


Carolinas Society for Healthcare Education and Training (CSHET)			Policy: Nomination and Election of Officers
Originally Prepared by Vivian Jefferson		Approval: Executive Board	
Policy Number: 07		Page 1 of 2	
Original: 1/98	Reviewed: 4/03	Revised: 4/07, 9/09 (form only)	

Reference: Article VIII - Nomination and Election of Officers

Policy:

Election of Officers takes place prior to and is announced at the annual meeting.

Ballots are published in the Spring edition of CSHET Cross Statements, not more than 60 or less than 30 days prior to the annual meeting.

Securing candidates for each office can take several months. The nominees are reported to the President not less than 10 weeks (December) prior to the annual meeting.

Members: Appointments are made by the Immediate Past President.
Chairman: Immediate Past President
Representatives from both states
Membership of this committee is announced on the ballot

Procedure:

Appointments for the Nominating Committee are made at the post-conference Board meeting. Appointees are contacted by the Immediate Past President. If the appointees decline, the Immediate Past President reports to the President.

The CSHET officers are comprised of members representing both North and South Carolina and every effort is made to “rotate” offices between states, with the exception of Director of North and South Carolina.

The Nominating Committee should hold at least one meeting to secure officers. Individual members of the committee may make telephone calls to obtain officers between meetings.

Committee members should have the Constitution By-Laws and job descriptions available to discuss position responsibilities with each nominee.

All nominees should be secured by December of each year if at all possible.

Each candidate must discuss the job duties and sign the Officer Commitment sheet (attached) and submit a picture to the Immediate Past President. The Officer Commitment sheet will be kept on file by the secretary.

If more than one candidate for a position is available - Information about each candidate is gleaned from a resume or CV and is listed, along with a picture, in the Spring edition of CSHET Cross Statements or via email notification. Items of interest include: education, work experience and professional organizations.

Ballots are returned by mail or email to the Immediate Past President a minimum of 2 weeks prior to the annual conference or at the conference prior to the business meeting.

Ballots are tabulated by the Immediate Past President and at least one other member of the Nominating Committee.

The outcome of the election is announced at the annual meeting.

Vacancies between elections:

President:

Immediate Past-President completes the unexpired term or an appointment is made by the Executive Board.

President-Elect:

Executive Board nominates one or more regular members of the Society to be voted upon by the membership.

Secretary, Treasurer or Past-President:

Executive Board appoints a regular member to complete the unexpired term.

Elections of Officers:

Secretary and Treasurer should be elected in opposite years.

North Carolina Director and South Carolina Director should be elected in opposite years.

Ideally there should be equal representation of both Carolinas on the board.

Attachment: Officer Candidate Commitment sheet



CSHET

Carolinas Society for Healthcare Education and Training

Promoting a learning community among healthcare educators.

OFFICER Candidate Commitment to the Board and CSHET members

Today's Date: _____

I, _____,

Have read, understand, and will comply with the listed Job Description of the CSHET Officer to the best of my ability for the following position.

- President Elect NC Director
 Secretary SC Director
 Treasurer Director at Large
 Nominating Committee

I have discussed the job duties with my immediate supervisor and they support and approve of my candidacy to serve on the CSHET Board for the following years.

From: April _____ to April _____.

Signature: _____ Printed Name _____

Mailing Address: _____

Email Address: _____

Work Phone: _____ Cell Phone: _____

Revised 9/09