

## POLICIES AND PROCEDURE MANUAL

<b>Chapter:</b>	<b>General Management</b>		
<b>Title:</b>	<b>Nominations and Elections</b>		
<b>Policy:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Biennial	<b>Adopted Date:</b> 04.2014	<b>Related Policies:</b>
<b>Procedure:</b> <input checked="" type="checkbox"/>	<b>Author:</b> Board Executive Committee & Chief Executive Officer	<b>Review Date:</b> 09.13.2022	
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### Purpose

This procedure is intended to outline the nomination and election process for Mid-State Health Network (MSHN) Board officers.

### Procedure

The nomination and election of MSHN Board Officers shall be in accordance with the approved by-laws and the current edition of “Robert’s Rules of Order,” the parliamentary authority for the Board.

- 1) When required to fill a vacancy, or when current board officer terms expire, a Nominating Committee shall be appointed by the MSHN Board Chairperson. The Chairperson shall designate a committee chairperson at the time of appointment.
- 2) The Nominating Committee is responsible to recommend the best slate of candidates for each open position. The committee shall be supported in the identification of Board members interested in serving in the capacity of Board officer by the MSHN Chief Executive Officer (CEO) and/or Executive Assistant as requested.
- 3) Nominations:
  - a. The CEO/Executive Assistant shall provide the committee a copy of the membership list, the bylaws, a description of the duties of each office, and the eligibility requirements. The committee must carefully review the eligibility requirements for each office and see that the nominees meet these requirements.
  - b. The Committee shall solicit input from each MSHN Board member by email, direct communication or other means to seek nominations for officers; and to determine each Board member’s interest in serving as a Board Officer.
- 4) Creating the Ballot: The committee shall meet, carefully review the membership list, consider nominations, and select the candidate who they think will do the best job in each office. A member of the committee should be designated to call each nominee to see if she/he is willing to serve if elected. If someone is not willing to serve, the committee shall designate another candidate. The committee may prepare a ballot for consideration by the Board of Directors that offers more than one nominee for a position.
- 5) Report of the Nominating Committee: The report of the Nominating Committee shall be given under “special order,” of the designated or Annual Meeting of the MSHN Board. When called on to give the report the chairperson of the committee shall state the nominations for each office.
- 6) Nominations from the Floor: The Board Chairperson requests nominations for each position from the floor. The rules for a member nominating a candidate are the same as for the nominating committee. A member should know beforehand if the person he or she wishes to nominate is both eligible and willing to serve.
  - a. Chairperson asks if there are further nominations from the floor; the chairperson may close nominations with unanimous consent.

- b. If a motion is necessary to close nominations, it must be made by a member. The motion must be seconded and achieve a two-thirds vote.

7) **Elections:**

- a. Voice Vote: When there is only one candidate for office, election by voice vote is a good method to use, typically resulting in a motion to close nominations and casting a unanimous ballot.
- b. Ballot Voting: If the nominating committee brought forward more than one candidate for a position a slated ballot may be used that includes blank spaces for nominations from the floor. If a ballot is used members will indicate their candidate preference by writing the name of an individual they wish to vote for, or selecting the candidate already slated. The Executive Assistant shall distribute one ballot to each Board member and shall retrieve the ballots from the members after given an opportunity to complete.
- c. When taking the vote by ballot, the Chairperson shall declare the polls are closed after asking the members if everyone who wants to vote has voted.
- d. Ballots shall be counted by one board member not on the ballot and the Chief Executive Officer (or Executive Assistant, or other person designated by the Board Chairperson).
- e. The CEO (or other designated staff or board members) shall provide a written summary of ballot results to the Board Chairperson.
- f. The Chairperson shall announce the selection of officers based on a simple majority of ballots cast by Board members present.
- g. The ballot for each position shall be destroyed after the meeting where the election took place.

**Applies to:**

- Mid-State Health Network Board
- All Mid-State Health Network Staff
- MSHN CMHSP Participants:  Policy Only     Policy and Procedure
- Other: Sub-contract Providers

**Definitions:**

CEO: Chief Executive Officer  
 MSHN: Mid-State Health Network

**Other Related Materials:**

MSHN Board of Directors Bylaws  
 MSHN Record Retention Procedure  
 Robert’s Rules of Order, 11th edition, H.M. Robert III, D.H. Honemann, T.J. Balch, and D.E. Seabold, September, 2011.

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
04.2014	New Procedure	Board Executive Committee and Chief Executive Officer
06.15.2017	Review/Revision	Chief Executive Officer
09.2018	Annual Review	Chief Executive Officer
01.2019	Annual Review	Chief Executive Officer
06.2022	Required Review	Chief Executive Officer