



EMERGENCY NURSES ASSOCIATION

Election Rules

The Nominations and Elections Committee is responsible for implementing the Election Rules and developing and adopting operational procedures as necessary to carry out the rules set forth below, provided such operational procedures are consistent with the Election Rules and 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 Officers, ENA Board of Directors and Nominations and Elections Committee candidates must meet the eligibility requirements as stated in the ENA Bylaws.

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.

4.00 Campaigning

4.01 All candidates and non-candidates must conduct themselves and their campaigns in an honest and ethical manner.

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.

4.06 Use of ENA's membership lists 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.

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- 4.08 Candidates and non-candidates may post supporting information on their personal social media sites (e.g., Facebook, Twitter, LinkedIn, etc.).
- 4.09 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.
- 4.10 The candidate's original materials may not be altered by or on behalf of any candidates.
- 4.11 All candidates must be equally represented in any ENA publication or other official ENA platforms in reference to their personal candidacy or campaign. The official order of the slate of candidates must be used.
- 4.12 Candidates may create campaign materials that must not exceed \$250 in value.
- 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 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 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 wear such ribbons or pins during their actual presentation.
- 4.16 Candidates may submit articles or reviews at any time for any ENA publication, whether electronic or written, or speaking engagements provided they do not reference their personal candidacy or campaign or refer to or comment on another candidate or their campaign. The candidate may be listed with current professional titles in any advance program, provided there is no reference to his or her candidacy.
- 4.17 Candidates who continue to contribute in an official capacity to the production and content of an ENA 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.
- 4.18 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 policies and procedures adopted by the ENA Board of Directors.

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5.00 Voting Procedures

- 5.01 The ENA headquarters will oversee and be responsible for the annual election 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 All voting will be conducted electronically. Members with e-mail addresses on file with the ENA headquarters will be sent an e-mail ballot.
- 5.04 Ballots shall be counted by a contracted election specialty 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 contracted third party provider shall deliver the election results to the ENA chief executive officer or designee who will provide the results to the ENA president and Nominations and Elections Committee. The ENA president shall contact all candidates 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 Candidates should not disclose the results on social media until formal ENA announcement.

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 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.



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- 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 and Elections Committee's decision.
- 7.08 The general membership shall be notified if the election was contested should it result in a change of outcome.