

 American Pediatric Surgical Nurses Association Inc. <i>Safety and Excellence in the Surgical Care of Children</i>	
POLICY AND PROCEDURE	
PAGE: 1 of 7	REPLACES POLICY DATED: January 1, 2007
EFFECTIVE DATE: September 30, 2014	APPROVED BY: APSNA BOD 2025-2026
NEXT REVISION: June, 2029	
POLICY DESCRIPTION: Nominations Policy	
REVIEWED: 4/19	REVISION: 2/17, 2/18, 8/18, 2/19, 4/19, 4/20, 4/21, 6/22, 4/24, 5/25, 6/26

Commented [pa1]: Revision dates changed (next revision 6/29, revision 6/26)

STATEMENT OF POLICY: To prepare and submit a slate of qualified and committed officers and directors with at least two candidates for each position to the Board of Directors (BOD) for election.

PROCEDURE:

- I. Timeline
 - A. The call for nominations will begin on September 1.
 - B. The nominations period is a minimum of 8 weeks.
 - C. C. Candidate profiles will be posted on the APSNA website by the second week of January.
 - D. Voting will open approximately two weeks after candidate profiles are posted.
 - E. Voting will remain open for approximately four weeks.
 - D. Nominating Committee Chair (Immediate Past President or President Elect on alternating years) notifies all candidates of voting results.
 - E. Announcement of elected candidates will be made via website, *NYCU*, social media, and *JPSN*.
- II. Nominating Committee – The nominating committee will identify candidates to fill each vacancy and present a slate of qualified candidates to the membership for a vote.
 - A. Composition:
 1. The committee will be composed of at least five members, but no more than seven, not including a Chair.
 2. Three members will be appointed, invited from the general membership.
 3. The Immediate Past President or President Elect (on alternating years) serves as the Chair in a non-voting capacity.
 4. Committee term length is two years, staggered.
 5. Consecutive terms are discouraged. Members may be reappointed after a minimum one-year absence from the committee.
 6. To uphold the integrity and fairness of the Board of Directors nomination and election process, any individual serving on the Nominations Committee involved in candidate review, nomination, or election oversight who intends to run for a position on the Board of Directors must disclose their candidacy at the earliest opportunity.

Upon declaring candidacy, the individual must recuse themselves from all discussion, decisions, and activities related directly or indirectly to avoid influence outcomes.

Committee members shall also disclose any actual or perceived conflicts of interest involving applicants and recuse themselves from discussion or scoring when appropriate.

7. The immediate past nominations chair or if not available, a previous nominations chair active within the past 2-3 years, serves as a committee advisor in a non-voting capacity to the nominations chair.

B. Qualifications:

1. APSNA member for at least one year within the past three years. Demonstrates commitment to APSNA through participation on a committee, Special Interest Group (SIG), Board of Directors, conference participation, or leadership within another professional organization.
2. Demonstrates networking skills, knowledge of the membership and is well versed in the organizational mission, vision, and strategic plan.

- C. Responsibilities of Nominations Committee Members
 - 1. Secure at least two (2) candidates for each position on the ballot.
 - 2. Maintain confidentiality regarding applicant materials, committee discussions, interview deliberations, scoring, and voting recommendations.
 - 3. Review and update the Candidate Handbook before nominations commence.
 - 4. Provide input to update the Elections Page on the website before nominations commence.
 - 5. Meet at least monthly before and during the nomination period and as needed following completion of the election process
 - 6. Familiarize themselves with the job descriptions and skill set needed for vacant board positions prior to recruiting potential nominees.
 - 7. Make themselves available for panel interviews with the candidates prior to formalizing the slate.
 - 8. The Nominations Committee Chair ensures that the nomination packet for each candidate is complete.
- D. Candidate Recruitment
 - 1. The BOD will be asked to come prepared to submit names for possible candidacy at or before the Fall Board Meeting.
 - 2. Nominations Committee members will **identify, recruit, and encourage qualified APSNA members to seek nomination** by seeking input from SIG chairs, committee chairs, past Board members, and the APSNA membership.
 - 3. **3.** Candidates will be **identified and recruited** based on the competencies, experience, leadership potential, and qualifications needed for the position and Board service.
 - 4. Recruitment efforts should seek qualified candidates representing diverse professional experiences, practice settings, geographic regions, and perspectives in support of APSNA's mission and strategic goals.
 - 5. The Nominations Committee will vet possible candidates collectively before candidates are approached.

III. Eligibility:

- A. Candidates should be APSNA members in good standing. Two years of membership prior to assuming office is preferred; however, exceptions may be considered by the Nominations Committee and Board of Directors when appropriate. Candidates may nominate themselves or be nominated by others.
 - B. President Elect nominees must have successfully served a minimum of one full term on the Board at a previous time.
 - C. It is highly recommended, that President Elect nominees have served on the Board within five years of the President Elect nomination.
 - D. A Past President is not eligible for election or appointment to the Board of Directors.
 - E. All nominated candidate applications will be screened by the Nominations Committee to determine eligibility for the nominated position. Screening will include a standardized panel interview conducted by the Nominations Committee for each candidate to promote consistency and fairness throughout the evaluation process.
 - F. Every reasonable effort will be made to identify at least two qualified candidates for each elected position. If fewer than two qualified candidates are available after documented recruitment efforts, the Board of Directors shall proceed in accordance with the APSNA Bylaws regarding ballot preparation and vacancies.
 - G. If a nominee is considered ineligible for the current nomination period, a member of the Nomination Committee or BOD will be assigned to mentor the nominee for a future nomination.
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- A. The candidate must review the Candidate Handbook, and complete the required documentation, when accepting the nomination.

- B. One letter of recommendation (**requested to be written by a non-APSNA member nurse or colleague**) that addresses #13 under APSNA BOARD CANDIDATE Personal Profile/Application (Appendix B) is required.
- C. The Nominations Committee reviews nomination packets. Nominations Packet will include:
 - 1. Profile/Application – Appendix B
 - 2. Signed [required APSNA Policies](#)

3. [Completion of the Declaration of Interest Form](#)
 4. Institutional support form
 5. Professional headshot portrait
 6. Letter of recommendation, **(requested to be written by a non-APSNA member nurse or colleague)**
 7. Nomination Form
- D. Each committee member will review the candidate nomination packet, in preparation of the panel interview.
 - E. Prior to the panel interview, each committee member will score the applicant independently using the Applicant evaluation form. After completion, the completed grids will be e-mailed to the Chair. (Appendix A)
 - F. The Nominations Committee Chair will tally applicant's grid scores and provide a summary sheet to the committee members. The summary will include strengths and potential concerns, if any, for each candidate.
 - G. Approved slate of candidates with individual tally sheets and summary will be reviewed and approved by the Executive Committee, followed by the BOD.
 - H. If issues or concerns arise, a member of the Executive Committee will contact the potential candidate.
 - I. Candidates will be notified personally when acceptance is completed.
 - J. In the case of no eligible or accepting candidate for a position the APSNA bylaws will be followed.

Appendix A

APSNA Nominations Committee Applicant Evaluation Form**Applicant Name:****Position nominated for:****Category A: Goals**Rate the applicant's goals for the position they have been nominated for (choose one, 0-3 points):

POINTS:

- ☐ 3 -- Applicant's goals exemplify APSNA's vision, mission, and strategic plan. His/her goals are achievable and suggest that the candidate possesses a high level of drive and ambition.
- ☐ 2 -- Applicant's goals meet basic expectations. His/her goals are consistent with APSNA's vision, mission, and strategic plan.
- ☐ 1 -- Applicant's goals are limited or demonstrate limited understanding of APSNA's mission, vision, and strategic plan.
- ☐ 0 -- Applicant does not list goals.

Category B: LeadershipRate the applicant's previous leadership experience/potential (choose all that apply, 0-4 points each):

POINTS:

- ☐ 4 -- Applicant has held past/present leadership positions at the local community/state or national level related to nursing or pediatric surgery.
- ☐ 3 -- Applicant has held past/present leadership positions in volunteer roles at the local community/state/ or national level. (Examples include but are not limited to: volunteer organizations, fundraising, church communities, etc.)
- ☐ 2 -- Applicant has held past/present leadership positions at place of employment.
- ☐ 1 -- Applicant has no prior leadership experience, but expresses interest in learning to hold such a position through a mentorship program.
- ☐ 0 -- Applicant has no prior leadership experience.

Category C: Involvement in APSNA (2 sub-categories)a.) Rate the applicant's participation as an APSNA member (choose one, 1-2 points):

POINTS:

- ☐ 2 -- Applicant has been an APSNA member for 2 or more years.
- ☐ 1 -- Applicant has been an APSNA member for 1-2 years.

b.) Rate the applicant's previous/current involvement in APSNA (choose one, 0-3 points): POINTS:

- ☐ 3 -- Applicant has been an active member of an APSNA committee and/or board of director's position for two or more committees or board positions.
- ☐ 2 -- Applicant has been an active member of an APSNA committee and/or board of director's position for one committee or board position.
- ☐ 1 -- Applicant has never been a member of an APSNA committee and/or board of director's position but expresses interest in participating in a mentorship program.
- ☐ 0 -- Applicant has never been a member of an APSNA committee and/or board of director's position.

Category D: Letter of Recommendation (requested to be written by a non-APSNA member nurse colleague)

Rate the letter of recommendation for the applicant (**choose one**, 1-3 points):

POINTS:

- ☐ 3 -- Writer is able to address the applicant's qualifications for holding a board of directors' position with two or more reasons or examples of their success as a professional and/or leader.
- ☐ 2 -- Writer is able to address the applicant's qualifications for holding a board of director's position with one reason or example of their success as a professional and/or leader.
- ☐ 1 -- Writer addresses the applicant's qualifications for holding a board of directors' position, however, it does not provide reasons or examples.

TOTAL POINTS: _____

Appendix B

APSNA BOARD CANDIDATE Personal Profile/Application

All submissions must be completed using this [link](#) in order to address the following criteria. Questions are to be sent to info@apsna.org

Please include the following:

1. Applicant Name & Credentials/Professional licensure:
2. Office/Board position you seek:
3. Place of current employment/job title:
4. Major areas of responsibility:
5. Educational background/degrees held/special certifications:
6. Summary of your goals for the position (Please review Category A – Evaluation Tool Criteria):
7. Past or present leadership experiences and responsibilities that contribute to your qualifications for the office sought. (If you do not have leadership experience, please include whether you have interest in being mentored in a leadership role.)
8. Please provide a summary of your:
 - a. leadership skills,
 - b. organizational skills,
 - c. communication skills
 - d. technology proficiency, including electronic communication and collaboration platforms.,
 - e. ability to work with others,
 - f. commitment to the profession of nursing and the growth and development of the specialty of pediatric surgical nursing.
9. How many years have you been an APSNA member? (Two years of membership prior to assuming office is preferred; however, exceptions may be considered by the Nominations Committee and Board of Directors when appropriate).
10. List your previous or current involvement on APSNA committees or board of director positions. (If you have not had previous experience on an APSNA committee or board position, please include whether you have interest in being mentored in such a position.)
11. Submit recent curriculum vitae with your application.

12. Submit professional headshot.

13. Please request a letter of recommendation submitted online (**requested to be written by a non-APSNA member nurse or colleague**).

This letter should address your qualifications for holding a board of directors' position by speaking to your professional accomplishments and leadership potential. Specifically,

- a. contributions to APSNA or demonstration of leadership abilities,
- b. vision, creativity, and innovation, professional communication,
- c. self-direction/ability to meet deadlines,
- d. quality of work,
- e. accountability and
- f. professional integrity.

This letter can be submitted [here](#) online.