Call for Candidates, Campaigning and Election Procedures

Candidates must abide by these campaign and election guidelines set forth by the Nominating Committee. If not followed, candidates will be removed from the slate. A removed candidate name will not be accepted as a write-in in the current ballot.

**Call for Candidates - Candidates Qualification**

- The candidates must be members in good standing when they are approved for the slate or when they are nominated by themselves or others for office.
- If a candidate drops membership at any time from the time the slate is fixed through their time in office they have five (5) business days to correct/restore their membership once notified of the lapse by NAHN.
- If not, they will not be eligible for the office prior to the election and their name will be removed from the ballot.
- Once on the ballot, they will remain, however, votes for the candidate will not be counted.

If an elected candidate drops his/her membership after the election, the position will be considered a vacancy to be filled according to NAHN bylaws.

**Process**

- The call for candidates from the NAHN Nominations committee will include the offices to be filled, the terms of office, how to nominate self or others and eligibility requirements for nominees.
- Any member of NAHN who is eligible to vote may submit names of a candidate for office, if the person is qualified and willing to serve.
- Members are encouraged to self-nominate for office by completing the required paperwork. Those whose name is submitted to the nominating committee in response to the Call for Nominations will be notified to accept nomination and complete the required paperwork.
- The Nominations Committee shall publish the slate on the NAHN web site before the election period.
- Once a candidate has been certified by the Nominations Committee, the committee will post the candidate’s bio, platform and photo, if available, on the NAHN website.
- Information made available by the Nominations Committee to one candidate must be made available to all candidates. Any internal NAHN policies governing campaign practices and election procedures are to be published in advance on the NAHN website.
- The Nominations Committee shall prepare a slate consisting of at least two nominees for each office to be filled.

**Campaign Policies**

**Conduct**

- All candidates shall be treated fairly, openly, and equitably.
- Candidates appearing on the Slate must maintain both nursing and business professionalism.
- Candidates shall refrain from negative campaigning and personal attacks on other candidates or their supporters.

**Campaign Guidelines**

- Candidates shall not use the national NAHN website and/or its social media sites. They can use their personal sites for campaigning.
• The Nominations Committee reserves the right to remove any comments on the NAHN websites or social media sites. Each NAHN chapter has the right to moderate the use of the specific chapter sites.
• NAHN national staff is not to package or distribute campaign literature. NAHN is not responsible for designing or disseminating campaign marketing information for individual candidates. NAHN national staff will not wear promotional materials for any candidates.
• Campaigning is not allowed until the slate is prepared by the nominating committee and widely disseminated to the voting membership via an announcement by the national headquarters.
• Candidates shall not use the NAHN logo and/or mission statement on campaign materials. Candidates are free to use their chapter logo if approved by local NAHN chapter.
• Campaigning may not include “NAHN Sponsored” in the titles as it may lead to inaccurate and unfair support from NAHN headquarters.
• Candidates shall ensure that any campaign material issued by the candidate or any supporter contains the statement “The content of this campaign material has been reviewed and approved by ‘Candidate’s Name.’”
• NAHN will provide two e-mail blasts to any candidate who requests to contact members for campaigning. We must receive the message content by Wednesday, May, 2021 for the first email and by Wednesday, May 19, 2021 for the second email. NAHN reserves the right to ask for changes if considered inappropriate. All candidates’ messages will be combined into one email message to be sent Wednesday, May 10, 2021 and Wednesday, May 24, 2021.

**Election Policies**

• **Eligible voters**
  • Voting members who joined before April 23, 2021.
  Policy states the Eligible voters are individuals who are members of NAHN for at least a full two months dated from the 1st of the month prior to the month the vote is held and they are up to date on their dues.
  • Voting members are General members (including Two-year) and Emeritus members who meet all the requirements of membership.
  • Only voting current members will receive an official ballot for voting.
• **Voting**
  • Votes shall be counted and results reported to the candidates before the annual conference.
  • All members may only vote once.
  • A plurality vote shall constitute an election.
  In case of a tie, the choice shall be determined by lot and conducted by the Appointed Observers.
• **Notification and Term of Office**
  • The Nominating committee will notify all candidates of the results prior to the annual conference to ascertain their attendance. The day of business announcement is purely for record keeping.
  • All terms of office begin at the conclusion of the NAHN Annual Meeting. All newly elected members are urged to attend the Annual Meeting during which installation of officers will occur.
  All election records shall be preserved for 5 years.