



HAITIAN AMERICAN NURSES ASSOCIATION OF FLORIDA, INC.

Section:	Policy & Procedures: ELECTION/VOTING PROCESS		
	Issued: 10/2022	Revised:	Page 1 of 1

Purpose: The purpose of this policy is to provide the framework for election within the Haitian American Nurses Association of Florida, Inc. (HANA). This policy outlines the eligibility requirements for candidates, nominees, and members. It describes an impartial system for members to exercise their basic rights to run for office and to vote. Potential candidates who are interested in the election process shall be guided accordingly.

Policy: It is the policy of HANA of Florida, Inc. to maintain an impartial election process. The most important qualities that the nominating committee should seek in a board member is the commitment to the organization’s cause or purpose, a demonstration of a potential for commitment, and evidence that the candidate shares the values of the organization.

Procedures:

1. The nomination committee shall prepare and disseminate a call for nomination to the membership three (3) months prior to the election date.
2. Election occurs on the third Saturday of February in the election year.
3. Candidates can run for two consecutive terms for their current position.
4. The election committee shall notify each person who has been duly nominated and request verbal or written permission to enter the person's name on the ballot.
5. Self-nomination is also valid and acceptable.
6. Nomination process will be closed one month prior to the election unless there is no candidate for the particular position.
7. Candidate shall be a paid active member of HANA of Florida.
8. Candidate shall:
 - a. Be actively engaged in a committee
 - b. Attend 5 meetings or more a year
 - c. Be involved in community engagement with HANA
 - d. Hold a current, unencumbered license to practice in the State of Florida
9. Candidate shall be present on the date of election or properly excused due to unforeseen emergency circumstances.
10. Candidate must be present at the Leadership Institute Symposium or properly excused due to unforeseen emergency circumstances.
11. Elected members shall begin their term after being sworn in for office.
12. Absentee ballots may be distributed via postal services or electronically.
13. Absentee ballot voting takes place prior to election day. The date is arranged by HANA’s board and election committee.
14. All ballots shall be destroyed after three years (Refer to the destruction of documents policy).

Approved by:	Board of Directors
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