elections Committee shall report its findings to the ENA president. The ENA president shall notify the ENA Board of Directors of the Nominations and Elections Committee's actions, recommendations and final decision.
  - 7.07 The Nominations and Elections Committee chairperson shall notify all candidates directly involved in the contested election of the Nominations Committee's decision.
  - 7.08 The general membership shall be notified that an election result was contested and the outcome.