

CCCN BOARD NOMINATIONS AND ELECTIONS

POLICY:

The following is the policy for the CCCN's Board of Directors nominations and elections process.

Composition

The composition of the Board shall be a minimum of eight (8) and a maximum of fifteen (15) directors. The Board shall be comprised of:

- One (1) individual who shall have voting member status elected as President;
- One (1) individual who shall have voting member status elected as President Elect;
- One (1) individual who shall have voting member status elected as Past-President;
- One (1) individual who shall have voting member status elected as Secretary Treasurer;
- One (1) individual who shall have voting member status elected as Director, Professional Education;
- One (1) individual who shall have voting member status elected as Director, Health Promotion and Advocacy;
- One (1) individual who shall have voting member status elected as Director, Research;
- One (1) individual who shall have voting member status elected as Director, Conference Programming
- One (1) individual who shall have voting member status elected as Director, Publications;
- One (1) individual who shall have voting member status elected as Director, Membership and Communications;
- One (1) individual who shall have voting member status elected as Director, Provincial Divisions; and,
- One (1) individual who shall have voting member status elected as Student nurse representative

The Board may also be comprised of up to three (3) directors at large who may be non-members and serve a one-year renewable term. Nominations for directors at large shall be presented by directors and appointed by the Board by resolution.

Term

The term of office for directors is three years and the term commences following the Annual General Meeting in the year in which elections are held.

Nominations

The membership will nominate directors to the Board in accordance with the procedures that support this policy. In the event no director is nominated for election to the Board, the Board shall have the authority to appoint a director who will be confirmed by the membership at the next meeting of members.

Voting Eligibility

Voting for the election of directors is restricted to members of the Canadian Council of Cardiovascular Nurses.

PROCEDURES:

Directors

A call for nominations will be sent out at least 45 days prior to the Annual General Meeting to all members with a request to respond by a specified date which will not be later than 21 days before the Annual General Meeting.

All nominations shall be accompanied by the signed consent of the nominated member and by the signature of the member supporting the nomination. Both must be members in good standing. Nomination materials must be submitted by the date indicated on the notice.

When the completed nomination materials are received at the National office, by the date specified, an election ballot listing all nominees, along with their submitted promotional information, will be forwarded to each member as part of their Annual General Meeting package.

Directors at Large

Nominations for directors at large are not mandatory, but when they occur, shall be presented by a director of the Board. These positions will be used on an ad hoc basis to address a need for a particular area of expertise such as special projects, i.e.: IT for website redevelopment. All nominations must include information on the individual and the reasons the individual would make a contribution during the one-year term he/she would serve on the CCCN Board. The individuals to be nominated for directors at large must provide consent to let their names be considered by the Board.

Pre-requisites for Directors

The following pre-requisites are required for nominations to be considered for these positions:

- President – must serve at least 1 year on the Board of Directors
- Director, Provincial Divisions – must have served as a Provincial Director

Attachments

- Call for Nominations for the CCCN Board of Directors
- Nomination Form
- Election Information and Ballot

CALL FOR NOMINATIONS FOR THE BOARD OF DIRECTORS

Members of the Canadian Council of Cardiovascular Nurses in good standing are invited to nominate members for the following positions:

[insert positions and criteria (if any)]

All nominations shall be accompanied by the required nomination materials, including a letter of support from the nominator[s], to include relevant details of the nominee's professional experience and education [max 500 words], a brief statement [max 250 words] from the nominee on what he/she will bring to the specific director role and the Board of Directors, signed consent of the nominated member, and a signature of a member in good standing supporting the nomination,

Nominees must be members in good standing with the Canadian Council of Cardiovascular Nurses. The nominees must be prepared to serve a three-year term commencing after the first board meeting following the Annual General Meeting.

All nominations must be received by [insert date] to be valid. Nominations will **NOT** be accepted from the floor at the Annual General Meeting.

The Nomination Form is attached/follows:

**BOARD OF DIRECTORS
NOMINATION FORM**

I, the undersigned, being a member in good standing of the Canadian Council of Cardiovascular Nurses, hereby nominate the following member to serve on the Board of Directors as the:

_____ (insert position being nominated for)

NAME OF NOMINEE: _____

NOMINATOR:

Name: _____
(please print)

Signature: _____

Address: _____

NOMINEE CONSENT:

I have reviewed the duties and responsibilities of the position for which I have been nominated and understand that the position is for a three-year term commencing (insert date). I agree to stand for election, and if elected, I am prepared to devote the time and energy required of me to provide leadership and promote the best interests of the Canadian Council of Cardiovascular Nurses.

SIGNATURE: _____ DATE: _____

This nomination form is to be received by CCCN's National Office by [insert date].

In addition, nomination forms must be accompanied a letter of support from the nominator[s], to include relevant details of the nominee's professional experience and education [max 500 words], and a brief statement [max 250 words] from the nominee on what he/she will bring to the specific director role and the Board of Directors. This promotional information will be provided to members along with the voting ballots.

Submit this nomination form to the attention of the Executive Director, David Miriguay, at:

The Canadian Council of Cardiovascular Nurses
202 – 300 March Road
Ottawa, ON K2K 2E2
Fax: (613) 595-1155
Email: david@cccn.ca