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**Policy**

**Scope of Responsibility and Procedure: Nominating Committee**

1. Form committee at the October Board of Directors meeting, to be comprised of, whenever possible, members from each chapter region. The committee should be comprised of a total of 3-5 members.
2. Review and update **Consent to Serve** form annually to represent the current Nominating Committee prior to circulating to membership.
3. Six to eight (6 to 8) weeks prior to annual meeting and conference:
	1. Review current policy
	2. Obtain listing of all current, paid members
4. Provide copies of **Consent to Serve** forms to Chapter Presidents, along with a list of offices open for election, and a description of each open office.
5. Voting will be done by electronic ballot. Hard copies will not be accepted.
6. Prepare ballot, using Survey Monkey MAPHN Account (User Name MAPHN2012) at [www.surveymonkey.com](http://www.surveymonkey.com) for electronic distribution.
7. This ballot must be available for members to vote at least thirty (30) days prior to the annual meeting.
8. Voting will be completed at least fourteen (14) days prior to the annual meeting.
9. At least ten (10) days prior to the annual meeting, the Chair of the Nominating Committee will tabulate the ballots and prepare the Nominating Committee report with the election results to submit to the annual meeting. The MAPHN Secretary will receive an electronic copy of the results from the Chair prior to the annual meeting. This will be preserved electronically in the MAPHN records.
10. This process and procedure will be reviewed annually for necessary changes and updates of process. All changes will be noted in the MAPHN electronic database for use by future committees.