



## **NAHN Nomination, Campaign & Election Policies Updated March 2026**

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## **Nomination Policies & Procedures**

### **Candidate Qualification**

Candidates for elected and appointed offices in NAHN must be General members in good standing (current on dues and for two months prior to the nomination deadline) and must abide by NAHN policies and nomination requirements and campaign guidelines set forth by the Nominating Committee. If not followed, candidates will be removed from the slate. A removed candidate's name will not be accepted as a write-in candidate for the current ballot.

Membership will be verified at the time of nomination. Candidates must remain NAHN members in good standing throughout their candidacy and throughout their service if elected.

- Must be members of NAHN for at least six full months, dated from the first day of the month prior to the month the nominations due date.
- If a candidate membership lapses at any time from when the slate is finalized through his/her/their term in office, the candidate will have five (5) business days from the date of notification to restore their membership to good standing.
- If the membership is not restored, the candidate will be ineligible for the office and his/her/their name will be removed from the ballot.
- If the ballot has already been produced or voting has begun, votes for the candidate will not be counted. If an elected candidate drops his/her/their membership after the election and fails to renew the membership within five days of notification, the individual will be considered to have resigned from the position. The position will be considered a vacancy to be filled according to NAHN bylaws.

### **Nomination Process**

NAHN will issue a call for candidates via eblast to voting members, inviting members to nominate themselves or other members for open positions. The call for candidates will include the offices to be filled, the terms of office, nomination process, and eligibility requirements.

- Members of NAHN who are eligible to vote may nominate themselves and/or may nominate other members who are qualified and willing to serve.
- To be considered, all candidates must complete the Consent to Serve form and are asked to provide the following:
  - Personal background statement (200-word limit) summarizing professional profile, qualifications, and intent to serve.
  - Professional headshot or high-quality recent photo.
- Members are eligible to be nominated for only one (1) position. If they have been nominated to multiple positions, candidates must choose one (1) position.
- Members who are nominated by others will be notified and asked to confirm their interest. They must complete the Consent to Serve form and provide required materials within the designated deadline. Candidates who fail to do so will not be considered for the slate.

## **Determination of the Slate**

- The Nominating Committee will review the qualifications and submitted materials provided and certify candidates to be placed on the slate. The slate shall consist of at least two nominees for each office to be filled.
- Candidates will be notified of their status.
- Once the slate is confirmed, candidate information will be posted on the NAHN website and members will be notified by eblast.

Information made available by the Nominating Committee to one candidate must be equally made available to all candidates. Any internal NAHN policies governing campaign practices and election procedures must be published in advance on the NAHN website.

## **Campaign Policies**

### **Candidate Conduct**

- All candidates shall be treated and shall treat others fairly, openly, and equitably.
- Candidates appearing on the slate must maintain both nursing and business professionalism and abide by NAHN policies.
- Candidates shall refrain from negative campaigning and personal attacks on other candidates or their supporters.

### **Campaign Guidelines**

The term "campaign" in the context of the NAHN elections is a concerted effort or organized activity intended to gain support for a particular candidate in the upcoming election. This may involve using printed materials, promotions in front of organized audiences, social media advocacy, or any type of advertisement, including mass mailings, email blasts, and electronic media advertisements designed to inform and persuade voting members to a particular candidate. Campaigns are strategic activities organized to promote candidates and share their ideas and positions on issues to the voting members after the slate of candidates has been announced.

- Candidates may not use NAHN national resources for campaign purposes. This includes websites, Basecamp, social media sites, photos and any other communication platforms affiliated with NAHN national or chapters. Candidates may use their personal sites for campaigning. NAHN will remove or require the candidate to remove any campaign messages posted to NAHN national platforms. Each NAHN chapter has the right to moderate the use of the specific chapter sites.
- Candidates with group photos must include the disclaimer below:
  - Any person depicted in this photo/media does not imply endorsement, sponsorship, or affiliation.
- NAHN headquarters will not participate or assist any candidate with campaigning and will not produce or distribute an individual candidate's campaign materials aside from the official election distribution eblasts.
- National board members and Nominating Committee Members shall take a neutral stance and may not endorse or promote a specific candidate.
- No campaigning is allowed until the slate is finalized and announced to the voting

membership by the national headquarters.

- Candidates may not use the NAHN logo or mission statement on campaign materials. Candidates may use their chapter logo if approved by the chapter.
- Campaigning may not include “NAHN sponsored” or use language that implies endorsement of the candidate by NAHN, to avoid the impression of unfair support.
- Any campaign material issued by a candidate or supporters must contain the statement “The content of this campaign material has been reviewed and approved by ‘Candidate’s Name.’” It is the candidate's responsibility to ensure this occurs.
- Individuals must have the opportunity to opt out or unsubscribe from group messaging.
- Harvesting of NAHN members’ information is not allowed for use in campaigns.
- To ensure all candidates have an equitable opportunity for member awareness, NAHN will send two email blasts to members to share the collective campaign messages of candidates.
  - Candidates may supply a message of up to 200 words (Word format) and headshot photo for the first eblast. *Deadline: May 7*
  - Candidates may supply a one-page PDF for the second eblast. *Deadline: May 14.*
  - Materials will be reviewed. NAHN reserves the right to edit excessively long messages and ask for changes if any materials are considered inappropriate.
  - NAHN is not obligated to accept materials from any candidates who fail to provide them in the prescribed format or after the deadline date.

### **Process of Reporting and Reviewing Campaign Violations**

- An online submission form will be available for NAHN members to report any perceived violations. Only submissions received through the online form will be reviewed confidentially by the Committee.
- After receiving the submission, it will be reviewed and investigated by the Nominating Committee.
- During the investigation campaign materials for all candidates in that slate will be reviewed.
- Nominating Committee members will individually vote on whether the candidate should receive a violation.

As a Nominating Committee, we recognize the importance of transparency in our process. We acknowledge that some committee members may have pre-existing relationships with candidates, and we are committed to disclosing any such relationships to prevent bias. Our decision-making will be based on fair voting procedures to ensure impartiality and uphold the integrity of our nominations. If a conflict of interest arises, a Committee member will recuse themselves from voting. In the event the Committee members do not realize they have a conflict of interest or seem to forget they need to leave the room before deliberations, the chair should take responsibility for handling the situation and excusing them.

### **Ramification of Campaign Guidelines Violation**

- The first violation will be addressed confidentially by the Nominating Committee and a summary email will be provided to the Candidate.
- Second violation will receive a written notification and the NAHN Board of Directors will be informed of the violation.
- Third violation will result in the removal of the candidate from the ballot.

## **Election Policies**

### **Eligible Voters**

- General members (including two-year) and Emeritus members who meet all the requirements of membership and the criteria below will receive ballots and are eligible to vote. The following additional criteria apply:
  - Must be members of NAHN for at least two full months, dated from the first day of the month prior to the month the vote is held.
  - Must be current on dues and have an accurate email address in their member record.
- No other membership types are eligible to vote in NAHN elections.

### **Voting Process**

- Eligible voters will receive an email from the election software system with a link to the ballot. Ballots are sent electronically to the email address in the member record 40 days prior to the Annual Business Meeting.
- Each member may cast only one ballot. The election software prohibits multiple entries.
- Ballots must be cast using the official system and submitted prior to the deadline.
- The winner is the candidate receiving the highest number of votes cast, and a tie vote is determined by lot (per the current bylaws).
- If results are contested, a registered parliamentarian will be consulted (per the bylaws).
- Voting results will be confirmed by the Nominating Committee and presented to the Board of Directors.

### **Notification and Term of Office**

- The NAHN Secretary will notify candidates prior to the Annual Business Meeting.
- Terms of office begin at the conclusion of the Annual Business Meeting.
- Newly elected leaders are urged to attend the Annual Business Meeting during which the installation of officers will occur.
- Board members officers and directors are required to participate in a board orientation session which will be held the day after the Annual Conference.
- Board members are required to attend monthly board meetings held virtually every month
- Board members will also serve as a co-chair to one of NAHN's Committees.
- Board members are required to complete the [NAHN Board of Directors Agreement](#)
- Board members are required to complete the Board Annual Questionnaire for Board Independence

## **Additional Information**

### **General Timeline**

The following is the general timeline for NAHN elections. Specific dates vary from year to year as they are based on the date determined for the Annual Business Meeting.

- March – Call for Candidates (at least 90 days prior to Annual Business Meeting)
- April – Call for Candidates ends; Nominating Committee determines slate
- May – Slate of candidates posted on the NAHN website and announced via eblast  
Campaigning may begin on this date
- May – Deadline for candidates to submit statement and photo for first eblast
- May – First candidate announcement eblast
- May – Deadline for candidates to submit one-page flyer (PDF) for second eblast
- May – Candidate Town Hall (Executive Committee)
- May – Candidate Town Hall (Directors & Nominating Committee)
- May – Second candidate announcement eblast
- June – Online voting begins (at least 40 days prior to Annual Business Meeting)
- June – Online voting ends
- June – Nominating Committee reviews results
- June – Nominating Committee reports results to the NAHN Board
- July – NAHN Secretary informs candidates of results
- July – Election results are announced
- July – Newly elected leaders are introduced at NAHN Annual Business Meeting
- July 18 - NAHN Board orientation for new officers and directors. (Nominating Committee members are not required to attend this session).