



## APPNA Oklahoma Chapter

### Purpose:

The purpose of this policy is to establish a process for the nominations and elections for the Board of Trustees.

### 1. Eligibility:

1.1. Any voting member of APPNA OK is eligible to nominate individuals for the Board of Trustees.

1.2. Nominees do not have to be physicians or members of APPNA Oklahoma but they must possess the qualifications and experience necessary to effectively serve on the board. Moreover the bylaws require that the nominee should be considered a leader in the community (18.1.1)

### 2. Nomination Process:

2.1. EC will seek nominations on public forums from voting members.

2.2. The nomination period will be open for a duration of two weeks.

2.3. During this period, voting members can submit their nominations by email to the Executive Committee at [info@appnaok.org](mailto:info@appnaok.org)

2.4. Nominations must include the following information:

- Nominee's full name
- Contact information (email address and phone number)
- Brief statement outlining the qualifications and experience of the nominee
- Any supporting materials or documentation (optional)

### 3. Verification of Nominations:

3.1. The executive committee shall review all nominations received for the Board of Trustees and ensure that they meet the necessary requirements.

3.2. The executive committee shall conduct a thorough evaluation of each nomination, considering the qualifications, experience, skills, and alignment with the organization's mission and values.

### 4. Resolution of Excess Nominations:

If there are more nominations than the required number, as the Bylaws calls for 3 Nominees per cycle; the executive committee shall follow the following steps to resolve the situation:

i. Notify all nominees about the excess nominations and provide them with an opportunity to withdraw their nomination voluntarily.

ii. If a nominee voluntarily withdraws their nomination, their name shall be removed from consideration, and the remaining nominations shall be evaluated further.

iii. If no voluntary withdrawals are received, the executive committee shall hold a special meeting during which EC will review the number of nominations each candidate received. The 3 candidates with the highest number of nominations by members will be selected. In case there is a tie then the EC will select the 3 candidates on first come basis and forward to the board of trustees for final elections.

#### 5. BOT internal election:

5.1 BOT members will elect as many of the 3 nominees presented to them to fill vacancies.

5.2 If a vacant position remains, the process 1- 4 will be repeated again.

#### 6. Communication:

6.1. The executive committee shall communicate the final decision to all nominees in a timely manner, ensuring transparency and confidentiality throughout the process.

6.2. The committee shall provide an explanation of the selection process and the reasons for the final decision, if requested by the nominees.

#### 7. Documentation:

The executive committee shall maintain proper documentation of the nomination and selection process, including the names of all nominees, their qualifications, the evaluation criteria, and the final decision.

#### 8. Review and Amendments:

This policy shall be reviewed periodically by the executive committee to ensure its effectiveness and may be amended as needed.