



BOARD/GOVERNANCE POLICY

Title: Election Rules Policy	Number:
Cross Reference:	
Approved by: Illinois State Council Board of Directors	Origination Date: 1/7/2016
Revised by:	Approval Date: 2/28/2016
	Revision Date:

POLICY:

- 1.1 The nominations committee is responsible for implementing the Election Rules. The nominations 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 Illinois ENA Bylaws. The operational procedures are first submitted to the Board of Directors who reviews them for compatibility with Illinois ENA’s purpose, mission, values, objectives, state laws, and fiscal viability. Following advice and consent by the Board of Directors in accordance with these criteria, the nominations committee may adopt such operational procedures.

STANDARDS/CRITERIA:

Candidate Applications

- 2.1 Eligible voting members interested in serving on the Illinois ENA Board of Directors must submit a candidate application to the Illinois ENA Immediate Past President and nominations committee on or before the published deadline.

Eligibility

- 2.2 Board of Directors candidates must meet the requirements in the Illinois ENA Bylaws.
- 2.3 All candidates for election to the Board of Directors as an officer (President-Elect, Secretary, Treasurer-Elect) must have attended two or more state council meetings within the previous 12 months AND participated on a state committee or special interest group within the previous 12 months OR served as a director within the previous 24 months as specified by the bylaws.

Verification of Eligibility

- 2.4 The nominations committee reviews all candidate applications to verify their eligibility to serve on the Board of Directors, as applicable. Only those candidates meeting the stated eligibility requirements will be permitted to run for election.



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Campaigning

- 2.5 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.
- 2.6 Negative or derogatory campaigning and/or comments are not allowed and are brought to the attention of the nominations committee and/or Board of Directors.
- 2.7 Candidates may not promote any professional affiliation other than ENA through the Illinois ENA election process.
- 2.8 During campaigning, the use of the candidate's employer-related logo is prohibited.
- 2.9 Candidates and non-candidates may use email to support candidates.
- 2.10 The use of ENA membership lists (national, state, local, or regional) by any party other than Illinois ENA in connection with campaign activities of any nature (e.g., phone calls, emails, faxes, etc.) is strictly prohibited.
- 2.11 Candidate biographies, statements, and photographs are published in Illinois ENA electronic communications and during the annual Spring Symposium and state council meetings occurring during the announcement of the slate of candidates and the closing of the election voting period. Members have the opportunity to review each candidate's intentions and qualifications. In addition, candidates' information is available on the Illinois ENA website.
- 2.12 The candidate's original materials may not be altered by or on behalf of any candidates.
- 2.13 Any Illinois ENA state, local, or regional publication or other distribution material must represent all candidates equally and in official order of the slate of candidates, which is based on date and time that candidacy submission is received by the nominations committee.
- 2.14 No member of the Board of Directors or nominations committee is permitted to endorse any candidate at any time.
- 2.15 Illinois ENA may highlight the complete slate of candidates in Illinois ENA publications. Illinois ENA may publish and present the candidates' personal and professional demographics, photographs, and biographies to the membership as they were received from the candidates.
- 2.16 Candidates may submit articles or reviews at any time in ENA national, state, local or regional publications, whether electronic or write, provided they do not reference the candidate's personal candidacy or campaign or refer or comment to another candidate's candidacy or campaign.
- 2.17 Candidates who continue to contribute in an official capacity to the production and content of an ENA national or Illinois 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.

- 2.18 Photographs of the candidates may be published at any time in ENA local, regional, state, or national publication, whether electronic or written, provided they do not reference the candidate's personal candidacy or campaign.
- 2.19 Any inquiries regarding possible violations of the campaign rules set forth in this Section must be submitted in writing to the nominations committee who notifies the President. The inquiry is reviewed by the nominations committee and Board of Directors. Possible violations of the campaign rules are handled according to disciplinary guidelines adopted by the Board of Directors.
- 2.20 The Communications Committee Chairperson, nominations committee chairperson, and Immediate Past President notify the Board of Directors and the general membership of the official slate of candidates for the coming election via email and website.
- 2.21 The nominations committee and Immediate Past President shall determine and publish the official voting period.
- 2.22 All voting is conducted electronically. Illinois ENA members with email addresses on file with ENA national headquarters are sent an email ballot.
- 2.23 Ballots shall be counted by the Communications Committee Chairperson, nominations committee chairperson, and Immediate Past President, and election results are confidential. No information regarding election results is available until the voting period has closed and the ballots are counted.

Election Results

- 2.24 Upon conclusion of the voting period, the nominations committee chairperson and Immediate Past President deliver the results to the President or designee. The President shall contact all candidates, the nominations committee, and the Board of Directors and inform them of the election results.
- 2.25 Upon review of the complete and financial election results, the Communications Committee Chairperson releases the official general election results and publishes such results via email to the membership.
- 2.26 The Communications Committee Chairperson publishes notarized and detailed final election results on the website in the member's only section.

Contesting Election Results

- 2.27 Only a participating candidate may contest an election.
- 2.28 In order to contest an election, a participating candidate submits a written inquiry to the President within five business days from the posting of the notarized 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 President immediately notifies the nominations committee

- chairperson, Communications Committee Chairperson, and Immediate Past President, and the written inquiry is forwarded to the nominations committee.
- 2.29 Once the inquiry is received, the nominations committee investigates the allegations in accordance with procedures approved by the Board of Directors and in consultation with legal counsel.
 - 2.30 The candidate is given the opportunity to address the nominations committee.
 - 2.31 The nominations committee reviews all relevant information and, after a thorough discussion, promptly renders a final decision regarding the inquiry.
 - 2.32 The nominations committee reports its findings to the President. The President notifies the Board of Directors of the nomination committee's actions, recommendations, and final decision.
 - 2.33 The nominations committee chairperson and Immediate Past President notify all candidates directly involved in the contested election of the nomination committee's decision.
 - 2.34 The membership is notified that an election result was contested and the outcome.



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SAMPLE BIOGRAPHY

Rebecca J. Stockworth, MSN, RN, CEN
Chicago, Illinois

Current Employment

Staff Nurse
ENA Hospital, Chicago, Illinois

Education

MSN, 2000	University of Illinois at Chicago, College of Nursing, Chicago, Illinois
BSN, 1996	University of Illinois at Chicago, College of Nursing, Chicago, Illinois

Professional Credentials/Certifications

CEN; ACLS; PALS; TNCC; ENPC; TNS

National

2011-13	Member, EMS Advisory Council
2009-10	Chairperson, Pediatric Committee
1998-2001	Member, Pediatric Committee

State

2012-14	Director, Illinois State Council
2006-09	Member, Spring Symposium Committee
1997-2004	Member, Communications Committee

Local

1996	Secretary, Springfield Chapter
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Other

2007-present	Society for Trauma Nurses
2000-present	Sigma Theta Tau
1995-96	National Student Nurses' Association