

## **Connecticut Society of Gastroenterology Nurses and Associates (CTSGNA)**

### **CTSGNA Nominations and Elections Policy and Procedures**

1. Nominations and Elections Committee will meet three times:

- First to discuss the election process,
- Next to review candidates once deadline for submission has been met,
- Then to tabulate the votes.

The Chairperson is responsible for coordinating the nominations and voting process.

2. A template for candidates will be available online to describe their background and interests. Templates must be electronically submitted to Chairperson. Templates will be accepted through September 30 and will be posted electronically for membership to view after Nominations Committee has determined slate.

3. Members will have 14 days within which to vote electronically during the month of October. Votes outside the window will not be counted.

4. CTSGNA Membership number and name will be required in order for a vote to be counted.

5. The Chairperson will have 2 weeks to process the votes, using whichever electronic method is selected.

6. The newly elected Board will be announced at the November meeting. The Chairperson of the Nomination and Election's will coordinate with the President-Elect to determine November meeting date.