



APPNA Oklahoma
Chapter

Nomination and Election Policy:

I. Composition & Qualification of Nomination and election committee

Members:

The President with the advice of the EC of APPNA-OK shall appoint three (3) to five (5) APPNA-OK members to the NEC who meet the following qualifications:

- A. Must be an APPNA-OK member in good standing for at least two (2) years prior to appointment.
- B. During the entire term on the NEC, an individual must not be a member of the EC or run for an EC office while serving on the committee. If such a circumstance arises the member must resign from the committee before the nomination process begins.
- C. Each region or area of Oklahoma City and Tulsa must have at least one representative on the NEC. If there are no eligible or willing members from a specific region, the Executive Committee (EC) can appoint a member from the other city or area to ensure the committee is complete.

II. Term of NEC Membership:

Each member of the NE committee:

- A. Shall serve a term of three (3) years as an NEC member.
- B. Will not be eligible for reappointment for consecutive terms but can be considered after 1 year for reappointment. With no maximum limit for reappointment.

- C. The term of membership shall commence on January 1 of the new year
- D. The term for current members before this policy is as follows: There were five members to start with. Two members left on December 31, 2024, so three members remain. These three will leave on December 31, 2025. The committee decided when each member would leave and informed the Executive Committee.
- E. In the event of a member leaving the committee unexpectedly, the EC will appoint a new eligible member to maintain the representation for the two cities.

III. Dismissal from office:

If a member fails to perform their assigned duties, the majority of the NEC can dismiss the member after due notice and opportunity to improve their performance. If a NEC member is terminated early for a valid reason by the NEC, the EC will appoint a new member to serve the remaining term of the dismissed member.

IV. CONFLICT OF INTEREST

As per by laws conflict of interest will be defined and handled as follows.

9.1 No person under a duty to promote the interests of the Chapter shall do so when also in a position to promote a competing interest. This shall include all Organization employees, Trustees, Officers, Member and any Member of a Committee.

9.2 When there is a question as to whether a conflict of interest exists, the individual affected shall disclose the potential conflict of interest and any and all relevant information to the Board of Trustees. After disclosure is made, the Board of Trustees shall meet to determine whether a conflict of interest, detrimental to the Organization, exists.

9.3 The EC shall encourage all related parties to prevent a conflict of interest whenever possible'

V. NE Procedure:

1. NEC shall search and recommend candidates for positions for office holders of APPNA Oklahoma 90 days prior to the termination of their respective terms.

2. NEC will meet each year starting Sept 1st and conduct a minimum of 3 meetings to prepare a slate of candidates for the next election. The meeting conducted by NEC shall be confidential.

3. Quorum Requirements

For a 3-member committee:

- A quorum shall be met with at least 2 members present, including the chairperson.

For a 5-member committee:

- A quorum shall be met with at least 3 members present, including the chairperson.

4. The NEC is responsible for vetting and confirming that the candidate meets the requirements of APPNA Oklahoma to stand as a candidate.

5. The candidates will be required to complete and sign the designated form for Candidate for nomination as designed by NEC.

6. The candidate will sign a code of conduct for and give consent for his/her candidacy.

7. NEC will announce and post a slate of candidates no later than November 1st of each year to provide 30-day notice to general membership.

8. NEC shall also post guidelines and procedures for self-nomination or nomination of other candidates for office.

9. General membership shall have 30 days from November 1st to submit names for candidates for office.

10. NEC shall post the final slate of candidates by December 7th of each year.

11. Upon the conclusion of the nominations process, the election date will be promptly announced within a span of two weeks. The ballot will then remain open for a minimum duration of two weeks, allowing ample time for all eligible participants to cast their votes.

12. Election will be conducted by NEC by secret ballot. Ballots will be conducted by mail, electronic ballot, or combination.

13. All announcements regarding the election will be made by NEC 15 days prior to election and results will be relayed to EC, prior to their announcement by NEC.