



Parenteral Drug Association New England Chapter Nominations and Elections Policy

Revision 0 (initial), Effective January 15, 2016

Approved by the PDA New England Chapter Board on 15 January 2016.

1. Duties/Responsibilities of Nominating Committee:

The principal duty of the Nominating Committee is to seek, evaluate, and recommend potential candidates to fill the slate-of-officers in preparation for chapter elections every two years. Other duties shall include: (1) meet periodically to develop and update processes for voting, (2) coordinate the voting process with other chapter committees, and (3) provide periodic progress updates to the President and Board members.

2. Makeup of the Nominating Committee:

As required by the PDA Handbook, the current chapter President shall assign a chairperson to head the Nominating Committee. It is recommended that this person be someone who is knowledgeable of chapter members and operations to provide the necessary experience and leadership to the committee. The chairperson shall then select up to four (4) chapter members to assist him/her. Persons serving on the Nominating Committee are eligible to be nominated for office. Persons serving on the Nominating Committee must be members in good standing in the chapter.

3. Preparations for Chapter Elections:

- Time Lines and Preliminary Activities

Once the new slate-of-officers has been installed in January, the previous Nominating Committee shall be automatically disbanded. The newly elected President shall select a new chairperson of the Nominating Committee within the first three (3) months of his/her term. Once assigned, the new chairperson of the Nominating Committee shall begin assembling volunteers to assist him/her in executing the duties/responsibilities of the Nominating Committee.

During its first year, the Nominating Committee should meet periodically to review this guideline and to begin developing processes to carry out notification and voting processes required and coordinating such activities with Communication, Membership, and other Committees as deemed necessary. Updates on their progress may be requested by the chapter President at business meetings.

In January of the following year, the Committee shall meet and evaluate potential candidates including all current officers, committee members, assistants, and those who have helped the chapter in any manner in the recent past. The selected potential candidates shall be directly contacted to assess their interest in assuming the duties and responsibilities of a Board member.

Once this process has been completed and a final list of interested candidates has been assembled, the committee shall vote for candidates for each office (except President, in which the previously voted President-Elect automatically becomes the next President). A member of this committee may be a nominee; however, that member must excuse herself/himself from any discussion on that particular position that they have been nominated for. In addition, they shall not participate in the final committee vote for that position for which they have been nominated for. The candidate with a majority of the votes in each position shall be nominated for that position. In the event of a tie, both candidates may be nominated for that position. This process shall be completed at least two (2) months in advance of the November chapter dinner meeting to allow proper planning of the event and notification to candidates.

- Qualifications of Potential Candidates

Special consideration shall be given to potential candidates for chapter officer positions who have had previous involvement with chapter activities, such as helping and assisting officers or committee members at dinner or business meetings, in the preparation of reports or presentations for meetings, and participation on committees, etc. It is important that candidates demonstrate a previous commitment to chapter events and activities and have knowledge of what will be expected of them when they become chapter officers. An exception to the above is the position of Treasurer where financial or fiduciary experience is more relevant. If appropriate, more than one name may be entered for each officer position; however, no candidate should be nominated without his or her consent.

- Presentation of the Slate-of-Officers
The Nominating Committee shall prepare a written Slate-of-Officers, which has been signed by all committee members, and forward it to the Board at least two (2) months before the November dinner meeting.

4. Voting Procedure

Once the slate-of-officers has been approved by the Board, it is then sent out to all members in good standing in the New England chapter for voting requiring a response by a specific date. Any response received after the specified date will not be counted. The ballot shall contain information concerning each candidate's qualification for the position. The most efficient and cost-effective method of voting shall be utilized. The Nominating Committee will tally the votes and the chairperson will provide the President of the Board with a written copy of the election results. The President of the Board will then certify the results by signing off on the written copy of the election results confirming the results. In the event of a tie for any position, one of the tied candidates shall be elected by vote of at least three (3) Chapter Board Officers.

5. Notification of Voting Results

The results of voting will be announced at the November chapter dinner meeting, at which time the newly elected slate-of-officers will be formally introduced to attendees. The newly elected chapter officers will begin their two (2) year term in January following their election the previous November.