

NLN AFFILIATED CONSTITUENT LEAGUE

Reference & Resources



National League
for **Nursing**

Nomination Forms

Table of Contents

Suggested Content for Committee	1
Work Schedule.....	2
Call for Nominations.....	5
Slate Confirmation.....	6
Consent to Serve	7
Biographical Information Form	8
Ballot Instructions.....	10
Ballot.....	11
Congratulations Letter	12
Notification of Election Results	13

Suggested Content

1. Copy of “Guidelines for the Committee on Nominations”
2. Constituent league bylaws
3. Goals of the National League for Nursing and the constituent league
4. Annual book of reports and/or president’s report to the membership
5. Membership directory
6. List of names and addresses of present officers, board members, and Nominations Committee members, indicating terms of office
7. List of names and addresses of committee chairs and members; council, forum and local unit chairs
8. List of elected positions to be filled and their terms of office
9. Descriptions of elected positions to be filled, including qualifications if available.
10. Schedule of regular meetings and special events of the league
11. Schedule of newsletter publication
12. Samples of forms, letters, communications with membership, and ballots used by past committees
13. Constituent League Procedures Manual, if available

WORK SCHEDULE

Phase I: Activities to be completed within the month following installation of new Committee on Nominations

Target Date

- _____ Chairman selected, in accordance with the bylaws
- _____ Organizational meeting and orientation of committee members
- _____ Review duties of Committee Nominations
- _____ Choose person to record committee proceedings
- _____ Distribute Committee on Nominations Packet
- _____ Determine committee ways of work
- _____ Review bylaws to determine vacancies to be filled
- _____ Schedule meetings and develop communication plan
- _____ Set preliminary target dates on Work Schedule

Phase II: Activities to be completed within 8 months prior to next annual meeting

Target Date

- _____ Analyze the background and experience among current eligible officers and board members and determine additional skills needed to ensure a balanced leadership team.
- _____ Review schedule of regular meetings and special events of the league and assign coverage of these to specific committee members.
- _____ Contact the president to get her views on the current status of the league, its strengths and its future needs.
- _____ Review forms, such as the Online Prospect Survey, Consent to Serve, Biographical Information, and revise as needed.
- _____ Non-board members attend meeting of the board of directors at the invitation of the president.
- _____ Inform membership of vacancies to be filled and the qualifications required. Request suggestions. Review procedure to be followed in

printing and mailing the ballot, and update as present circumstances indicate.

_____ Review procedure to be followed for preparing and distributing the ballot, and update as present circumstances indicate.

Phase III: Activities to be completed within 5 months prior to next annual meetings

_____ Consider names submitted to committee and begin to look at potential nominees.

_____ Consider present officer group and reach consensus the officers needed and the kind of persons to supplement and complement a strong officer team

_____ Consider needs of the board, particularly those persons who might be appointed chairs of standing committees.

_____ Arrive at decision of primary and secondary prospective nominees will be made

_____ Determine by whom and when contacts with prospective nominees will be made

_____ Prepare report for the board of directors.

_____ Chair sends confirming letter to each nominee, enclosing the "Consent to Serve" and "Biographical Information" forms.

_____ Deadline date for return of forms.

_____ Deadline date when ballots must be sent.

_____ Deadline date for return of ballots.

Phase IV: Activities to be completed within the month prior to the annual meeting

_____ Approve chair's report of committee's work prior to its presentation at the annual meeting.

_____ Appoint a teller's committee, if appropriate.

_____ Count ballots, if appropriate.

_____ Chair to send appropriate letter to each candidate.

COMMITTEE ON NOMINATIONS

_____ Review committee's record and prepare for turning over to new committee.

Phase V: Annual Meeting

_____ Annual meeting of constituent league. Chair gives report on the work of the committee. Election results are announced.

ARTICLE FOR NEWSLETTER

CALL FOR NOMINATIONS
OFFICERS
BOARD OF DIRECTORS
COMMITTEE ON NOMINATIONS

Members are encouraged to suggest candidates for the 20__elections of officers, positions on the Board of Directors and the Committee on Nominations.

It is important that a wide range of candidates be suggested to insure that the ballot will represent the diverse backgrounds and fields of expertise of the membership. It is also important that all sections of the state are represented.

Proposed candidates should have knowledge of the League, and should support quality nursing education and service. They should represent a variety of interests, such as: nursing, other health professions, education, diversity, and the business and public affairs communities.

The Nominations Process

The Committee on Nominations will meet in _____, 20__ to prepare a slate of candidates for the following elected positions:

- President-Elect
- Treasurer
- Three Directors for the Board
- Three members of the Committee on Nominations

Individual members should submit their suggestions directly to the Committee on Nominations by _____, 20__. Please use the Survey Link below.

/Insert SURVEY LINK here/

CONFIRMATION TO HAVE NAME PLACED IN NOMINATIONS LETTER

(On constituent league stationary)

Dear _____:

Thank you for agreeing to have your name placed in nomination for the position of _____ in the _____ League for Nursing for the term 20__ to 20__.

In order to prepare the Ballot for mailing to the membership, please complete the enclosed "Consent to Serve" and "Biographical Information" form and return these to us by _____, 20__. The Committee on Nominations will be using the information provided on the "Biographical Information" form to introduce the nominees to our membership. Please use the form we are enclosing rather than sending us your curriculum vitae.

The ballot will be mailed to all eligible voting members of the _____ League for Nursing by _____, 20__, in _____, at the _____ hotel.

If you have any questions or wish additional information, please let me know immediately. We look forward to receiving your completed forms soon.

We appreciate your willingness to stand for election for _____ of the _____ League for Nursing and are delighted to place your name in nomination.

Sincerely,

(Chairman, Committee on Nominations)

Enclosures:

"Consent to Serve" form

"Biographical Information" form

(Optional: If it is customary for your league to feature pictures of nominees in the newsletter or other printed media, request a photo)

CONSENT TO SERVE FORM

_____ **LEAGUE FOR NURSING**
(Address)
(email)

CONSENT STATEMENT

I am willing to serve if elected to the position of _____ for the term _____ by the membership of the _____ League of Nursing.

I understand that I must be an Individual Member of the NLN in order to have my name placed in nomination for the positions of Officer or member of the Board of Directors, in accordance with the _____ League for Nursing Bylaws.

Signature of Nominee _____

Date _____

Please print or type

NAME _____

ADDRESS _____

BIOGRAPHICAL INFORMATION FORM

_____ LEAGUE FOR NURSING
(Address)
(email)

BIOGRAPHICAL INFORMATION

Please print or type

Date Completed

NAME OF NOMINEE

Title, Employing Institution, and Address

Home Address

Telephone: Office _____/_____ Home _____/_____

EDUCATION (Institution, Major, Credential Received, Year)

MAJOR POSITIONS HELD DURING PAST 15 YEARS, MOST RECENT FIRST

Date Title of Position Organization Location

LEAGUE ACTIVITIES DURING PAST 10 YEARS, MOST RECENT FIRST

Date Activity Constituent League

COMMITTEE ON NOMINATIONS

MAJOR ACTIVITIES IN OTHER ORGANIZATIONS DURING PAST 5 YEARS

Date Activity Constituent League

AWARDS, HONORS, PUBLICATIONS

BALLOT INSTRUCTIONS

_____ LEAGUE FOR NURSING
(Address)
(email)

BALLOT

20__

INSTRUCTIONS

1. Please mark your ballot as directed. Ballots are marked for more than the number of candidates specified will be invalid.
2. (Optional) Write-in votes (or will not) be counted.
3. Place your ballot in the enclosed envelope marked "Ballot".
4. Place the "Ballot" envelope in an envelope addressed to the Chairman of the Tellers – Ms. _____, c/o _____ League for Nursing. You must write your name and address as listed on the membership records of the League in the upper left hand corner of the envelope addressed to the Chairman of the Tellers
5. The envelope addressed to the Chairman of the Tellers must be postmarked no later than _____, 20__.

BALLOT

For the term: 20__ to 20__

OFFICER ROLE
(List of candidates)

(Choose 1)

OFFICER ROLE
(List of candidates)

(Choose 1)

BOARD OF DIRECTORS
(List of candidates)

(Choose 3)

**COMMITTEE ON
NOMINATIONS**
(List of candidates)

(Choose 3)

CONGRATULATIONS LETTER

(On constituent league stationery)

Dear _____:

The ballots for the _____ League for Nursing election have just been counted and on behalf of the _____ League for Nursing, I am pleased to inform you of your election as _____ for the term _____. With your knowledge and ability, you will contribute much in this important leadership position in our League.

As you know, the new officers will be installed at the close of the ___ LN Annual Meeting on _____, 20__, in _____ at the _____ hotel. We hope you will be in attendance for the Annual Meeting and can participate in the installation ceremony. Please do let me know if you are unable to attend.

Again, congratulations on your election as _____.

Sincerely,

(Chairman of the Committee of Nominations, of President, or League Secretary)

Optional Enclosure: Copy of Annual Meeting Program

NOTIFICATION OF ELECTION RESULTS LETTER

(Constituent League Stationary)

Dear: _____:

The ballots for the _____ League for Nursing election have just been counted and we certainly appreciated your willingness to have your name placed on the ballot for the position of _____. I thought you would be interested in knowing the election results, even though the announcement to the ___LN membership will not be made until the close of the Annual meeting on _____, 20__ in _____ at the _____ hotel. The incoming _____ for the term _____ will be _____.

Again, thank you for your support and interest in the _____ League for Nursing. We hope you will continue to take an active part in the activities of ___LN and will attend the Annual Meeting.

Sincerely,

(Chairman of the Committee of Nominations, or President, or League Secretary)

Optional Enclosure: Copy of Annual Meeting Program