



## EMERGENCY NURSES ASSOCIATION

### *Election Rules*

The Leadership Development 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 Leadership Development 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 Leadership Development and Elections Committee must submit a candidate application (including the conflict of interest disclosure form) to ENA Headquarters on or before the published deadline.

#### **2.00 Eligibility**

2.01 The ENA Board of Directors and Leadership Development and Elections Committee candidates must meet the eligibility requirements as stated in the ENA Bylaws.

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

3.01 The Leadership Development and Elections Committee shall review all candidate applications to verify their eligibility to serve on the ENA Board of Directors or Leadership Development and Elections Committee, as applicable.

#### **4.00 Campaigning**

4.01 Candidates may begin to campaign as soon as they receive notification that the slate of candidates has been ratified.

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

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

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

4.05 During campaigning, the use of the candidate's employer-related name(s) or logo(s) is prohibited.

4.06 Candidates and their ENA member supporters may use e-mail to support candidates provided such e-mail does not include the name and/or logo of the candidate's (or sender's) employer and complies with these Election Rules.

4.07 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, etc.) is strictly prohibited.

4.08 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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- 4.09 Candidates and non-candidates may post supporting information on their personal social media sites (e.g., Facebook, Instagram, Twitter, LinkedIn, Tik Tok, etc.); provided, however, all such information must comply with the Election Rules.
- 4.10 Photographs of the candidates may be published at any time in any ENA publication, whether electronic or written, provided they do not reference the candidate's personal candidacy or campaign.
- 4.11 The candidate's original materials may not be altered by or on behalf of any candidates.
- 4.12 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 ranking order of the slate of candidates must be used.
- 4.13 Non-ENA sanctioned, supported, or approved candidate events, webinars, virtual meeting platforms, discussion groups, or other forums are not permitted.
- 4.14 Candidates and their ENA member supporters are permitted to create, purchase, produce, circulate, handout, and otherwise distribute materials and items (collectively, "campaign materials") in support of a candidate for office. However, the total cost of all campaign materials and supplies used to produce such materials may not exceed \$250. Candidates must maintain receipts documenting the cost of all campaign materials, including those distributed by supporters. The \$250 limit includes the cost of all campaign materials distributed by the candidate as well as their supporters. Accordingly, supporters should not create campaign materials without a candidate's prior approval.
- 4.15 No member of the ENA Board of Directors, ENA headquarters or the ENA Leadership Development and Elections Committee is permitted to endorse any candidate at any time.
- 4.16 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.
- 4.17 Any ENA member running for an ENA office position may identify themselves as a candidate at any ENA function or activity by wearing a ribbon provided by ENA headquarters indicating that they are a candidate for election. Candidates may wear such ribbons during their actual presentation.
- 4.18 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 their candidacy.
- 4.19 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.
- 4.20 General inquires and questions regarding these Election Rules, adherence to the Election Rules, written complaints, and other reports of potential and/or non-material violations of the Election Rules must be directed to the chairperson of the Leadership Development and Elections Committee as soon as possible and within a reasonable period of time so they may be

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resolved as soon as possible under the circumstances. Such inquires must be in writing and may not be anonymous. Inquires will be addressed by members of the Leadership Development and Elections Committee, and/or ENA staff, as appropriate depending on the circumstances.

- 4.21 Material violations of the Election Rules and formal complaints against candidates alleging violation of ENA's Election Rules (i) must be submitted (and will be handled) in accordance with the ENA Violations of Election Rules Procedures, (ii) may only be submitted by other candidates running for election; and (iii) must be submitted within a reasonable period of time, after the occurrence of the alleged act. Violations that occur during the voting period must be submitted immediately upon the complaining party becoming aware of such potential violation and when possible, prior to the release of the election results. Only complaints submitted in a timely manner will be considered.

#### **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 will be counted by a contracted election specialty third party provider and election results will 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 will deliver the election results to the ENA chief executive officer or designee who will provide the results to the ENA president and Leadership Development and Elections Committee. The ENA president will 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 Leadership Development and Elections Committee will release the official general election results and the ENA headquarters will publish such results in ENA publications.
- 6.03 Candidates may not disclose the results on social media until formal ENA announcement.

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

- 7.01 Only candidates running for office (each a "participating candidate") may contest the results of an election, and participating candidates may only contest the results of the election for the position for which they ran. Inquires contesting an election will be handled in accordance with the procedures set forth in the Contesting Election Results Procedures, the Election Rules, and such other policies and procedures as may be adopted by the Board of Directors from time to time.
- 7.02 Candidates contesting election results must have a good faith belief that there are grounds substantiating their claim(s). In accordance with the Contesting Election Results Procedures, inquiries contesting an election may only submitted by candidates that ran for office in such election and must be submitted within (5) business days from the posting of the certified and detailed election results. Late inquiries will not be considered. Inquiries contesting an election must be submitted in writing to the ENA president and must be signed by the complaining party.



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Inquiries must include (i) specific and justifiable ground for overturning the election; and (ii) include supporting details, facts, and substantiating information. The ENA president will immediately notify and forward the inquiry to the Leadership Development and Elections Committee chairperson, Inquiries alleging or involving a violation of the Election Rules must be submitted in accordance with the Violation of Election Rules Procedures and are subject to, and will be handled in accordance with, the requirements set forth therein.

- 7.03 In the event that an inquiry leads to a final decision resulting in a change to the results of the election, the general membership will be notified.