

APIC-NC

Policy Number:

5.1

Category:

Nominating Committee

Chairperson:

Appointed by the President

Subject:

Chairperson Responsibilities

Revision Date:

9/18/05

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Policy:

1. Serve a term of one year.
2. The President appoints this position from the members of the Nominating Committee.
3. Refer to Policy 1.11 for a listing of Responsibilities.

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Policy Number: 5.2
Category: Nominating Committee
Subject: Committee Responsibilities
Revision Date: 9/18/05
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Policy:

1. Committee consists of five members elected by the membership for two-year terms.
 - a. Two elected in odd-numbered years,
 - b. Three elected in the even-numbered years.
2. The President appoints the Chairperson of the Nominating Committee from the elected committee members.
3. Solicit the membership to serve in office or accept appointment to committees.
 - a. Distribute *Willingness to Serve* forms to membership meetings
 - b. A *Willingness to Serve* form appropriately completed and signed by the member is required prior to submission of the slate of candidates to the Board of Directors.
 - c. Maintain a file of completed *Willingness to Serve* forms for two years after the election.
4. Develop and submit a slate of candidates (including background/experience and philosophy information) for approval by the Board of Directors one month prior to the ballot send out date.
 - a. Qualifications to be considered:
 - i. Evidence of organizational involvement at the National and/or Chapter level.
 - ii. Appropriate infection control experience and education.
 - iii. Philosophy consistent with the goals and objectives of APIC.
 - b. A strong effort is made to have at least two candidates for each office.
 - c. A strong effort is made to have a ballot including photos of candidates and philosophy.
5. Following approval of the final slate of candidates by the Board of Directors, the committee:
 - a. Notifies successful and unsuccessful candidates of the results of the ballot selection process.
 - b. Prepare the ballot mailing which includes:
 - i. The ballot

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- ii. Instructions for the voting procedure. At least three weeks is allowed between ballot mail out date and the deadline for return of ballots to the Chairperson of the Teller Committee.
 - iii. Experience/background and philosophy data about each candidate.
 - iv. Return envelope addressed to the Chairperson of the Teller Committee. The back of the envelope provides a place for the voter's printed name and signature
- c. Validate eligibility to vote using the most current membership roster.
6. Comply with the applicable provisions of the policy for Election Results Notification.
7. Cannot serve on Teller Committee.
8. Cannot run for Board position.
9. Submit documentation of expenses on Voucher form to the Committee Chair within 30 days of expenditure. Utilize voucher form for expense reimbursements.
10. Travel over 25 miles roundtrip, may be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.

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Policy Number: 5.3
Category: Nominating Committee
Subject: Willingness to Serve
Revision Date: 9/18/05
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Policy:

1. Nominating Committee distributes copies of the *Willingness-to-Serve* form to the APIC-NC membership. Solicitation to serve is an ongoing process through the year and can best accomplished by distribution of forms via:
 - a. APIC-NC meetings, giving information at the business meeting about offices needing candidates and encouraging members to run,
 - b. Newsletter distribution,
 - c. General mailing to membership, as necessary,
 - d. Telephone solicitation, as necessary.
2. Any APIC member wishing to be considered for office must complete a *Willingness to Serve* form, agreeing to serve if elected.
3. *Willingness to Serve* forms are forwarded to the Chairperson of the Nominating Committee.
4. The Nominating Committee will send each applicant a letter to acknowledge receipt of his or her form.
5. *Willingness to Serve* forms are kept on file for two years by the Nominating Committee Chairmen.
6. Cannot serve on Teller Committee.
7. Cannot run for Board position.
8. Submit documentation of expenses on Voucher form to the Committee Chair within 30 days of expenditure. Utilize voucher form for expense reimbursements.
9. Travel over 25 miles roundtrip, may be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.

Section 5.4
APIC-NC Operations Manual

Download *Willingness to Serve* forms for Officers and Committees from the APIC-NC section of the SPICE (Statewide Program for Infection Control and Epidemiology) website:

<http://www.unc.edu/depts/spice/apicnc.html>

APIC-NC

Policy Number: 5.5
Category: Nominating Committee
Subject: Ballots
Revision Date: 9/18/05
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Policy:

1. The proposed ballot shall be submitted to the Board of Directors at least 1 month prior to proposed date for ballot send out.
2. If the Board rejects the ballot, the President returns to the Chairperson of the Nominating Committee with the Board's recommendations.
3. Revised ballot approval shall be obtained from the Board members by telephone poll or email verification by the President.
4. Following approval of the ballot by the Board of Directors, the Chairperson of the Nominating Committee shall submit a letter of gratitude notifying all successful and unsuccessful candidates of the results.
5. The latest membership roster shall be used to validate voting eligibility. Ballots are mailed only to confirmed members. Candidates must have been an APIC member one year in good standing. Mailing labels should be obtained from the latest confirmed roster.
6. The approved ballot shall be mailed to confirmed members at least thirty (30) days prior to the Fall meeting (annual election).
7. At least three (3) weeks shall be allowed between the ballot mail-out date and the deadline for return of the ballots to the Chairperson of the Teller Committee.
8. The ballot mailing includes:
 - a. The ballot
 - b. Instructions for the voting procedure
 - c. Biographical data on each candidate
 - d. Return envelope addressed to the Chairperson of the Teller Committee with places for both the member's signature and printed name.
 - i. Signature _____
 - ii. Printed Name _____

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Policy Number: 5.6
Category: Nominating Committee
Subject: Teller Committee/Vote Tabulation
Revision Date: 9/18/05
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Policy:

1. The Committee consists of a chairperson (consideration made to utilizing the past president for this position) and two members appointed by the President and approved by the Board of Directors for a one-year term. Members are not eligible to run for elected office.
2. Names of the Teller Committee are announced to General Membership.
3. Receive and retain the ballots that are:
 - a. Returned on or before the return deadline
 - b. Received in the pre-addressed envelope with the voter's printed name and signature.
4. Arrange for ballot to be opened and counted at a specific time and place before the Fall meeting. The Teller Committee performs counting.
5. Destroy undelivered ballots and those that are received without signature and printed name unopened.
6. Count the ballots ensuring that:
 - a. At least two members of the Committee are present
 - b. The signature and printed name are verified by using a copy of the membership roster used by the Nominating Committee
 - c. The voter's name is checked off on the roster
 - d. The ballot is placed into receptacle for counting after the envelope is discarded
 - e. No more than the requested number of votes is present. Positions containing more than the requested number of votes are not counted for that vacancy only
 - f. Confidentiality is preserved.
7. Inform the President and the Chairperson of the Nominating Committee (in writing) the tally of votes cast for all ballot positions.
8. Participate in a recount of ballots at the request of the President.
9. Retain the ballots for 45 days.
10. Submit the official report of the Committee to the President at the conclusion of the 45-day recount period. The report is signed by the Chairperson and includes:
 - a. The total number of ballots received
 - b. The total number of ballots that were eligible

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Policy Number:

5.7

Category:

Nominating Committee

Subject:

Election Results-Notification

Revision Date:

9/18/05

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Policy:

1. The Chairperson of the Nominating Committee provides the results of the election to candidates within seven days after the results be announced to the membership. Candidates are informed that the election results are not final until the 45-day recount period has passed.
2. Upon receipt of the official Teller Committee report, the confirmation letters are sent to the successful candidates.
3. The President ensures that the election results are published in the Newsletter.
4. In the event of a tied vote, the final decision will be made by secret ballot vote of the Board of Directors.
5. In the event a successful candidate cannot serve, the elected runner-up shall serve the term of office.

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Policy Number:

5.8

Category:

Nominating Committee

Subject:

Teller Committee/Recount

Revision Date:

9/18/05

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Policy:

1. Any candidate or member of the Board of Directors makes a request for recount. The request is directed to the President within fourteen days of the announcement of election results.
2. The President gives notification of an approved request for recount to the concerned candidates, the Board of Directors, and the Teller Committee within seven days of receipt of the request.
3. The Teller Committee:
 - a. Completes the recount
 - b. Notifies the President by telephone of the results within 72 hours
 - c. Provides written confirmation of the tally results to the President
 - d. Files results of the recount with the original tally.
4. The President notifies the requestor of the results within three days of telephone notification from the Teller Committee.