

Policy	5.02
Revised Policy	2/23
Revised Procedure	2/23
BOD Reviewed and Approved...	3/23
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POLICY & PROCEDURE

CANDIDATE CRITERIA AND REQUIREMENTS FOR NATIONAL OFFICES

POLICY

For candidates to be considered for nomination, the following criteria must be met as of the due date of the application:

- A. For National Board of Directors (BOD) Candidates – National President-Elect, National Secretary, National Treasurer, and Directors – all of the following criteria must be met:
 1. Current full membership in ANNA for the previous four (4) consecutive years.
 2. Current RN certification in nephrology.
 - Certification in Nephrology Nursing from a nationally accredited agency such as the American Board of Specialty Nursing Certification and/or the National Commission of Certifying Agencies.

Examples include:

- Certified Nephrology Nurse (CNN).
 - Certified Dialysis Nurse (CDN).
 - Certified Clinical Transplant Coordinator (CCTC).
 - Certified Nephrology Nurse – Nurse Practitioner (CNN-NP).
 - Emeritus status for nephrology certifications is also acceptable.
 - Acceptable certifications may change as needed to reflect current nephrology nursing practice.
- 3. A minimum of three (3) years’ experience in nephrology-related health care services within the past six (6) years. Evidence of nephrology nursing experience must be clearly noted on resumé or curriculum vitae.
- 4. At least 3/4ths of the Board of Directors (6 of 8 members) must hold a baccalaureate degree in nursing. A baccalaureate degree or advanced practice degree in nursing is preferred. All Board of Director members must hold an unrestricted nursing license.

5. A minimum of two (2) years' experience within the last six (6) years displaying leadership skills as defined by timely submission of requested information and consistent communication with BOD Liaisons. Leadership can be evidenced in ANNA at the National level as a National Officer, National Committee Chairperson, Specialty Practice Network (SPN) Leader, SPN Advisor, ANNA Chapter Support Team (ACST) Chairperson, ACST Leader, or as a member of *Nephrology Nursing Journal* Board.
6. Candidates for National President-Elect must have previously served as a BOD member within the past six (6) years.
7. Active members of the Nomination Committee may not run for the National Board of Directors. If a Nomination Committee member wishes to run prior to the end of the two-year commitment, they may resign from the Committee after one (1) year prior to the call for candidates.
8. Expected to be an active member of their local chapter with documentation of at least 50% participation in Chapter meetings and events.
9. Completion of the Candidate Online Application by the required deadline.
10. Ability and willingness to commit time to preparation and travel for all role expectations, including projects, conference calls, and meetings related to ANNA activities.
11. Candidates will not be allowed to alter dates set for Webinars or other activities without approval of the BOD.
12. Compliance with ANNA Policy & Procedure 2.04, *Conflict of Interest Policy*.

PROCEDURE

Application Procedure:

1. Potential candidates are required to comply with Policy & Procedure 5.05, *Campaign Regulations for National Offices*.
2. Candidate applications are available on the ANNA website. All documents must be submitted electronically using the online application portal.
3. The potential candidate must complete the online application as required in the Candidate applications to the National Office by the deadline established by the Nominations Committee, per Policy & Procedure 5.04, *Communication Regarding Slate of Candidates*.
4. The National Office will review the application materials and contact the potential candidate if something is incomplete. Through the use of a vetting spreadsheet, the Nominations Committee is responsible for validating that each candidate has submitted a complete application. Documentation of this vetting will be kept in the National Office.

Selection Procedure:

1. The Nominations Committee is responsible for establishing the slate of candidates to be placed on the ballot.
2. The Nominations Committee is responsible for validating that each candidate has demonstrated acceptable performance in previous volunteer leadership roles.
 - a. The Committee Chairperson will solicit and document input from ANNA volunteers and National Office staff who have served and/or worked with the potential candidate. Information will be solicited about the potential candidate's performance with previous roles and responsibilities, ability to work with others, ability to lead, and demonstration of other qualities that may add to or detract from the individual's ability to serve. The Committee will review written or other evidence as needed.
 - b. Input may be sought from, but not limited to, past committee members, committee chairpersons, others for whom the candidate served as a Board Liaison, Board Liaisons to whom the candidate reported while serving in an ANNA leadership position, local chapter leadership and National Office staff.
3. If there is an identified problem with the candidate's effectiveness or ability to fulfill past role responsibilities in ANNA, the Nominations Committee Chairperson will consult with the ANNA National President, ANNA National President-Elect, and BOD Liaison to determine the course of action, which may include removal of the potential candidate from consideration on the ballot.
4. Not all candidates who submit an application to run for an office will be confirmed. If a candidate is not selected to run, the Nominations Committee Chairperson, in consultation with the ANNA Executive Director, ANNA National President, and BOD Liaison, will notify the candidate of why their application was not accepted and suggest areas for development. (**Note** – This same procedure statement appears in Policy & Procedure 5.03, *Compliance with Candidate Criteria for National Offices*.)
5. Candidates not selected to run may appeal by submitting additional information and arguments why they meet the questioned criteria and requirements to the Nominations Committee Chairperson.