



Health Ministries Association Operations Manual - Policy and Procedure	Original Effective Date	1/26/2012
	Current Effective Date	10/14/2013
<i>ELECTIONS for BOARD of DIRECTORS</i>	Dates Reviewed	9/26/13

I. Policy: It is the policy of HMA to conduct Board of Director (BOD) elections in compliance with HMA Bylaws. The BOD positions elected by the membership are as follows:

1. Even Years
 - a. Vice President
 - b. CFO/Treasurer
 - c. Director for Faith Community Nursing
 - d. Director for Spiritual Leadership
2. Odd Years
 - a. President
 - b. Secretary
 - c. Director for Health Ministry
 - d. Director for Program Leadership

II. Purpose: The purpose of this policy is to ensure that elections are timely and confidential.

III. Procedure:

1. The Nominating Committee (NC) will convene no later than September 15th annually and will oversee the election process.
2. The nomination form elements will be determined by the NC and will be developed by the NC in partnership with the HMA Office Manager.
3. Eligibility:
 - a. Candidate must be an HMA member in good standing.
 - b. Qualifications are determined by Position Description.
4. A confidential voting mechanism will be decided by the NC in partnership with the HMA Office Manager and will be approved by the Exec Comm.
5. Call for Nominations Timeline.
 - a. September 30th annually:
 - i. Announcement from NC will be sent to all members via E-Blast listing open positions and link to HMA website.
 - ii. Nomination Form, Position Descriptions of open positions, HMA Professional Code of Ethics and HMA Board Pledge will be posted on HMA website.



- b. October to March annually:
 - i. Completed nomination forms will be distributed to the members of the Nominating Committee by the HMA Office Manager.
 - ii. Candidates will be vetted by the NC.
 - iii. Eligible candidates will declare willingness to run.
 - iv. Eligible candidates will submit a vision statement and photograph to be used on the ballot.
 - v. Voting mechanism will be submitted to the Exec Comm. no later than March 1st for approval.
 - vi. Slate of candidates will be prepared and submitted to the BOD for approval at the March HMA BOD meeting.
 - c. April 1st annually:
 - i. Slate of candidates and voting information will be announced to all members via E-Blast
6. Voting Timeline:
- a. Secret ballot voting will commence on April 1st and will run for 60 days.
 - b. All HMA members (as of March 1st) are eligible to vote.
 - c. The HMA Office Manager will provide the election results to the NC.
 - d. In the case of a tie, a 30 day runoff election will be held.
 - e. The NC will notify the candidates and the HMA BOD of the election results within 3 days of the close of elections.
 - f. Election results will be announced to members via E-Blast within 10 days of the close of elections.
7. Installation:
- a. Newly elected Board Members will be installed at the July HMA BOD meeting following the election.