

<b>Policy Number</b>	023-M-2007
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Nominations and Elections
<b>Date of Origin</b>	06-2007
<b>Date Amended</b>	10-2022, 10-2021, 06-2019
<b>Date Reviewed</b>	11-2021, 10-2020, 12-2019

**PURPOSE** To inform members of the nominations and elections process for Board of Director positions, Network Lead positions, and Committee positions.

**SCOPE** Members, Nominations Committee

**POLICY STATEMENT** Elected positions are open to the membership and must be nominated in accordance with SUN Bylaws.

**PROCEDURE**

Position Statements

Every nomination form shall be accompanied by a position statement that includes a short description of the member's involvement in and vision for SUN as follows:

1. Board of Directors Nominees:
  - a) President and Vice-President positions: a position statement of a maximum of 500 words and a current photo, preferably black and white.
  - b) Network and Base Hospital Representative positions: a position statement of a maximum of 250 words and a current photo, preferably black and white.
2. Network Lead Nominees: a position statement of a maximum of 250 words and a current photo, preferably black and white.
3. Committee Nominees: a position statement of a maximum of 150 words.

4. Editing of statements will not be done by SUN staff or the Nominations Committee. If the position statement exceeds the maximum allowable words, the additional words will not be printed.

Nominee position statements that are received by the nominations deadline will be posted to the SUN website and sent to members through appropriate electronic communication.

#### Verification of Nominations

A meeting of the Nominations Committee shall be held as soon as feasible after the close of nominations to verify that each nominee has been nominated in accordance with the Constitution and Bylaws.

The Nominations Committee shall prepare a list bearing the names of the nominees for each position.

#### Unfilled Positions

The deadline for submission of nominations for unfilled positions for Board of Directors, Network Leads, and Committee positions, to a member of the Nominations Committee will be announced in the agenda of the Annual Meeting.

Nominees for all unfilled positions shall be allowed a maximum of two minutes to address the Annual Meeting.

#### Election Results

Election results shall be maintained in a sealed envelope by the Executive Director or designate.

The committee members will maintain the confidentiality of results until the chairperson announces the results at the Annual Meeting.

Announcement of the election results at the Annual Meeting shall be the names of the candidates and votes received for each candidate.

Immediately following the Annual Meeting, the complete election results will be communicated to members and posted on the SUN website.

In case of a tie vote at the Annual Meeting, an election will be taken from the floor of the Annual Meeting. Only the eligible members at the Annual Meeting will be allowed to vote.



Challenging the Results of an Election

See Bylaw 4.27 for process regarding challenging results of an election.

Upon receipt of a challenge of election results, the Executive Director or designate will notify the Chair of the Nominations Committee within fourteen (14) business days.

The Nominations Committee shall:

- a) Convene a meeting of the committee within twenty-eight (28) calendar days of the receipt of the challenge
- b) Following the challenge, notify all candidates of the disputed election, by registered mail, the results of the election.
- c) Notify all Locals of the result of the challenge.