



Policy and Procedures

Policy Title: NOMINATIONS AND ELECTIONS	Policy Number 05
APPROVED: President Desiree Thomas	Date: 06/30/2017
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I. PURPOSE:

To establish nominations and elections processes for the Trauma Nurse Managers Association of California (TMAC) Board of Directors (BOD) positions in accordance with TMAC Bylaws.

II. POLICY / GUIDELINE:

A. Nominations Committee Chair/Members

1. The Nominations Committee will consist of three TMAC members and the Nominations Committee Chair, for a total of four members.
2. The TMAC Directors at Large will serve as co-chairs of the Nominations Committee for a two (2) year term unless otherwise directed by the TMAC BOD President.
3. The co-chairs will be responsible for soliciting volunteers and appointing members of the Nominations Committee.

B. Candidate Eligibility

1. Candidates eligible for a BOD position will be current TMAC members in good standing in the organization.
2. The Nominations Committee co-chairs will review BOD roles and responsibilities with the candidates prior to formalizing the slate of nominees.



Policy and Procedures

C. Call for Nominations and Voting

1. Call for nominations will be via email and TMAC website and listserv.
2. A candidate's biography will be posted on the TMAC website during time of voting.
3. Voting will be conducted electronically via email or an online survey course.
4. TMAC Members will be sent voting instructions by email and listserv. A reminder to vote will be sent after voting has been opened.

III. PROCEDURE:

A. Nomination Committee Timeline:

1. Midyear meeting
 - a. TMAC members will be advised of BOD positions that will be open for elections for the following year. Members interested in serving on the Committee will email a co-chair.
 - b. Co-chairs of Nominations Committee will announce the formation of the new Nominations Committee.
2. October meeting
 - a. The co-chairs of the Nominations Committee will announce the membership of the new Committee.
3. No later than October 31
 - a. The slate of nominees for BOD positions will be sent to the BOD for approval.



Policy and Procedures

4. No later than November 15
 - a. Approved nominees' biographies will be posted on the TMAC website and sent to the membership via the listserv.
 - b. Voting is open.
5. No later than November 30
 - a. Voting is closed.
6. No later than December 15
 - a. The current TMAC president will notify nominees of the outcome of the vote.
 - b. After all nominees are notified, the TMAC president will announce the outcome of the vote to the membership via website and listserv.